

SCHOOL COMMITTEE OPERATIONAL GOALS

The District 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 District 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 District School Committee will develop a District Improvement Plan using the following steps as a guide:

1. Periodically setting performance objectives for the District 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.

SCHOOL COMMITTEE LEGAL STATUS

A regional vocational District School Committee derives its powers from provisions of the General Laws of the Commonwealth of Massachusetts and the District Regional Agreement.. Extensive powers along with a considerable measure of autonomy are granted by virtue of the interrelated provisions of three portions of the General Laws.

1. Those laws related to vocational education.
2. Those laws related to regional school districts.
3. Those laws related to local school committees.

Many of the powers and duties of a regional school district shall be vested in and exercised by a regional district District School Committee.

Established by law

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

SCHOOL COMMITTEE POWERS AND DUTIES

The District 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-Director 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.
M.G.L. 71:16 through 16:L

CROSS REF.: BB, School Committee Legal Status

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

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

The District 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 District 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 District School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this District 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 South Middlesex Regional Vocational Technical School District.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her 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 the students.
7. 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.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for District School Committee members.

ELECTION AND APPOINTMENT OF MEMBERS

In every year in which the term of office of one or more members from the Town of Framingham expires, the Town of Framingham shall, at its annual town election, elect one or more members, as the case may be, to serve for a term of three years and the terms of office of such members shall commence on the first Monday following their election.

In every year in which the term of office of one or more members from any other of the member towns expires, the Board of Selectmen of the member town concerned shall, prior to the annual town election in said town, appoint one or more members, as the case may be, to serve for a term of three years, and the term of office of such members shall commence on the first Monday following the annual town election in said town.

LEGAL REFS.: Massachusetts State Plan, Section 1.32-2A
 M.G.L. 71:16; 71:38G; 71:59
 Regional Agreement, Page 12(L)

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the District 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.

Established by law

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

SCHOOL COMMITTEE MEMBER RESIGNATION

A District School Committee member who submits his/her resignation from the Committee, to the Secretary of the Committee, shall be deemed to have terminated his/her membership on the District School Committee at the time of such filing, or at such later time certain as may be specified in such resignation. If a vacancy occurs among the members of the District School Committee, the appointing committee pursuant to the Regional Agreement shall appoint a member to serve until the next annual town election, at which time a successor shall be elected or appointed to the District School Committee for the balance of the unexpired term, if any.

Should a District School Committee member move out of the town in which he/she was elected or appointed to the District School Committee, he/she shall be deemed to have vacated his/her office.

ESTABLISHED BY LAW

LEGAL REFS.: M. G.L. 41:2; 41.109

VACANCIES

If a vacancy occurs among the members elected from the Town of Framingham under subsection I (C), the Selectmen and the remaining members of the Regional District School Committee from the Town of Framingham, acting jointly, shall appoint a member to serve until the next annual town election, at which election the Town of Framingham shall elect a successor for the balance of the unexpired term, if any. If a vacancy occurs among the members elected or appointed from any of the other member towns under Subsection I (C), the Selectmen and the remaining members of the Regional District School Committee from the town concerned, acting jointly, shall appoint a member to serve until the date of the next annual town election. Prior to such election the Board of Selectmen of the town concerned shall appoint a successor for the balance of the unexpired term, if any.

SCHOOL COMMITTEE MEMBER INSURANCE

Indemnification of Members

1. M.G.L. c. 258, sec. 13 authorizes a city or town which has accepted that section, subject to appropriation, to indemnify any municipal officer for expenses or damages incurred in the defense or settlement of a claim in an amount not to exceed one million dollars which claim arose out of acts performed by such officer while acting within the scope of his official duties or employment, except for the intentional violation of the civil rights of any person, provided that the defense or settlement of such claim shall have been made by the city solicitor or town counsel, or by an attorney legally employed for the purpose by a city or town, or by an attorney furnished by an insurer obligated under the terms of a policy of insurance to defend the city or town against such claim.
2. The District may appropriate such sums as may be necessary to purchase insurance providing indemnity to the extent it deems appropriate, to cover costs of indemnification for any of the foregoing officials or officers pursuant to M.G.L. c. 258.

LEGAL REFS.: M. G.L. 71:16, 71:16A; 258 et seq.

