

## **SCHOOL COMMITTEE 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.~~

~~The school committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by 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 their accomplishment.~~
- ~~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.~~

~~CROSS REF.: ————ADA School District Goals and Objectives~~

~~SOURCE: Medfield~~

## SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district 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 concerns.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. 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 the 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 their accomplishment.
2. Setting objectives for performance for each position and function in the ~~system~~District.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and SMART district goals.
5. Conducting a periodic review of performance against these goals.

~~SOURCE: — MASC — Updated 2022~~

~~NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.~~

## **EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

The **S**school **C**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. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. 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.

SOURCE: Medfield/MASC

## SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

...~~Three, five, six, seven or nine~~ members of the School Committee for terms of three years ...

The Medfield School Committee is the governing board of the Medfield School ~~system~~District. Although it is a committee of town government, it owes its existence to the Massachusetts General Laws, which decree that each public school ~~system~~district shall be governed by a ~~school~~committeeSchool Committee.

The Town Charter establishes five as the number of School Committee members, to be elected at regular town elections for terms of three years.

~~Established through statute~~

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws relating to public education.  
Medfield Town Charter 5-1

CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties  
BBAA, School Committee Member Authority  
BBB, School Committee Elections

~~SOURCE: Medfield~~

## SCHOOL COMMITTEE LEGAL STATUS

The School Committee is the governing board of the municipality's public school district. Although it functions as a duly elected Committee of municipal government, the School Committee has, unlike other municipal boards, 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.

Established by law

This is a best practices policy. This language is not included in any other policy.

~~SOURCE: MASC—Updated 2022~~

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties

~~NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.~~

~~Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.~~

~~Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. 71:14B and 71:16A. A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. 71:63 would be required. The cross references are to related codes in the NEPN classification system.~~

## **SCHOOL COMMITTEE POWERS AND DUTIES**

~~The school committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.~~

~~The committee takes a broad view of its functions. It sees them as:~~

- ~~1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.~~
- ~~2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.~~
- ~~3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.~~
- ~~4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.~~
- ~~5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.~~

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

~~CROSS REF.: ——— BB, School Committee Legal Status~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE POWERS AND DUTIES**

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

### **Personnel Matters**

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

~~SOURCE: MASC – Reviewed 2022~~

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#), School Committee Legal Status  
BDG, School Attorney

~~NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. 71:16 through 71:16I. A reference to an appropriate section(s) of regional agreement could also be added.~~



## ~~SCHOOL COMMITTEE MEMBER AUTHORITY~~

### ~~Authority~~

~~Because all powers of the school committee derived from state laws are granted in terms of action as a group, members of the school committee have authority only when acting as a committee legally in session.~~

~~The school committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the 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 the individual committee member may be enumerated as follows:~~

~~To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this school committee and school department.~~

~~To keep abreast of new laws and the latest trends in education.~~

~~To have a general knowledge of the goals, objectives, and programs of the town's public schools.~~

~~To work effectively with other committee members without trying either to dominate the committee or neglect his/her share of the work.~~

~~To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.~~

~~To vote and act in committee impartially for the good of the students.~~

~~To comply with the accepted code of ethics for school committee members.~~

~~To represent the committee and the schools to the public in a way that promotes interest and support~~



~~To refer questions and complaints to the proper school authorities.~~

~~To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.~~

Commitment to Group Decisions

~~It is to be expected that differences of opinion will exist in the decision making about such a vital and sensitive matter as children's education. This Committee believes the purpose of public meetings as required for a school committee is to provide an opportunity for differences to be expressed, analyzed, and harmonized into workable plans for carrying on the functions of education. We believe further that such discussions should be conducted in the spirit of democratic search for enlightenment: systematically, efficiently, and with dignity. We also believe that upon arriving at a majority decision, each member of the Committee has an ethical obligation to work toward the successful realization of that decision, always retaining the citizen's and member's right to strive toward altering the decision operating under moral and sanctioned channels if he/she believes the decision was not correct.~~

SOURCE: Medfield

## **SCHOOL COMMITTEE MEMBER AUTHORITY**

### **Authority**

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their 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 the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the district.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of all students.
7. To comply with the accepted code of ethics for School Committee members.
8. ~~To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.~~
9. To represent the Committee and the schools to the public in a way that promotes interest and support.

