



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BA

SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by all of our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee, itself, and evaluating its accomplishments.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

Original adoption: 9/21/05

Adoption: 1/21/09

Reviewed:10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
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Policy of the School Committee

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**EVALUATION OF SCHOOL COMMITTEE
OPERATIONAL PROCEDURES**

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public;
2. School Committee - Superintendent relationships;
3. School Committee member development and performance;
4. Policy development;
5. Fiscal management;
6. School Committee meetings;
7. Performance of subcommittees of the School Committee; and
8. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Original adoption: 9/21/05

Amended:

Reviewed:10/16/13

1st Reading:

2nd Reading:

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
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Policy of the School Committee

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SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY

The School Committee is the policy making body of the Masconomet Regional School District and exercises its authority in posted public meetings where a quorum is present. The authority of the Masconomet Regional School Committee is derived from the General Laws of the Commonwealth, which assigns to the School Committee as a whole general charge of all public schools.

In addition, specific powers are assigned to the Masconomet Regional School Committee by provisions of the General Laws which pertain to specific functions and duties related to education. Because the School Committee's powers are derived from the state legislature and not from the governing authorities of the town, the members of the Committee, in the exercise and performance of their powers and duties, act as public officers and not solely as agents of the town. Although the School Committee functions as a duly elected committee of town government, the School Committee, unlike other town boards, has autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Within the confines of the General Laws, as noted, the School Committee has complete authority over school affairs when it serves as a legal body. Members of the Committee, however, have no authority over school affairs as individuals.

LEGAL REF: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Law
M.G.L. 71:14B; 71:16A

Original adoption: 2/7/73

Amended: 6/24/98

Reviewed: 10/16/13

1st Reading:

2nd Reading:

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
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Policy of the School Committee

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POWERS AND DUTIES OF SCHOOL COMMITTEE

The Regional School Committee shall have the power to select and terminate the Superintendent, shall review and approve budgets for public education in the District, and shall establish educational goals and policies for the schools in the District consistent with the requirements of law and goals and standards established by the State Board of Education (Chapter 71: Section 37).

The Regional School Committee will delegate the administrative function to the Superintendent and will assume responsibility for evaluating the effectiveness of the execution of School Committee policies and the requirements established by the State Board of Education. The School Committee requires a continuous appraisal of the results of its educational goals and policies as well as an annual evaluation of the Superintendent.

LEGAL REF: M.G.L. 71:37 specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

Original adoption: 2/7/73

Amended:6/24/98

Reviewed:10/16/13

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Proposed reconsideration: November 2018



Masconomet Regional School District
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Policy of the School Committee

BBA

SCHOOL COMMITTEE MEMBERS AUTHORITY

Members of the School Committee shall have authority only when acting as a School Committee meeting legally in public or executive session. The School Committee shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action pursuant to specific instruction of the School Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body, and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

DUTIES

The duties and obligations of an individual School Committee member include:

1. To become familiar with the School Committee's powers and duties as expressed in the State's school laws, regulations of the State Department of Education, and in the Masconomet Regional School District policies, rules, and regulations;
2. To have knowledge of educational aims and objectives of the system;
3. To work effectively with other School Committee members;
4. To respect the views of other School Committee members;
5. To respect the decisions of the Committee;
6. To vote and act in the School Committee meetings for the good of the District;
and
7. To represent the School Committee and the District to the public in such a way as to promote both interest and support.

Original adoption: 9/15/71

Amended: 3/6/96; 6/21/00

Reviewed: 1/19/05; 11/17/04; 12/6/08; 10/16/13

1st Reading:

2nd Reading:

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
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Policy of the School Committee

BBB

MEMBERSHIP OF THE SCHOOL COMMITTEE

The Masconomet Regional School Committee shall consist of eleven members: four from Boxford, three from Topsfield, and four from Middleton. Members shall serve for a term of three years.

The removal of School Committee members shall be in accordance with state and/or local law.

CROSS REF: The Regional Agreement
BBBG Apportionment Review

Original adoption: 9/15/71
Amended: 6/21/00, 1/18/12
Reviewed: 12/15/04; 12/6/08, 12/7/11, 12/7/11, 10/4/12
Proposed reconsideration: November 2017



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BBBA

QUALIFICATIONS FOR SCHOOL COMMITTEE / OATH OF OFFICE

To serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take the oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee. From the Town Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Employees of the Regional School District are precluded from serving on the School Committee.