CROSS REFS.: EI, Insurance Management
EIB, Liability Insurance

**SCHOOL COMMITTEE MEMBER ETHICS
(MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES CODE OF ETHICS)**

Preamble

The acceptance of a code of ethics implies an 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
- (3) Relationship to fellow Committee members

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

- Realize that his/her primary responsibility is to the children.
- Recognize that his/her basic function is to be policymaking and not administrative.
- Remember that he/she is 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 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 Committee activities.

A School Committee member in his/her relations with the 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 professional duties and hold him/her 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/her relations with his/her fellow Committee members should:

- Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
- Realize that he/she should not make statements or promises of how he/she 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/her 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.

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

On the first Monday on which the Committee has a regularly scheduled meeting, then next succeeding the last local election to be held by each of the member towns of the District in each year, the Committee shall organize and choose by ballot a Chairman and a Vice-Chairman from among its own membership. At the same meeting, or at any other meeting, the Committee shall appoint a Treasurer, an Assistant Treasurer and a Secretary, who may be the same person but who need not be members of the Committee; choose such other officers as it deems advisable; determine the terms of office of its officers (except the Chairman and the Vice-Chairman who shall be elected annually as provided above) and prescribe the powers and duties of any of its officers; fix the time and place for its regular meetings and provide for the calling of special meetings.

For the purpose of organization, the Superintendent-Director will preside over the election of the Chairman. The Chairman will preside over the other elections.

Should the position of Chairman or Vice-Chairman of the Committee become vacant, the Committee shall elect by ballot a successor in such office at its next regular meeting, provided, however, that if a vacancy then exists in the District School Committee, the election may be postponed until no vacancy exists in the Committee. If a vacancy exists in the office of Treasurer or Secretary, the Committee shall fill the vacancy by appointment by ballot at its next regular meeting.

LEGAL REFS.: M.G.L. 71:61 A
 Regional Agreement section I (E)

SCHOOL COMMITTEE OFFICERS

Duties of the Vice-Chairman and Chairman

The Vice-Chairman of the District School Committee shall, in the absence of the Chairman, exercise the powers and perform the duties of the Chairman of the District School Committee. The following, in general, are the duties of the Chairman of the District School Committee:

1. To call the meeting to order at the appropriate time.
2. To preside at all meetings. "Presiding" includes:
 - Announcing the order of business;
 - Stating and putting to a vote all questions regularly moved;
 - Allowing for adequate discussion and debate on all matters which properly come before the Committee;
 - Enforcing the observance of order and decorum;
 - Announcing the result of any vote taken;
 - Subject to appeal, deciding all questions of order and procedure.
3. To call special meetings as provided herein.
4. To authenticate, by his signature, when necessary all the acts, orders, and proceedings of the District School Committee.
5. To execute all contracts, deeds and other instruments made or entered into by the School District.
6. To represent and stand for the District School Committee, declaring its will, and in all things obeying its decisions.

Duties of the Secretary

1. The District School Committee shall appoint a secretary who shall keep a permanent record book, in which all its votes, orders and proceedings shall be recorded.
2. The secretary need not be a member of the District School Committee. He/she may be paid for his/her services. The secretary of the District School Committee may also be appointed to serve as treasurer of the District School Committee.
3. The secretary of the District School Committee shall be considered to be its clerk, and notices of its meetings shall be filed with its secretary and posted in the secretary's office or on the principal official bulletin board of the District.
4. If the office of secretary is vacant or if the secretary is unable to perform his/her duties because of disability, the District School Committee may appoint a temporary secretary to hold such office and exercise the powers and perform the duties thereof until a secretary is duly appointed or the secretary who was disabled or absent resumes his/her duties.

5. The secretary shall have custody of the District seal, shall act as secretary of meetings of the District School Committee, record all votes and keep a record of the proceedings of the Committee in a minute book to be kept for such purposes (documents and supplementary material forming a part of the minutes may be kept in a supplementary document book) and shall perform all duties incidental to the office.
6. The secretary shall have power to affix the seal to all contracts and instruments authorized to be executed by the District School Committee.
7. At any regular or special meetings in the absence of the secretary, a secretary pro tempore shall be appointed.