10. To refer questions and complaints to the proper school authorities.
11. ~~To comply with the accepted code of ethics for School Committee members.~~
12. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.

SOURCE: ~~MASC Updated 2022~~Medfield -as approved on March 10, 2022

~~NOTE: This category is often used for a statement of the duties and responsibilities of School Committee members, as well as a statement on their authority, just as was done in the above policy.~~

Includes the March 2022 updates

File: BBBA/BBBB

## ~~SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE~~

~~In order to serve on the Medfield School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an 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.~~

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

~~LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107  
M.G.L. 76:5 Amended 1993~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE**

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an 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 their official duties as a member of the Committee.

From the Municipal or District 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.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's ~~online~~ training program. Upon completion of the ~~online~~ training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

~~Established by law~~

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); 268A:27-28;

~~NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.~~

~~The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.~~

## SCHOOL COMMITTEE MEMBER RESIGNATION

An existing Sschool Committee member who submits his/hers resignation to the appropriate certifying authority terminates his/her School Committee duties at the time of his/hers resignation unless he/she ~~states in that~~ that the resignation states a specific time at which the resignation will take effect.

Should a Sschool Committee member move out of the town ~~or city~~ which elected him/her them to the Committee, ~~he/she~~ that member shall be deemed to have vacated his/hers the office.

A member who intends to resign his/hers their position on the School Committee shall do so subject to the Town Charter, which states:

"Any person holding an appointive or elective office may resign his/hers their office by filing a resignation with the Town Clerk, and such resignation shall be effective immediately, unless a time ~~certain~~ is specified therein when it shall take effect."

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

SOURCE: Medfield as approved on March 10, 2022



**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 municipality or District in which they hold office, that member shall be deemed to have vacated the office.~~

~~SOURCE: — MASC — Updated 2022~~

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

## **SCHOOL COMMITTEE MEMBER REMOVAL FROM OFFICE**

### Removal (Recall)

Detailed procedures for the removal of elected town officers, including School Committee members, shall be as set forth in the Town Charter.

LEGAL REF.: Medfield Town Charter, Article 8

SOURCE: Medfield as approved on March 10, 2022

## UNEXPIRED TERM FULFILLMENT

When a vacancy on the Medfield School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee shall notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected shall fill the seat on the Committee until the next town election, at which time a member shall be elected to serve the remainder of the term, if any.

Established through statute

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

*Note: ~~The MASC Reference Manual replaces "board of selectmen" and "selectmen" with "Select Board"~~*

SOURCE: Medfield as approved on March 10, 2022

## **SCHOOL COMMITTEE ELECTIONS**

Members of the Medfield School Committee are elected at large by the voters of Medfield.

Elections are held annually, on the last Monday in March, as provided by the Town Charter. Terms are staggered so that no more than two new members ordinarily take office in any year. One regular term expires in years divisible by the number 3; in other years, two regular terms expire.

Established through statute

LEGAL REF.: M.G.L. 41:1  
Medfield Town Charter 5-1, 7-1

CROSS REF.: BBBA/BBBB, School Committee Member Qualifications/Oath of Office

~~SOURCE: Medfield~~

**SCHOOL COMMITTEE MEMBER ETHICS**  
**(Massachusetts Association of School Committees Code of Ethics)**

Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: (1) community responsibility; (2) responsibility to the school administration; and (3) relationship to fellow Committee members.

A Medfield School Committee member in his/her/their relations with his/her/their community should:

- Realize that his/her/their primary responsibility is to the children.
- Recognize that his/her/their basic function is to be policymaking and not administrative.
- Remember that he/she is/they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
- Be well informed concerning the duties of a Committee member on both a local and state level.
- Remember that he/she represents/they represent the entire community at all times.
- Accept the office as a Committee member as a means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her/their Committee activities.