Membership on a school committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.

LEGAL REF: M.G.L. 30A:20; 41:1; 41:107
M.G.L. 76:5 Amended 1993

Original adoption: 9/15/71
Amended: 6/21/00; 10/16/13
Reviewed: 11/17/04; 12/6/08, 10/2/13
1st Reading: 10/2/13
2nd Reading: 10/16/13
Adoption: 10/16/13
Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BBBC

SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

LEGAL REFS.: M.G.L. 41:2; 41:109

Original adoption: 10/16/13

Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BBBE

VACANCIES ON THE SCHOOL COMMITTEE

If a vacancy occurs among the members, the Selectmen and the remaining Committee members from the town concerned shall appoint a member to serve until the next annual election, at which election a successor shall be elected to serve for the balance of the unexpired term, if any.

LEGAL REF: M.G.L. 41:11

CROSS REF: The Regional Agreement

Original adoption: 10/16/96

Reviewed: 12/6/08

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BBBG

APPORTIONMENT REVIEW

To ensure that each of the member towns has representation consistent with the law, the Committee shall review its apportionment based on the language in the Masconomet Regional Agreement as amended by the Eighth Amendment. If the apportionment deviates from the limits defined by law, the Committee shall send a proposal to change the membership to the Board of Selectmen of each of the member towns in time for the amendment to be placed on the Warrants of the Annual Town Meetings. The procedure for proposing a change to the membership must comply with Section VII of the Agreement.

CROSS REF: The Regional Agreement
BBB Membership on the School Committee

Original adoption: 5/1/96
Amended: 4/26/00, 1/18/12
Reviewed: 10/16/13
Adoption: 1/21/09, 1/18/12
Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BCA

SCHOOL COMMITTEE MEMBER ETHICS

Because School Committees are agencies of the state, the oath of office of a School Committee member binds that individual member to adherence to those state laws which apply to School Committees. The acceptance of a code of ethics, therefore, implies an understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts.

Service on the Masconomet Regional School Committee entails additional ethical obligations, above and beyond the strictly legal. This code of ethics delineates three additional areas of responsibility of Masconomet Regional School Committee members: (1) community responsibility; (2) responsibility to school administration; and (3) relationships to fellow Committee members.

School Committee members in their relations with the community should:

1. Realize that their primary responsibility is to the children.
2. Recognize that their basic function is to be policy making and not administrative.
3. Remember that they are members of a team, and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from Committee activities.
7. Serve as effective and positive representatives of public education in general, and of the Masconomet Regional School District in particular.

School Committee members in their relations with school administrators should:

1. Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Make no unnecessary demands of those administrators.

4. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
5. Refer significant complaints to the administrative staff for solution, and only discuss them at Committee meetings if such solutions fail.
6. Refrain from surprising or otherwise attempting to embarrass members of the administrative staff in public settings.
7. Refrain from seeking any type of special consideration for their own children, family members, or friends (or for the children of family members or friends) from any members of the faculty or administration.

School Committee members in their relations with their fellow Committee members should:

1. Recognize that action at official meetings is binding and that no individual member can bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises about how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions, and respect the privileged communications that occur in executive sessions.
4. Respect the privacy of internal discussions that are conducted on the assumption of privacy.
5. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help or information on school problems.
6. Make decisions only after all facts on a question have been presented and discussed.

CROSS REF: AA SCHOOL DISTRICT LEGAL STATUS
BB SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY
BBA SCHOOL COMMITTEE POWERS AND DUTIES

Adopted: 9/21/05

Revised: 12/21/09

Reviewed: 10/16/13

Next Review: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDA

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

At the first meeting after elections have taken place in all member towns, the School Committee shall organize and elect its officers from its own members. The officers shall be elected in the following order: Chairman and Vice-Chairman. Each officer shall serve for a period of one (1) year. A public vote by show of hands for either of the two officers shall continue until a majority is received. Vacancies in these offices occurring during the year shall be filled by the School Committee at its discretion.