The Committee shall be authorized to hire a recording secretary to assist the secretary for the purpose of recording and preparing the minutes of the meetings. The secretary shall preside at any meeting at which both the chairman and vice-chairman are absent.

Duties of the Treasurer and Assistant Treasurer

1. The District School Committee shall appoint a treasurer who may be the same person as the secretary but who need not be a member of the Committee.
2. The treasurer shall receive and take charge of all money belonging to the District, and shall pay any bill of the District, which shall have been approved by the Committee.
3. The Committee may appoint an assistant treasurer who need not be a member of the Committee, and who shall, in the absence of the treasurer, perform his/her duties and shall have the powers and be subject to the requirements and penalties applicable to him/her.
4. The treasurer and assistant treasurer may, by vote of the Committee, be compensated for their services.
5. The treasurer and assistant treasurer shall be subject to the provisions of the General Laws relating to the duties and responsibilities of said office.
6. The treasurer shall sign all orders and checks for the payment of money as authorized by vote of a majority of the full Committee. The treasurer and assistant treasurer shall give bond for the faithful performance of their duties in such amount as determined by the District School Committee.

LEGAL REFS.: M.G.L. 30A:18-22; 71:16A; 71:36
Regional Agreement

SCHOOL COMMITTEE-SUPERINTENDENT-DIRECTOR RELATIONSHIP

The Committee will leave to the Superintendent-Director 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-Director 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-Director 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.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The District School Committee shall appoint members to subcommittees at their annual organizational meeting.. 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 members. The subcommittee shall elect a chair.
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 District School Committee.
5. All subcommittees of the District School Committee are subject to the provisions of the Open Meeting Law.

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

CROSS REF.: BEC, Executive Sessions

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the District 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 District 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 District 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 District School Committee upon recommendation of the Superintendent-Director.
5. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the District School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the District School Committee will provide.
 - d. The approximate dates on which the District School Committee wishes to receive major reports.
 - e. District School Committee policies governing citizens, committees and the relationship of these committees to the District School Committee as a whole, individual District School Committee members, the Superintendent-Director, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
6. Recommendations of committees will be based upon research and fact.
7. The District 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 District 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.

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

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

SCHOOL ATTORNEY

By law, the District School Committee of a regional school district has the power to engage legal counsel. The following are examples of general duties of legal counsel with reference to educational matters:

1. To advise and furnish the District School Committee legal options, verbally and in writing, as directed, on all matters and questions of law, including interpretations of old and new statutes.
2. To attend meetings at the request of the District School Committee.
3. To prepare legal instruments and contracts, including resolutions, advertising of solicitations for bids, and other legal papers as directed by the District School Committee.
4. When needed, to commence and prosecute all legal action brought by the District School Committee and to defend the District School Committee in action brought against it.

The District School Committee has empowered the Superintendent-Director to appoint special counsel if the need arises, with the exception that the Superintendent-Director-Director will be able to account for any such assignment.

Counsel for Collective Bargaining

The District School Committee, having all the powers and duties conferred by law on school committees, may under the provisions of the law, employ legal counsel in connection with collective bargaining with employee organizations of school employees.

LEGAL REFS.; M. G.L. 71:16; 7L37E; 71.-37F

SCHOOL COMMITTEE MEETINGS

The District 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. The chairman of the Committee may when he/she deems it appropriate, and shall upon the written request of any seven members, call a special meeting. Notice of any special meeting shall be delivered or sent by certified mail to all members so as to be received no later than forty-eight hours before the time set for such meeting. Said notice shall itemize those matters to be considered at the meeting.
3. **Emergency Meetings**: When a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Every meeting of the District 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. 30A:18-25

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

EXECUTIVE SESSIONS

All meetings of the District 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 Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson 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-Director.) 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 District School Committee Chair and the Superintendent-Director will review executive session minutes for possible declassification on, at least, bi-annual basis and, if necessary, will consult with legal counsel. The District School Committee Chair will bring minutes recommended for declassification to the District 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 District 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.