A School Committee member in his/her/their relations with his/her/their school administration should:

- Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel.
- Give the chief administrator full responsibility for discharging his/her/their professional duties and hold him/her/them responsible for acceptable results.
- Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee member in his/hertheir relations with his/hertheir fellow Committee members should:

- Recognize that action at official meetings is binding and that he/shethey alone cannot bind the Committee outside of such meetings.
- Realize that he/shethey should not make statements or promises of how he/shethey will vote on matters that will come before the Committee.
- Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
- Not withhold pertinent information on school matters or personnel problems, either from members of his/hertheir own Committee or from members of other committees who may be seeking help and information on school problems.
- Make decisions only after all facts on a question have been presented and discussed.

Note: The MASC Reference Manual replaced “his/her” with “their”, “he/she is” with “they are”, “he/she represents” with “they represent”, “he/she” with “they”, and “him/her” with “them”

SOURCE: Medfield



## SCHOOL COMMITTEE ELECTION OF OFFICERS

For the purpose of electing officers, the school committee, at its first regular meeting following the high school graduation, will elect from its membership a ~~chairman~~Chair, a ~~vice-chairman~~Vice-Chair, a Recording Secretary, and a Financial Secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

For the purposes of the election of officers, a majority of the members of the Sschool Committee will constitute a quorum. The Superintendent will serve as Chair Pro-Tem for the purpose of electing a Chair. The election will proceed as follows:

1. Nominations for the office of ~~chairperson~~Chair will be made from the floor. The ~~chairperson~~Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new ~~chairperson~~Chair will preside over the meeting, calling for the election of a ~~vice-chairperson~~Vice-Chair, Recording Secretary and Financial Secretary, in that order. The procedure used for their election will be the same as that for electing the ~~chairperson~~Chair.

Any vacancy among the officers occurring prior to the next scheduled election will be filled by a member elected by the Sschool Committee. The election will be conducted as described above.

Following election of officers at the meeting, the Sschool Committee may proceed into such regular or special business as scheduled on the agenda.

~~Revised: November 1, 2004~~

~~SOURCE: Medfield~~

## ~~SCHOOL COMMITTEE ORGANIZATIONAL MEETING~~

~~For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice Chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected.~~

~~In the event the Chair and Vice Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro Tem.~~

~~A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:~~

- ~~1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.~~
- ~~2. Upon election, the new Chair will preside, calling for the election of a Vice Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.~~

~~Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.~~

~~SOURCE: MASC Reviewed 2022~~

~~NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifies on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. 71:16A; a School Committee participating in a superintendency union should cite M.G.L. 71:63 and correct the content of this policy in accordance with requirements of that section of the law.~~

## **SCHOOL COMMITTEE OFFICERS**

~~The officers of the School Committee shall be a chairman, vice chairman, recording secretary, and financial secretary, elected at the annual organizational meeting.~~

~~The chairman shall preside at all meetings of the Committee, shall have the right to vote on all questions before the Committee, and shall sign all contracts.~~

### Duties of the Chairman

~~The chairman of the school committee has the same powers as any other member of the committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this committee. In carrying out these responsibilities, the chairman will:~~

~~Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee~~

~~Consult with the superintendent in the planning of the committee's agendas~~

~~Confer with the superintendent on crucial matters that may occur between committee meetings~~

~~Appoint subcommittees, subject to committee approval~~

~~Call special meetings of the committee as found necessary~~

~~Be public spokesman for the committee at all times except as this responsibility is specifically delegated to others~~

~~Be responsible for the orderly conduct of all committee meetings.~~

~~As presiding officer at all meetings of the committee, the chairman will:~~

~~Call the meeting to order at the appointed time~~

~~Announce the business to come before the committee in its proper order~~

~~Enforce the committee's policies relating to the order of business and the conduct of meetings~~

~~Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference~~

~~Explain what the effect of a motion would be if this is not clear to members~~

File: BDB

~~Restrict discussion to the question when a motion is before the committee~~

~~Answer all parliamentary inquiries~~

~~Put motions to a vote, stating definitely and clearly the vote and result thereof.~~

~~In the absence of the chairman, the vice chairman shall fulfill the duties of the chairman~~