Legal Reference: M.G.L. 71:16A

Adopted: 9/15/71

Revised: 1/19/05, 10/16/13

Last Review 10/2/13

Next Review: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDB

SCHOOL COMMITTEE OFFICERS

CHAIRMAN

The Chairman of the School Committee shall preside at School Committee meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the School Committee. He/she shall appoint all sub-committees of the School Committee and shall be an ex-officio member of all such committees.

The commencement exercises each June are the culmination of the Masconomet education for members of a graduating class. The Chairman of the School Committee shall represent the School Committee at such exercises. He/she shall address the audience on behalf of the School Committee and present the diplomas to the departing seniors. If another member of the School Committee is a parent of a graduate, he/she may, with permission of the Chairman, present that particular diploma. The Chairman may delegate the duties detailed in this paragraph.

VICE-CHAIRMAN

The Vice-Chairman of the School Committee shall preside at School Committee meetings in the absence of the Chairman and shall assume all the duties and responsibilities of the Chairman in such instances and chair the budget development process and School Committee meetings associated therewith.

Original adoption: 9/15/71

Amended: 1/19/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDC

DISTRICT TREASURER

Expenditure and Management of Funds

The School Committee shall appoint a District Treasurer for fixed timeframe. The Treasurer shall give and maintain bond for faithful performance of duties of the District Treasurer. The Treasurer shall receive and take charge of all money belonging to the District and shall pay any bill of the District, which shall have been approved by the School Committee. The Treasurer shall be responsible for the investment of available cash. The Treasurer will furnish the School Committee a *quarterly* statement and will carry out the duties of the District in accordance with Chapter 71, 16A and other pertinent statutes. The Treasurer will work in close cooperation with the Superintendent and staff, but will report directly to the School Committee.

Original adoption: 8/4/71

Amended: 11/17/01, 10/16/13

Reviewed: 12/6/08, 10/2/13

Adoption: 10/16/13

Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDD

SCHOOL COMMITTEE / SUPERINTENDENT RELATIONS

The School Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer and as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas only after receiving recommendations from its executive officer. Further:

The Superintendent will have the privilege of asking guidance from the School Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.

The Superintendent will assist the School Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

For its part, the School Committee will consult with the Superintendent on all matters concerning the school system. It will delegate to him/her responsibility for all executive functions, refrain from handling any administrative details, and give to the Superintendent authority commensurate with his or her responsibilities. The Committee will support the Superintendent in actions which conform to proper professional standards and the policies of the Committee, and assist his/her office in defending established lines of authority and channels of communication.

CROSS REF: BBA SCHOOL COMMITTEE POWERS
AND DUTIES BCA SCHOOL COMMITTEE
MEMBER ETHICS

Original Adoption: 9/21/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDE

**TASK FORCES OF THE SCHOOL
COMMITTEE**

The School Committee may establish ad hoc committees for the purpose of studying, advising or reporting on projects or issues. Membership on these task forces may include non-School Committee members.

1. The task force will be established through action of the School Committee;
2. The task force chairman and its members will be appointed through action of the School Committee;
3. The task force will be provided with a charge, functions and duties and the date by which they should be completed;
4. Minutes will be kept of all meetings of any task force. Copies of task force minutes will be sent to School Committee members and the Superintendent in a timely fashion;
5. The task force may make recommendations for School Committee action, but it may not act for the School Committee;
6. The School Committee chairman and Superintendent will be ex-officio members of all special task forces and;
7. Upon completion of its assignment, the School Committee will dissolve a task force, or it may be dissolved by a vote of the School Committee at any time.

Original Adoption: 9/21/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDFA

Also: CEA

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the School Council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the Masconomet Regional School District.

As enacted by the state legislature in the Education Reform Act of 1993, a School Council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, and forming the group, pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the School Council.

The School Council shall meet regularly with the Principal of the school and shall:

1. Assist in the identification of the educational needs of the students attending the school;
2. Make recommendations for the development, implementation and assessment of the curriculum accommodation plan;
3. Assist in the review of the school building budget; and
4. Assist in the formulation of an annual School Improvement Plan.

