

SCHOOL IMPROVEMENT PLANS/EDUCATIONAL GOALS

The principals, in consultation with school councils, shall adopt educational goals for the schools and shall formulate a school improvement plan to advance such goals. The schools' educational goals must include the student performance standard adopted by the Massachusetts Board of Education and, consistent with any educational policies established for the district, shall assess the needs of the school in light of these goals.

The school improvement plan shall address the ~~system~~District-wide goals/core values adopted by the School Committee each year. The plan shall include an assessment of the impact of class size on student performance, and shall consider student to teacher ratios and other factors and supportive resources, and may include a scheduled plan for reducing class size. The plan shall address:

- professional development for the school's professional staff;
- the allocation of any professional development funds in the annual school budget;
- the enhancement of parental involvement in the life of the school;
- safety and discipline;
- the establishment of a welcoming school environment characterized by tolerance and respect for all groups;
- extracurricular activities;
- the development of means for meeting the diverse learning needs of the children, including children with special needs currently assigned to separate programs, within the regular education programs at the school, and such further subjects as the principal, in consultation with/the school council, shall consider appropriate.

If said school improvement plan is not reviewed by the School Committee within thirty days of said school committee receiving said school improvement plan, the plan shall be deemed to have been approved.

~~SOURCE: Medfield~~

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 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 parent/guardian 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.

CONDUCT OF SCHOOL COUNCIL BUSINESS

~~The principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.~~

~~The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.~~

~~Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.~~

~~All meetings of the school council shall conform to the Open Meeting Law, Section 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.~~

~~The superintendent shall receive agendas and minutes of all school council meetings. The superintendent shall provide copies of these materials to members of the school committee for information.~~

Note: The MASC Reference Manual updates this policy and recodes it to be BDFA E 3—found below

SOURCE: Medfield

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:~~

- ~~8. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.~~
- ~~9. An assessment of the needs of the school in light of the proposed educational goals.~~
- ~~10. The means to address student performance.~~
- ~~11. Professional development for the school's professional staff.~~
- ~~12. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.~~
- ~~13. The development of means for meeting the diverse learning needs of every child.~~
- ~~14. 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.~~

~~SOURCE: MASC~~

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

SOURCE: MASC

SCHOOL ATTORNEY

The Medfield School Committee may use the services provided by the town counsel. The committee and the superintendent may seek his/her services to counsel and represent the Sschool systemDistrict at various times.

However, because the complexity of school department operations often requires specialized legal services, the committee may also retain an attorney or law firm to provide additional legal services.

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/sheCounsel 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.

A decision to seek legal advice or assistance on behalf of the Sschool systemDistrict will be made by the committee. The superintendent may also take such action at the direction of the committee.

Many types of legal assistance are routine and do not require specific committee approval or prior notice. However, when the superintendent concludes that unusual types or amounts of professional legal service may be required, he/sheCounsel will advise the committee and seek either initial or continuing authorization for such service.

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

SOURCE: Medfield

BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. The School Committee desires individuals to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority. The public comment period is available to all residents of the Town, and to all students/families/guardians of students enrolled in the schools of the district.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals may sign in for an opportunity to speak during public comment, or indicate their desire to speak as directed by the Chair. The public comment segment shall not exceed 15 minutes unless the Chair in the Chair's discretion determines that a longer period is appropriate. All speakers are encouraged to present their remarks in a respectful manner.

For agenda topics that require a vote, individuals may request to open up public comment after discussion and prior to the vote to address any discussion items which may have occurred amongst the School Committee. Should this occur, all guidelines for Public Comment will be maintained.

2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.

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4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.

5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Medfield School Committee.

6. Sign up instructions will be provided for those who wish to participate in Public Comment.

LEGAL REFS.: M.G.L. [30A: 18-25](#)

CROSS REFS: [BE](#), SCHOOL COMMITTEE MEETINGS

[BEC](#), EXECUTIVE SESSIONS

[BEDA](#), NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

Minutes Approved by School Committe on January 26, 2023

Medfield Public Schools

GUIDELINES FOR PUBLIC COMMENT

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 your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

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 has set 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.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them 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 should be received by the Chair of the Committee at least two weeks prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and 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.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 15 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.

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2. Speakers shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Approved By School Committee: January 26, 2023

Medfield Public Schools