~~The recording secretary shall keep a faithful record of all proceedings of the Committee, with notations of all discussions. The recording secretary shall in general act as corresponding agent of the Committee.~~

~~The financial secretary shall work with the superintendent in financial matters and see that financial statements are presented to the Committee at regular intervals.~~

~~CROSS REFS.: ——— BCA, School Committee Organizational Meeting  
DI, Fiscal Accounting and Reporting~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chair**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

### Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

### Clerk

~~The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.~~

### Recording Secretary

The recording secretary shall keep a faithful record of all proceedings of the Committee, with notations of all discussions. The recording secretary shall in general act as corresponding agent of the Committee.

### Financial Secretary

The financial secretary shall work with the superintendent in financial matters and see that financial statements are presented to the Committee at regular intervals.

~~SOURCE:—MASC—Reviewed 2022~~

LEGAL REF.: M.G.L. 71:36

Note: The Treasurer of the town serves as Treasurer of the School Committee.

~~**Note:** This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)~~

~~If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions.—When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.~~

~~City or towns charters often address this topic.—References to pertinent sections of a charter should be added as legal references.~~



File: BDC

~~APPOINTED COMMITTEE OFFICIALS~~

~~The superintendent shall be elected by the committee as provided by law and shall serve as secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as majority of the committee may direct.~~

~~SOURCE:~~ Medfield

## ~~SCHOOL COMMITTEE SUPERINTENDENT RELATIONSHIP~~

~~The Medfield School Committee shall leave to the superintendent all matters of decision and administration that come within his/her scope as executive officer or 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 after receiving recommendations from its executive officer. Further:~~

- ~~1. The superintendent will have the privilege of asking guidance from the 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.~~
- ~~2. The superintendent will assist the 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.~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. 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 after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the 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.

~~SOURCE: MASC Reviewed 2022~~

File: BDE

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

~~The school committee will have no standing committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for committee action.~~

~~The subcommittee will be established through action of the committee.~~

~~The subcommittee chairman and its members will be appointed by the committee chairman, subject to approval by the committee.~~

~~The subcommittee will be provided with a list of its functions and duties.~~

~~The subcommittee may make recommendations for committee action, but it may not act for the school committee.~~

~~The committee chairman and superintendent will be ex-officio members of all special subcommittees.~~

~~A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the committee at any time.~~

**CROSS REF.:** \_\_\_\_\_ **BEC, Executive Sessions**

~~SOURCE: Medfield~~

## SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the committee at any time.

~~SOURCE:—MASC—Reviewed 2022~~

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: BEC, Executive Sessions

~~NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).~~

~~The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.~~

~~If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.~~

~~File: BDF~~

## ~~ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE~~

~~The following general policies will govern the appointment and functioning of advisory committees to the school committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.~~

~~Advisory committees may be created by the school committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the school committee.~~

~~If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.~~

~~The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.~~

~~Appointments to such committees will be made by the committee; appointment of staff members to such committees will be made by the committee upon recommendation of the superintendent.~~

~~Tenure of committee members will be one year only unless the member is reappointed.~~

~~Each committee will be clearly instructed as to:~~

~~The length of time each member is being asked to serve.~~

~~The assignment the school committee wishes the committee to fulfill and the extent and limitations of its responsibilities.~~

~~The resources the school committee will provide.~~

~~The approximate dates on which the school committee wishes to receive major reports.~~

~~School committee policies governing citizens, committees and the relationship of these committees to the school committee as a whole, individual school committee members, the superintendent, and other members of the professional staff.~~

~~Responsibilities for the release of information to the press.~~

~~Recommendations of committees will be based upon research and fact.~~

~~1 of 2~~

~~File: BDF~~

~~The school committee possesses certain legal powers and purgatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the school committee.~~

~~The committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.~~

~~CROSS REF.: ——— JIB, Student Involvement in Decision making~~

~~SOURCE: Medfield~~

## **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.



9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

~~SOURCE: MASC Reviewed 2022~~

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: JIB, Student Involvement in Decision-making

~~NOTE: This category is for filing a general policy on advisory committees made up entirely or largely of non-school personnel. Supporting regulations may be needed.~~