The Principal, in consultation with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent

LEGAL REFS: M.G.L. 71:59C

Original Adoption: 9/21/05

Reviewed: 11/20/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDFA-E-1

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education and by the School Committee.
2. An Assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

Original Adoption: 10/16/13

Reviewed:

1st Reading: 10/2/13

2nd Reading: 10/16/13

Adoption: 10/16/13

Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BDG

SCHOOL ATTORNEY

Because the complexity of school district operations often requires specialized legal services, the Committee may retain an attorney or law firm to provide legal services, including (for example) assistance with labor relations. At the discretion of the Committee, any such relationship with an individual lawyer or law firm will be reviewed on an annual basis.

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law, to enable him/her to offer the necessary legal advice.

Both the Superintendent and the chairman are authorized to seek legal advice or assistance on behalf of the school system.

When the Superintendent concludes that unusual types or amounts of professional legal service may be required, he or she will advise the Committee, and seek either initial or continuing authorization for purchasing such services.

LEGAL REF: M.G.L. 71:37E; 71:37F

Original Adoption: 9/21/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEC

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given;
2. The Chairman (or, in his/her absence, the presiding member) will state the purpose for the executive session *by stating all subjects* that may be revealed without compromising the purpose for which the executive session was called;
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes; and
4. The Chairman or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual or the discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

Original Adoption: 9/21/05

Reviewed: 12/6/08, 10/4/12

1st Reading: 1/19/11, 10/17/12

2nd Reading: 2/2/11, 11/14/12

Adoption: 2/2/11, 11/14/12

Proposed reconsideration: November 2017



Masconomet Regional School District
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Policy of the School Committee

BEDA

NOTICE OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours (not to include Saturday, Sunday, or holidays) advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. This comprises both notification of Committee and subcommittee members and notification of the public.

All regular and special meetings will be announced and posted publicly according to statute. Masconomet will post all meeting notices on the Masconomet Regional School District web site, www.masconomet.org and the officially designated bulletin board in the District. Similar notifications will be filed with the town clerks of Boxford, Middleton and Topsfield.

The only exception to the procedures outlined above is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

LEGAL REF: M.G.L. 30A:20B, 30A:20C, see also 940 CMR 29.03(4)

Adoption: 9/21/05

Revised: 11/3/10, 4/1/15

Next Review: April 2020



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEDB

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall supervise the preparation of all agendas for the meetings of the School Committee. In doing so, the Superintendent shall consult with the School Committee Chairperson. Placement of items of business on the agenda may be suggested by any School Committee member, staff member, student, or citizen of the District. The inclusion of items suggested shall be at the discretion of the Superintendent in consultation with the Chairperson.

Anyone wanting to submit an agenda item must do so in writing not later than 4:00 p.m. the Wednesday preceding a regular business meeting. The agenda for each business meeting shall be completed not later than the close of business the Friday preceding the time set for a regular business meeting. The appropriate items of business shall include suggested resolutions and adequate supporting material. This agenda, together with supporting materials, shall be distributed to School Committee members sufficiently prior to the meeting to permit them to give items of business careful consideration. The agenda and appropriate materials shall also be made available to the press, representatives of the community, staff, student organizations, and to others upon request.

Original adoption: 2/2/05

Reviewed: 10/16/13

1st Reading:

2nd Reading:

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEDC

QUORUM

The quorum necessary to hold a School Committee meeting shall be a majority of the total number of member seats on the School Committee, in accordance with the regional agreement among the towns, whether or not each of those seats is currently filled by a town representative.

CROSS REF: The Regional Agreement

Original adoption: 10/11/00

Amended: 1/19/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEDD

RULES OF ORDER

The School Committee shall observe Robert's Rules of Order, Revised, except that the Chairman may participate and have a vote on all matters before the School Committee or except as otherwise provided by law.

In accordance with Robert's Rules, Revised the Committee may suspend parliamentary rules of order by a two-thirds vote.

A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed shall be adopted by majority vote of a motion to adopt the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Chair.

Original adoption: 9/15/71

Amended: 1/7/87

Reviewed: 1/19/05, 12/6/08, 10/18/10

Adoption: 11/3/10

Proposed reconsideration: November 2015



Masconomet Regional School District
Serving Boyford, Middleton & Topsfield

Policy of the School Committee

BEDF

**VOTING
METHODS**

The School Committee's decisions, during meetings, shall be based on a majority voice vote of the members present and voting, unless otherwise specified by law or School Committee policy.