Established by law and Committee policy

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

**SCHOOL COMMITTEE MEETINGS
(CONDUCT OF MEETINGS)**

1. The District School Committee will conduct its meetings in an efficient, orderly manner so as to appropriately consider and expedite the business of the agenda. Unless otherwise provided in this policy manual, all meetings of the District School Committee shall be conducted in accordance with the rules prescribed in Robert's Rules of Order, Newly Revised.
2. District School Committee meetings, except for executive sessions, are open to the public. Citizens of the District are invited to attend the meetings of the District School Committee. An individual desiring to address the Committee should submit such request to the Superintendent-Director at least seven days prior to the meeting in order to be placed on the agenda.
3. The Chairman will ascertain at the opening of the meeting, whether any visitor who has not previously requested to be on the agenda wishes to address the Committee. Under most circumstances, the Committee will permit a brief statement at an appropriate time by any citizen requesting to be heard. The chairman shall also ascertain at such time as he/she deems appropriate, whether any District School Committee member or the Superintendent-Director has any matters to be taken up under new business and such matters shall be identified.
4. Matters involving discipline, school management, instruction, or administration shall come before the District School Committee only by report of the Superintendent-Director or a District School Committee member, or on appeal from a decision of the Superintendent-Director by a pupil, parent, teacher, or other person. Such matters shall be addressed to the chairman of the Committee in accordance with the procedures set forth in Policy BEDBA.
5. No person shall address a public meeting of the District School Committee without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him/her to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.

LEGAL REFS.: M.G.L.30A:18-25, 71:16

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 on the District web site for any meeting of the District 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."

The South Middlesex Regional Vocational School District will post all regular, special, and subcommittee meetings including date, time and place of the meeting according to the alternative posting method for regional schools, which is the District web site. The District will continue to post the meetings with our member towns as well.

LEGAL REFS.: M.G.L. 30A:18-25
940 CMR 29.03

CROSS REF.: BE, School Committee Meetings

AGENDA FORMAT

The Superintendent-Director, conferring with the Chair of the District 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 District 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 Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent-Director.

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

The agenda, together with supporting materials, will be distributed to District 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.

AGENDA PREPARATION AND DISSEMINATION

The Superintendent-Director-Director working with the chairman of the District School Committee shall plan the agenda and gather all background material which pertains to items to be considered by the Committee at a meeting.

It is often necessary for the Superintendent-Director-Director and the professional staff to investigate and prepare materials for the meeting. Adequate time should be provided for this.

Any person or group desiring to bring a matter before the District School Committee shall file a written request with the Superintendent-Director at least seven calendar days prior to the meeting and such matter shall be placed on the agenda. The request shall contain: the name and address of the person or group, the nature of the matter and the specific questions to be asked, issues to be raised, or the specific action requested of the Committee.

District School Committee members having items to be included on the agenda should submit these items to the District office in sufficient time so that they can be included in the material delivered to members prior to the meeting.

The agenda and supporting materials will be mailed to each Committee member by the Wednesday prior to each meeting or delivered to each member in order that it be received by the District School Committee members at least one day prior to the meeting. Such supporting materials shall include minutes of the most recent regular and special meeting, if any, and copies of all correspondence, reports and proposals to be considered by the District School Committee.

QUORUM

A quorum for transaction of business shall be a majority of the members of the District School Committee as defined in the Regional Agreement, but a number less than the majority may adjourn the meeting.

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

RULES OF ORDER

The District School Committee shall conduct all its meetings in accordance with Robert's Rules of Order, Newly. Revised, unless otherwise so voted by the Committee.

VOTING METHOD

Open meeting

Votes of the District 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 District 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 District 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.

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

MINUTES

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

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, 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-Director'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.
4. 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.

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-Director who will make them available to interested citizens upon request.

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

CROSS REF.: KDB, Public's Right to Know

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the District School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The District School Committee desires citizens of the District 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 the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the 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 District School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the District School Committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chairperson of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

GUIDELINES FOR PUBLIC COMMENT

A District 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 District 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 District 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 District 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 District School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent-Director of Schools at least one week 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-Director 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 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee 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 District 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.

BROADCASTING AND TAPING OF SCHOOL COMMITTEE MEETINGS

District School Committee meetings may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or by means of videotape equipment fixed in one or more designated locations determined by the District School Committee, except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting. All equipment necessary for such recording must be set up prior to the start of the meeting.