~~If there is a general staff advisory committee for making all types of recommendations to the School Committee, statements about the advisory committee would be filed in ABB (Also GBB), Staff Involvement in Decision-making. However, statements about staff committees that function in special areas, or groups composed only of administrators, are better filed elsewhere and cross referenced from here or from ABB, as appropriate.~~

~~The cross reference on the above policy is to a closely related topic, which pertains to the student advisory committee required by law.~~

## **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 which 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 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. Each school council will be composed of the school principal who will serve as co-chair; teachers elected by the professional staff of the school; parents elected by the school parent group in consultation with the principal; non-parent community persons selected from interested citizens; and at the secondary level, students elected by the student body. The representative process must be approved by the Superintendent and the 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 assist in:~~

~~Adoption of educational goals for the school that are consistent with state and local policies and standards.~~

~~Identification of the educational needs of the students attending the school.~~

~~Review of the school building budget.~~

~~Formulation of a school improvement plan that may be implemented only after review and approval by the school committee.~~

~~LEGAL REFS.: — M.G.L. 71:38Q, 71 :59C~~

~~SOURCE: Medfield~~

## SCHOOL-SITE 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 which 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 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. Each school council will be composed of the school Principal who will serve as co-chair; teachers elected by the professional staff of the school; parents elected by the school parent group in consultation with the principal; non-parent community persons selected from interested citizens; and at the secondary level, students elected by the student body. The representative process must be approved by the Superintendent and the School Committee.

~~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 assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

## **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~~

## **SCHOOL ATTORNEY**

~~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 them. They 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 them to offer the necessary legal advice.~~

~~A decision to seek legal advice or assistance on behalf of the school district 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, they will advise the Committee and seek either initial or continuing authorization for such service.~~

~~The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.~~

~~SOURCE: MASC Reviewed 2022~~

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

~~**NOTE: Town or city charters often state that the town counsel or city solicitor will provide certain services for the School Committee. References to such sections(s) of a charter should be added to the legal references. In addition, it is important that a School Committee establish guidelines for access to legal counsel by individual members. In most cases this is allowed only with prior approval of the whole Committee.**~~

## SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held regularly
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

LEGAL REFS.: M.G.L. ~~39:23A; 39:23B; 39:23C~~30A:18-25

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Committee Meetings

~~Note: The MASC Reference Manual updates the Legal References as shown below:~~

~~LEGAL REFS.: ——— M.G.L. 30A:18-25~~

SOURCE: Medfield as approved on March 10, 2022

## 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~~chair (or, in his/her absence, the presiding member) will state the purpose for the executive session.
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.
4. The ~~chairman~~chair 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. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:
  - i. to be present at such executive session during deliberations which involve that individual;
  - ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
  - iii. to speak on his own behalf; and
  - iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

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. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
  - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
  - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or
10. to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The committee will review executive session minutes for possible declassification at least once each year.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REF.: BDE, Subcommittee of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

~~Revised/Approved by School Committee—January 12, 2015~~

~~SOURCE: Medfield~~

## 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 Chair (or, in their 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.~~
- ~~4. The Chair 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. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.~~
- ~~3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.~~
- ~~4. The deployment of security personnel or devices.~~
- ~~5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.~~
- ~~6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.~~
- ~~7. To comply with the provisions of any general or specific law of federal grant in aid requirements.~~
- ~~8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.~~



9. ~~To meet or confer with a mediator with respect to any litigation or public business.~~
10. ~~To discuss trade secrets or confidential competitively sensitive or other proprietary information conducted by a governmental body as an energy supplier.~~

~~(In the first case, an open meeting will be held if the individual involved so requests.)~~

~~Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.~~

~~The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.~~

~~When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.~~

~~All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.~~

~~SOURCE: MASC Updated 2022~~

~~LEGAL REFS.: M.G.L. 30A:21; 30A:22~~

~~CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel~~

~~NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BEC-E.~~

## **~~NOTIFICATION OF SCHOOL COMMITTEE MEETINGS~~**

~~As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the school committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."~~

~~Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.~~

~~LEGAL REFS.: ——— M.G.L. 39:23A; 39:23B~~

~~CROSS REF.: ——— BE, School Committee Meetings~~

~~SOURCE: Medfield~~

## NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

~~SOURCE: MASC - Reviewed 2022~~

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

CROSS REF.: [BE](#), School Committee Meetings

~~NOTE: Notification to the public as well as to School Committee members can be included under this code.~~

## AGENDA FORMAT

The Superintendent, conferring with the Chairehairman of the school committee, will arrange the order of items on meeting agendas so that the committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any school committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the ehairmanchair of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the school committee.