LEGAL REF: M.G.L. 39:23B; 71:42;
71:50

Original adoption: 9/15/71
Amended: 1/7/87
Reviewed: 1/19/05;12/6/08, 10/18/10
Adoption: 11/3/10
Proposed reconsideration: November 2015



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEDG

MINUTES

In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept. Minutes shall include the following: name of the organization, date, place, and time of the meeting; whether it was a regular or special meeting; names of chair and recording secretary or their substitutes; names of members present, whether the minutes from the previous meeting were read and approved or if reading was dispensed with; all main motions, whether adopted or lost (a motion that was withdrawn should not be recorded) - resolutions adopted should be entered in full; names of persons making the motion, but the name of the seconder need not be recorded; points of order and appeals, whether sustained or lost; summarized reports of committees, unless written reports are appended; all appointments of committees, elected delegates, etc; when a count has been ordered, or where the vote is by roll call, the number of votes on each side should be recorded; time of adjournment. Personal opinions or praise or criticism should not be recorded.

Executive session minutes will be kept in accordance with the Open Meeting Law. The purpose of the meeting and whether or not action was taken shall be set forth. All votes taken in Executive Session shall be by roll call vote with each name and vote being duly noted.

Minutes shall be maintained in an official record book designated for said purpose. The minutes shall constitute the official record of proceedings of the School Committee and shall be open to public inspection at all reasonable times. A copy of the proceedings shall be sent to each member of the School Committee.

LEGAL REF: M.G.L. 39:23B; 66:10

Original adoption: 9/15/71

Amended: 1/8/87. 10/16/13

Reviewed: 10/2/13

1st Reading: 10/2/13

2nd Reading: 10/16/13

Adoption: 10/16/13

Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEDH

PUBLIC PARTICIPATION

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view the School Committee as it conducts its regular business meeting. All meetings of the School Committee are in accordance with the open meeting law.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee sets aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

The School Committee recognizes its responsibility to conduct the business of the District in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentation to the School Committee. A member of the audience wishing to be heard by the School Committee shall first be recognized by the Chairman and then shall identify himself/herself and proceed to comment as briefly as the subject permits.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and submitted to the Superintendent of Schools at least one week prior to the date of the meeting. The request should contain background statements to explain the scope and intent of the agenda item. The Chairman of the Committee and the Superintendent will determine whether or not to place an item on the agenda. If the item is to be taken up, they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

The School Committee Chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such a presentation. The School Committee as a whole shall have the final decision in determining the appropriateness of all such rulings.

Original adoption: 9/15/71

Amended: 10/11/01

Reviewed: 3/26/07;12/6/08

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Botsford, Middleton & Topsfield

Policy of the School Committee

BEDJ

BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS

The School Committee seeks to meet the needs of the community and to better educate citizens about the schools by televising School Committee meetings whenever possible.

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special School Committee meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used; and
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Committee members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given.

Original Adoption: 9/21/05

Reviewed: 10/16/13

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BEE

SPECIAL PROCEDURES FOR CONDUCTING PUBLIC HEARINGS

In conducting all public hearings required by law, as well as any other public hearings it deems advisable, the School Committee will:

1. Give due and public notice in conformance with statutory requirements, and publicize the meeting in the media.
2. Make available printed information regarding the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy, as stated below.

The chairman of the Committee (or in the absence of the chairman, the vice chairman) will preside at the hearing.

The public will be informed at the beginning of the hearing about the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed in order to give citizens in attendance a reasonable chance to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee or by others for the Committee. To comment, citizens must be recognized by the chair. Their remarks must be addressed to the chair, and must be germane to the topic. To assure that all who wish get a chance to speak, the chair will make every reasonable effort to recognize persons who have not yet commented during the hearing before recognizing persons who have already spoken.

LEGAL REF: M.G.L. 71:38M

Original adoption: 9/15/71

Amended: 11/09/00

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BE

MEETING PROCEDURES

The School Committee will conduct its business in open session except as otherwise provided by law. The public will be encouraged to attend School Committee meetings. The Committee will endeavor to keep the public informed concerning the business of the District.