LEGAL REF.: M.G.L. 30A:22

REMOTE PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All of the Regular and Special meetings of the South Middlesex Regional Vocational Technical School District School Committee and all meetings of a committee of the District School Committee shall be conducted in accordance with this Policy which shall permit Remote Participation of members at each meeting of the District School Committee and at each meeting of a committee of the District School Committee.

Remote Participation of members of the District School Committee in accordance with the provisions of 940 CMR 29.10, shall be permitted at all Regular and Special meetings of the South Middlesex Regional Vocational Technical School District School Committee and at each meeting of a committee of the District School Committee subsequent to the adoption by the District School Committee of Remote Participation in accordance with the provisions of 940 CMR 29.102(c).

At each Regular or Special Meeting of the District School Committee and at each meeting of a committee of the District School Committee following the vote by the District School Committee in accordance with the requirements of 940 CMR 29.10 2 (c) to allow Remote Participation and prior to which meeting a member of the District School Committee has provided advance notice as soon as reasonably possible to the Chair of the District School Committee or in the Chair's absence, the person chairing the District School Committee or meeting of a committee of the District School Committee, of his or her desire to participate remotely, the District School Committee Meeting or meeting of a committee of the District School Committee shall be conducted in accordance with the provisions of 940 CMR 29.10, (4), (6) and (7), provided that the Chair or in the Chair's absence, the person chairing the District School Committee meeting or a meeting of a committee of the District School Committee determines that one or more of the factors described in 940 CMR 29.10 (5) makes the member's physical attendance will reasonably difficult.

All Regular and Special Meetings of the District School Committee or a committee of the District School Committee at which a member or members of the District School Committee or a committee of the District School Committee shall participate in remotely, shall at all times and in every instance be conducted in accordance with all of the Requirements and all of the Procedures for Remote Participation as are described in 940 CMR 20.10.

The District School Committee reserves the right, following the adoption of Remote Participation, to adopt further policies, laws, rules or regulations that prohibit or further restrict the use of Remote Participation provided that such policies, laws, rules or regulations do not violate state or federal law.

Except as described in 940 CMR 29.10, the provisions of this Policy and the adoption by the District School Committee of Remote Participation of members of the District School Committee, shall be in addition to and not in substitution of the requirements that all meetings of the District School Committee or a committee of the District School Committee shall be conducted in compliance with the provisions of the G.L. c. 30A, §§ 18 through 25 inclusive.

LEGAL REFS: M.G.L. 30A: 18-25
 940 CMR 29.00; 29:10

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the District 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 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.

SCHOOL COMMITTEE POLICY DEVELOPMENT

Formulation of Policies:

The Superintendent-Director shall, in cooperation with the staff, formulate and recommend for adoption policies designed to maintain efficiency and harmony among the staff and in the operation of the School.

The Superintendent-Director shall review periodically and as often as may be necessary or appropriate all policies and shall bring to the attention of the Committee those revisions to policy which are appropriate. The Committee shall periodically evaluate the manner in which its policies have been executed by the School staff to determine if implementation is effective and the policies are adequate.

The Superintendent-Director shall be responsible to draft proposed policy recommendations into form appropriate for consideration and review by the Committee. The Superintendent-Director shall utilize the services of legal counsel if in his/her opinion it would be prudent in the formulation of a policy to do so.

The Superintendent-Director shall also obtain the advice and assistance of School staff in the formulation of a policy.

The District School Committee has the sole responsibility for and its primary function is the establishment of the policies for the District. The details and administration of those policies shall be carried out by the Superintendent-Director and professional staff.

The Committee shall concern itself primarily with questions of policy rather than with administrative details. The Superintendent-Director shall, utilizing the best judgment of the professional staff, formulate a sound educational program, recommend policies for adoption to the Committee, and shall administer policies enacted by the Committee. The adopted policies shall represent a combination of the lay judgment of the members of the Committee and the professional judgment of the Superintendent-Director and School staff. Having established its policies, the Committee shall support those employees charged with putting policies into practice.

In formulating policies, the Committee shall adopt general principles which provide guidance and authorization for the Superintendent-Director and professional staff. Such policies shall be broad enough to enable the Superintendent-Director to understand the appropriate response to issues as they arise. Application of such policies to individual issues is an administrative function to be performed by the Superintendent-Director-Director.