The agenda, together with supporting materials, will be distributed to school committee members three days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

SOURCE: Medfield

## **AGENDA FORMAT**

~~The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.~~

~~The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.~~

~~Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.~~

~~The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.~~

~~The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.~~

~~Agendas will be posted and made available to the press.~~

~~SOURCE: MASC Reviewed 2022~~

~~CROSS REFS: BEDH, Public Comment at School Committee Meetings~~

~~**NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.**~~

## QUORUM

A majority of the entire Committee--that is, three members--shall constitute a quorum for the transaction of business. In the absence of a quorum, the only action which may be taken is adjournment to another time and/or place.

~~SOURCE: Medfield~~

## **RULES OF ORDER**

Members of the School Committee shall arrive at agreement as to how the Committee will carry on its business. In a small group such as this body there is merit in permitting discussion of a subject without the making of a prior motion and in dispensing with other formalities so that the Committee's deliberations may be expedited. Therefore, the conduct of Committee business shall be informal, although procedures required by law and policy shall be observed (see references below).

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.

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

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REFS.: BDC, Executive Sessions  
BDDF, Voting Method

SOURCE: Medfield AS APPROVED ON March 10, 2022

**~~RULES OF ORDER~~**

~~Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.~~

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

~~SOURCE: MASC—Reviewed 2022~~

~~**NOTE: Also include under this code any rules of order, in addition to Robert's Rules, that the Committee has adopted.**~~



## **VOTING METHOD**

~~Voting at all Medfield School Committee meetings shall be by voice. Roll call votes shall be used and recorded in the official minutes of the meeting when they are required by law or policy or when requested by a Committee member. In the case of split votes not polled by roll call, the name or names of those voting in the minority may be recorded at their request.~~

~~For passage, all motions shall be carried by a majority of those present and voting, with exceptions required by law or Committee policy.~~

~~SOURCE: Medfield~~

## VOTING METHOD

### Open meeting

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

### Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

~~SOURCE: — MASC — Reviewed 2022~~

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

~~NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.~~

~~If sections of a town or city charter apply, the appropriate references should be added to the legal references.~~

## MINUTES

The minutes of a Medfield School Committee meeting constitute the written record of Committee action; they are legal evidence of what the action was. Therefore, the recording secretary shall be responsible for reporting in the minutes all actions taken by the Committee.

Minutes shall specify:

1. The nature of the meeting (regular, special), the time, the place, and the approval of previous meetings' minutes.
2. Names of members present, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the superintendent's recommendations, to communications, and to all business transacted. Motions shall be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote.
4. Items of significant information bearing on action.
5. Notation of formal adjournment.

The individual assigned the task of actually recording and transcribing the minutes shall do so as an agent of the recording secretary, a Committee member who bears official responsibility for the taking and keeping of the minutes. The minutes will be signed by the recording secretary and attested by the person who recorded them, following their approval by the Committee at a subsequent meeting.

If corrections are suggested by members and voted by the Committee, those sections shall be revised and shall be presented for Committee approval at a subsequent meeting.

The minutes shall become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions which have been declassified shall be available for citizens to review during regular working hours and during School Committee meetings in the superintendent's offices. Copies shall also be sent to the Medfield Public Library. The official minutes' book shall remain in the superintendent's office.