Meetings will be held on a regularly scheduled basis throughout the year. The time and place of regular School Committee meetings will be established by a vote of the School Committee at its first meeting after elections have taken place in all member towns. Changes in subsequent meeting dates will occur as situations dictate.

Executive sessions, except in the case of an emergency, will be held only after the School Committee has first been convened in open session at a posted meeting. The purpose for the executive session will be stated by the School Committee member who moves to convene the session. The motion will include an announcement of whether the School Committee will reconvene in open session. By roll call, a majority of the School Committee must vote to go into executive session. The results of the roll call vote will be recorded in the minutes of the meeting.

Adoption: 9/15/71

Reviewed: 1/19/05;12/6/08, 10/18/10, 3/5/15

Revised: 12/03/0, 11/3/10, 4/1/15

Next Review: April 2020



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGA

SCHOOL COMMITTEE POLICY DEVELOPMENT

Adoption of new policies, review and/or changing existing policies, is solely the responsibility of the School Committee. The formulation and adoption of these written policies shall constitute the basic method by which the School Committee shall exercise its leadership in the operation of the District school system.

Proposals for new policies, or changes to existing policies, must be initiated in writing or verbally at an official meeting of the School Committee by any member, by any citizen of the District, or by any employee of the District. The policy proposals must be referred to the policy subcommittee of the School Committee for detailed study prior to full School Committee discussion of the proposal. The procedure stated in this paragraph may be waived by majority vote of the School Committee.

The formal adoption of policies shall be recorded in the minutes of the School Committee. Only those written statements so adopted and so recorded shall be regarded as official School Committee policy.

Original adoption: 9/15/71

Amended: 11/09/00

Reviewed: 10/16/13

1st Reading:

2nd Reading:

Adoption: 1/21/09

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGB

POLICY ADOPTION

New policies will be presented as information at a School Committee meeting and *will* not be acted upon until a later meeting. Thus, time shall be given to permit further study and also to give opportunity for interested parties to react. However, temporary approval may be granted by the School Committee in lieu of formal policy regarding emergency matters or special events which will take place before a formal policy, if necessary, is enacted.

Policies of the School Committee may be adopted, amended or deleted by a majority vote of the members present at two successive regular meetings, or by a unanimous vote of the entire School Committee at any meeting. Amendments to policies may be voted at the same meeting at which they are introduced.

The School Committee may dispense with the above sequence to meet emergency conditions.

Original adoption: 10/11/00

Amended: 1/19/05

Reviewed: 12/6/08, 9/18/13

Adoption: 10/16/13

Proposed reconsideration: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGC

POLICY REVISION AND REVIEW

A cooperatively developed School Committee policy manual is fundamental to good School Committee-staff relationships. Written policies shall be revised regularly, shall be made available to all the school personnel, and shall be used consistently by the School Committee as the basis for its actions.

Any policy which has not been reviewed for a period of five (5) years shall be reviewed during the sixth year and some action taken on it. Any policy which is being reaffirmed, amended or eliminated as a result of the review process will be approved in accordance with Policy BGB.

Original adoption: 9/15/71

Amended: 9/20/06

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGD
Also: CHB

SCHOOL COMMITTEE REVIEW OF REGULATIONS

The Superintendent and administrative staff are charged with issuing regulations as needed to implement policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee will not formally approve regulations except 1) as required by state law, or 2) requested to do so by the Superintendent, or 3) upon referral from a school site council when regulations are thought to deviate from existing school policy. The Committee may review the regulations developed by the Superintendent for the school system when they appear to be inconsistent with policy, goals, or objectives of the district. It will revise or veto such regulations, however, only when in the judgment of a majority of the Committee those regulations are inconsistent with policies adopted by the Committee.

Under Massachusetts law, the Superintendent is required to publish the district's rules and regulations pertaining to the conduct of teachers and students. Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks, which will be made available to Committee members upon request.

LEGAL REF: M.G.L. 71:37H

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 12/4/13

Adopted: 1/15/14

Proposed reconsideration: January 2019



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGE

POLICY DISSEMINATION

The Superintendent shall be directed to establish and maintain an orderly plan for the preservation and accessibility of the policies adopted by the School Committee and the administrative rules and regulations needed to put them into effect.