Formulation of Policies:

Policies shall be formulated to establish the structure for Committee operation. It shall be the combined responsibility of the Committee and the Superintendent-Director to formulate policies which will provide for the most effective operation of the Committee within the framework of the Regional Agreement and all other legal requirements.

LEGAL REFS.: M.G.L. 71:16, 71:16A, 71:37, 71:59

POLICY ADOPTION

Policies can be adopted and/or amended only by the affirmative vote of a majority of the members of the Committee when such action has been included on the agenda of a regular or special meeting.

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

1. Meeting One: Information and Discussion Item - The subject matter of a proposed policy shall be distributed with the agenda and at the meeting, interested persons may submit suggestions.

First reading of proposed policy or policies; response from Superintendent-Director-Director; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting.

2. Meeting Two: Action Item - Discussion, adoption/rejection.

Amendments to the policy which are proposed at the action stage during Meeting Two will not require repetition of the above sequence, unless the Committee so directs.

The Committee may waive the above sequence in the event emergency conditions so dictate.

Policies will become effective upon the date set by the Committee, which must take into account that affected persons have the opportunity to become familiar with the new policy and establish administrative regulations relating thereto prior to its implementation.

LEGAL REFS.: M.G.L. 71:16, 71:16A, 71:37

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 District 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-Director 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 District School Committee directs the Superintendent-Director to periodically recall all policy and regulations manuals for administrative updating and Committee review.

SCHOOL COMMITTEE REVIEW OF PROCEDURES

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

The Committee will not officially approve procedures 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.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent-Director 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 Dept. of Elementary and Secondary 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 District School Committee.

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

POLICY DISSEMINATION

The Superintendent-Director 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 school system, 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 District School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent-Director's office.

SOURCE: MASC

SUSPENSION OF POLICIES

The operation of any section or sections of District 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.

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

Staff Communications to the District 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-Director. 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-Director 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.

District 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-Director. The Superintendent-Director will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual District School Committee members interested in visiting schools or classrooms will inform the Superintendent-Director of such visits and make arrangements for visitations through the Principal. 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.

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, District 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), 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.

District 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 District School Committee Chair, in consultation with the Superintendent-Director of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the District School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other District School Committee records. District School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.4:7; 30A:18-25, 66:10

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new District School Committee member elected or appointed to the District 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, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

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

- A. A copy of the District School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the 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-Director determine to be necessary.

The Chair and/or Superintendent-Director 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 District School Committee policy.

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

SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES

School Committee Conferences, Conventions and Workshops

District School Committee members are encouraged to engage in activities which will broaden their vision and knowledge of education and increase their competence as they function on a meeting-by-meeting basis on the Committee.

In furtherance of this goal, the District School Committee shall maintain membership in the Massachusetts Association of School Committees, Inc. Through this membership in the state association, the District School Committee maintains indirect membership in the National School Boards Association. District School Committee members are encouraged to participate as fully as possible in the activities of these organizations. The District School Committee shall encourage the attendance of all members at the state convention for District School Committees, establishing a sum for payment of expenses, and shall send members at District School Committee expense, to the national convention.

"In-service education" for District School Committee members takes many forms: membership in local, state, and national school committee and school board associations; attendance and participation at clinics, workshops, conferences and conventions; reading newsletters, periodicals and books about education and school committee operation; and visiting schools with exemplary programs.

Inasmuch as District School Committee members serve without pay, it is in the public interest for them to be reimbursed for the costs of their office as well as for the cost of activities which enable them to perform their official duties more effectively. Therefore, expenses incurred by a Committee member for participation in or attendance at programs and activities which improve the member's performance may be reimbursed by the District upon approval of such attendance and participation in advance and receipt of appropriate documentation and the completed District Reimbursement Form.

The District School Committee must authorize in advance the reimbursement of members for expenditures for items such as: books, subscriptions, transportation, meals, lodging, membership fees, and conference costs.

LEGAL REFS.: M.G.L. 40:5, 71:16, 71:52

CROSS REFS.: BID, School Committee Member Compensation and Expenses
DKC, Expense Reimbursements

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The District 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-Director 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 District School Committee approval.

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

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

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The District 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 District School Committee.

SCHOOL COMMITTEE MEMBERSHIPS

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

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

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