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session

~~CROSS REF.: BEC, Executive Sessions~~

~~SOURCE: Medfield~~

## **MINUTES**

~~The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.~~

~~Minutes will include:~~

- ~~1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting;~~
- ~~2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.~~
- ~~3. Notation of formal adjournment.~~

~~Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.~~

~~The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.~~

~~SOURCE: — MASC — Reviewed 2022~~

~~LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00~~

~~CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session~~

**NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.**

**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.

**FILE BEDH**

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 Committee 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***



## **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

In conducting all public hearings required by law, and others as it deems advisable, the school committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the committee's policy.

The ~~chairman~~ Chair of the committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity 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, and all remarks must be addressed to the chair and be germane to the topic. To assure that all who wish get a chance to speak, the chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

~~Note: The MASC Reference Manual replaces "chairman" with "chair"~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The school committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the school committee will exercise its leadership in providing for the successful and efficient functioning of the Sschool systemDistrict. Through the study and evaluation of reports concerning the execution of its policies, the school committee will exercise its control over school operation.

~~The school committee accepts the definition of policy set forth by the National School Boards Association:~~

Policies are principles adopted by a school committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the school committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

~~SOURCE: Medfield~~

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~~The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.~~

~~The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.~~

~~Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day to day problems, yet be specific enough to give clear guidance.~~

~~The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.~~

~~SOURCE: — MASC — Updated 2022~~

~~**NOTE: One of the first policy needs of a School Committee is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by a Massachusetts School Committee.**~~

File: BGA

## **POLICY DEVELOPMENT SYSTEM**

~~The Medfield School Committee endorses for use in this district the policy development, codification, and dissemination system of the Massachusetts Association of School Committees and NEPN~~

Included in the Policy manual introduction section

~~SOURCE: Medfield~~

## **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the school committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the school committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the committee in the following sequence:

1. Information item -- distribution with agenda
2. Discussion item -- first reading of proposed policy or policies; response from superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting
3. Action item -- discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the committee so directs.

The school committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the school committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

~~SOURCE: Medfield/MASC~~

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for school committee action and administrative decision, the committee will review its policies on a regular basis.

The committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason appear to need revision.

~~The school committee directs the superintendent to periodically recall all policy and regulations manuals for administrative updating and committee review.~~

~~SOURCE: Medfield~~

## **POLICY REVISION AND REVIEW**

~~In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.~~

~~In its review, the Committee will evaluate how policies have been implemented. It will consider feedback from school staff, students, and the community when revising policies, as appropriate.~~

~~The Superintendent is expected to call to the attention of the Committee all policies that are out of date or for other reason appear to need revision.~~

~~SOURCE: MASC Updated 2022~~

**RECONSIDERATION/SUSPENSION OF POLICY**

A decision of the School Committee may be brought up for reconsideration only by a majority vote of the full Committee.

A policy of the School Committee may be suspended only for a specified time and purpose and only by a majority vote of the full Committee

~~SOURCE: Medfield~~



## SCHOOL COMMITTEE REVIEW OF REGULATIONS

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It is expected that the superintendent and administrative staff will need to issue regulations implementing 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 may review the regulations developed by the superintendent for the school system District whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee.

The committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the committee's advance approval.

When action must be taken within the school system District where the committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the committee.

### Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." 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. These handbooks will be reviewed and approved annually by the school committee.

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

Note: The MASC Reference Manual replaces "regulations" with "procedures" in all cases, it also replaces "school system" with "school district". The reference manual no longer includes a policy CHB so that reference is removed from the policy code.

SOURCE: Medfield

## **POLICY DISSEMINATION**

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the **Sschool systemDistrict**, to members of the committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The school committee's policy manual will be considered a public record and will be available for inspection at the superintendent's office.

**Note: The MASC Reference Manual replaces "school system" with "school district"**

SOURCE: Medfield

**SUSPENSION OF POLICIES**

~~A policy of the School Committee may be suspended only for a specified time and purpose and only by a majority vote of the full Committee~~

~~SOURCE: Medfield~~

## **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.~~

~~SOURCE: —MASC—Reviewed 2022~~

## **SCHOOL COMMITTEE – STAFF COMMUNICATIONS**

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The Medfield School Committee wishes to maintain open channels of communication between itself and the staff. The primary 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 from 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 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 authorization.