Copies of the policy manual shall be distributed to Policy Subcommittee members and appropriate school personnel for the beginning of the new school year. An electronic copy of the Policy Manual will be maintained on the school website. A member of the public may request a hard copy of the Policy Manual at the district established cost of duplication.

Original adoption: 10/11/01

Amended: 11/7/00, 1/18/12

Reviewed: 1/19/05;12/6/08, 12/7/11

Adoption: 1/18/12

Proposed reconsideration: January 2015



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BGF

SUSPENSION OF POLICIES

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BHC

SCHOOL COMMITTEE/STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee communications to staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee Chair authorization.

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BHE

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (email), internet web forums, and internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall receive copies of all electronic correspondence between and among members of the School Committee. All School Committee related email must be copied to the District Secretary. These copies shall be retained in the central office. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis if so requested.

LEGAL REF: M.G.L. 4:7; 30A:18, 23B; 66:10

Adopted: 4/26/00

Revised: 9/27/00, 10/16/13

Reviewed: 10/2/13

Next Review: October 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

Each newly elected member of the Masconomet Regional School Committee will be given a copy of the Committee's policy book, as well as selected materials on School Committees, including the Massachusetts Association of School Committees handbook for members and the General Laws of Education Relating to School Committees.

New members also will be encouraged to attend meetings or workshops specifically designed for new School Committee members. School Committee members, within 1 year after their initial election or appointment, shall complete at least 8 hours of orientation concerning the responsibilities of their office at no cost to individual School Committee members. The orientation shall include but not be limited to a review of school finance, the open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations and the roles and responsibilities of school committee members. Upon completion of the orientation notice thereof shall be filed with the clerk of the town where the School Committee member resides.

The School Committee and Superintendent will help each newly elected member learn the Committee's functions, policies, and procedures.

1. How a community member (parent, teacher, etc.) may make a request of the Committee, and appropriate responses/actions of an individual School Committee member when a request is presented directly to him/he;
2. How Committee members may make arrangements to visit schools, and the protocol associated with such visits;
3. How Committee members, when assigned certain tasks or investigating certain problems, may request information or services of the school staff;
4. How the Committee receives and examines complaints relating to personnel;
5. How and why executive sessions may be held, and what is considered privileged information and;
6. How members may contribute and participate constructively at meetings, and in the subcommittee context.

LEGAL REF: MGL 71:36A

Original adoption: 6/7/95

Amended: 6/21/00

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BIBA

**SCHOOL COMMITTEE CONFERENCES,
CONVENTIONS, AND WORKSHOPS**

The School Committee encourages its members to participate in appropriate School Committee conferences, workshops, and conventions, as part of a larger emphasis on providing training and development for its members. But public dollars and the time of individual members are limited. Therefore, the Committee observes the following principles and procedures:

1. Funds for participation at such meetings will be budgeted for on an annual basis. When cost is a serious constraint, the Committee will designate which of its members would be the most appropriate to participate at a given meeting. Conversely, if a member or members have the opportunity to attend an out-of-state conference at little or no cost to the taxpayer, they are encouraged to do so. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
2. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

LEGAL REF: M.G.L. 40:5

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The members of the School Committee shall serve without compensation. No member of the School Committee shall be eligible for employment in the Masconomet Regional School District, or in any collaborative or other regional programs in which the Masconomet Regional School District participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from funds budgeted for that purpose, so long as the expense is approved in advance by the School Committee chair.

Reimbursable expenses may include the cost of attendance at conferences of school committee associations and other professional meetings or visitations, when such attendance and expense payment has had prior School Committee approval.

LEGAL REF: M.G.L. 40:5; 71:52

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

BK

SCHOOL COMMITTEE MEMBERSHIPS

The Committee may maintain memberships in the national, state, and regional School Committees (boards) associations and (within the constraints of time and budget) take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Superintendent or the Committee finds to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be disseminated and used to the best advantage of the Committee and the staff.

Original Adoption: 9/21/05

Adoption: 1/21/09

Reviewed: 10/16/13

Proposed reconsideration: November 2018