Adopted: 11/22/99

SOURCE: Medfield

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### **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.

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SOURCE: — MASC — Reviewed 2022

## **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 (e-mail), text messages, social media postings, 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 Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

~~SOURCE: MASC Updated 2022~~

LEGAL REFS.: M.G.L.[4:7](#); [30A:18-25](#); [66:10](#)

## ~~NEW SCHOOL COMMITTEE MEMBER ORIENTATION~~

~~The Medfield School Committee and superintendent will assist each newly elected member to understand the committee's functions, policies and procedures.——~~

~~In discussions with new members, the chairman and/or superintendent will clarify procedures that involve:~~

~~How a community member (parent, teacher, etc.) may make a request of the committee; appropriate responses/actions of an individual school committee member when a request is presented directly to him or her.~~

~~How school committee members may make arrangements to visit schools, and the protocol associated with such visits.~~

~~How the school committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.~~

~~How the school committee receives and examines complaints relating to personnel.~~

~~How and why executive sessions may be held; what is considered privileged information.~~

~~Each newly elected member will be given a copy of the school committee's policy and regulations manual and 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 will be encouraged to attend meetings or workshops specifically designed for new school committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.~~

~~SOURCE: Medfield~~



## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. Arranging visits to schools or administrative offices
- B. Requesting information regarding school district operations
- C. Responding to community requests/complaints concerning staff or programs
- D. Handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

~~SOURCE: MASC — Reviewed 2022~~

LEGAL REF.: M.G.L. [71:36A](#)

CROSS REF.: BBBA/BBBB School Committee Member Qualifications/Oath of Office

~~SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES~~

~~Medfield School Committee members shall be encouraged to participate in meetings and activities of area, state, and national school boards associations, and of other educational groups, and to study and examine the materials received from these organizations.~~

~~Upon Committee approval, travel and convention expenses shall be provided individual members within budgetary limitations to advance their development as School Committee members.~~

~~To help members develop understanding of the educational program, the superintendent shall request members of the professional staff to appear before the Committee from time to time to present and discuss new developments in various areas of curriculum and instruction.~~

SOURCE: Medfield

## ~~SCHOOL COMMITTEE CONFERENCES, CONVENTIONS AND WORKSHOPS~~

~~To provide continuing in-service training and development for its members, the school committee encourages the participation of all members at appropriate school committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the committee establishes these principles and procedures for its guidance:~~

- ~~1. A calendar of school committee conferences, conventions and workshops will be maintained by the committee secretary. The committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.~~
- ~~2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the committee will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Reimbursement to committee members for their travel expenses will accord with the travel expense policy for staff members.~~
- ~~4. 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~~

SOURCE: Medfield

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

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee will be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. 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.

~~SOURCE: MASC Updated 2022~~

LEGAL REF.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses  
[DKC](#), Expense Reimbursements

## **SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

~~The school committee shall serve without compensation, except that a member of a school committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a school committee in any town shall be eligible to the position of teacher, or superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town 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 school funds.~~

~~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 REFS.: ——— M.G.L. 40:5; 71:52~~

~~SOURCE: Medfield~~

## **SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

The School Committee shall serve without compensation, unless otherwise eligible under city or town charter or regional agreement. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town 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 school funds.

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.

SOURCE: MASC – Updated 2022

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

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

## **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The Medfield School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The committee will annually designate a person--who may or may not be a member of the committee--to serve as its legislative representative. This person will be authorized to speak on the committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the committee's representative will be bound by the official positions taken by the school committee.

~~SOURCE: Medfield/MASC~~

## **SCHOOL COMMITTEE MEMBERSHIPS**

The Medfield School Committee ~~mayshall~~ maintain membership in the Massachusetts Association of School Committees.

Through its membership in this organization it is an indirect member of the National School Boards Association. The Committee and its members shall actively participate in the activities of these organizations insofar as possible.

The ~~Sschool Districtsystem~~ ~~mayshall~~ hold institutional membership in such other educational associations and groups as approved by the Committee.

~~SOURCE: Medfield~~