

## SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B of the NEPN/NSBA classification system contains policies, regulations, and exhibits on the School Committee – how it is appointed or elected; how it is organized; how it conducts meetings, and how the committee operates. This section includes bylaws and policies establishing the Committee’s internal operating procedures.

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## **BA SCHOOL COMMITTEE OPERATIONAL GOALS**

The Minuteman Regional Vocational Technical School District 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 must develop a comprehensive perspective, understanding both the details of the district's long-range planning and immediate problems.

The 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 for 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 be evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decisions making process.

In accordance with these principles, the Committee, through its operations, will seek to achieve the following goals:

1. To concentrate the Committee's collective effort on its policy making and planning responsibility.
2. To formulate Committee policies that best serve the educational interests for each student.
3. To provide the Superintendent-Director with sufficient and adequate guidelines for implementing Committee policies.
4. To maintain effective communication with the public the Committee serves and with staff and students in order to maintain awareness of attitudes, trends, opinions, desires, and ideas.
5. To advocate for and allocate the appropriate resources when formulating the budget to accomplish/achieve the goals in the Committee's policy making.

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

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**Minuteman Regional Vocational Technical School District**

**BAA**  
**EVALUATION OF SCHOOL COMMITTEE/SCHOOL COMMITTEE SELF-EVALUATION**

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

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

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

Each Committee member will participate in the evaluation of the Committee. 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 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.

NOTE: No legal reference found – a practice encouraged by MASC and certainly a quality management process.

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**Minuteman Regional Vocational Technical School District**

**BB**  
**SCHOOL COMMITTEE LEGAL STATUS**

A regional vocational technical school committee derives its powers from provisions of the General Laws of the Commonwealth of Massachusetts and the Regional Agreement. The Committee is the governing. Extensive powers are granted by virtue of the interrelated provisions of three primary portions of the General Laws:

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

**LEGAL REFS:** M.G.L. 70, 71, 72, 74 and 76; Regional Agreement

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**BBA  
SCHOOL COMMITTEE BYLAWS**

**ARTICLE I: THE DISTRICT**Section 1: The Name

The name of the District shall be "Minuteman Regional Vocational Technical School District" and the name of the district committee shall be "Minuteman Regional Vocational Technical School District Committee" herein after respectively referred to as the "District" and the "Committee."

The name "Minuteman" or a similar descriptive term may be used to describe the school in general information publications, correspondence, and otherwise.

Section 2: The Agreement

The basic agreement by and among the member towns, entitled "Agreement with respect to the establishment of a technical and vocational regional school district" and any lawful amendments thereto, (collectively, "Agreement") are hereby incorporated herein and made a part of these bylaws.

Should there be any conflict between the various articles and sections of these bylaws and the various provisions of the Regional District Agreement, the provision of said Agreement shall prevail.

In the event of any conflict between these provisions and the Massachusetts General Laws, the General Laws shall prevail.

Section 3: Seal

The seal of the District shall bear the name of the District and the year of its organization and shall otherwise be in such form as shall be approved by vote of the Committee.

**ARTICLE II: OBJECT**

The purpose of the Minuteman Regional Vocational Technical School District is to operate a technical and vocational high school consisting of grades nine through twelve inclusive. (*Regional Agreement*)

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### ARTICLE III: DUTIES AND POWERS:

Section 1: The Committee shall have all the duties and powers as provided by law.

Section 2: The Committee shall have the power to select and terminate the superintendent, shall review and approve budgets for public education in the District and shall establish educational goals and policies for the school consistent with the requirements of law and statewide goals and standards established by the Board of Elementary and Secondary Education (M.G.L. 71:37)

Section 3: The Committee may award a contract to a Superintendent-Director and a school business administrator for periods not exceeding six years which may provide for the salary, fringe benefits, and other conditions of employment, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of duties or office, liability insurance, and leave for said Superintendent-Director or school business administrator. (M.G.L. 71:41)

Nothing in this section shall be construed to prevent the Committee from voting to employ a Superintendent-Director who has completed three or more years' service to serve at its discretion.

Section 4: Upon the recommendation of the Superintendent-Director, the Committee shall appoint and set compensation for an administrator of special education, school physicians and registered nurses (unless employees of the Board of Health), and supervisors of attendance. Consent to hiring based on the superintendent's recommendation should not be unreasonably withheld.

Section 5: Upon the recommendation of the Superintendent-Director, the Committee may also establish and appoint positions of assistant or associate superintendents, who shall report to the Superintendent-Director, and the Committee shall fix the compensation paid to such assistant or associate superintendents. The Committee shall approve or disapprove the hiring of said positions. Such approval by the Committee of the recommendation shall not be unreasonably withheld; provided, however, that upon the request of the Superintendent-Director, the Committee shall provide an explanation of disapproval. (M.G.L. 71:59)

Section 6: The Committee shall annually appoint legal counsel to address issues determined by the Committee.

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## ARTICLE IV: MEMBERS

The members of the Committee shall be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator, each to serve a term of three years from the date specified by the Regional Agreement. The members may only vote on motions before the Committee after they have been sworn in by their town clerk.

The members are not compensated for their work on the Committee, but they may be reimbursed for travel expenses incurred for Committee work if pre-approved by the chairperson of the Committee.

If a member is absent for four of the meetings of the Committee in any fiscal year, the Committee may choose to contact the appointing authority of the appointing town and request a replacement.

If a member resigns or otherwise vacates their position prior to the expiration of their term, the Superintendent-Director or the chairperson of the Committee will notify the appointing authority of the appointing community within seven business days. The appointing authority of the appointing community must appoint a replacement. The appointing authority will be given a copy of a Committee "Job Description" describing the recommended qualifications for the appointment, written notification their community is temporarily without representation in the oversight of the District until the vacancy is filled, and a written request to appoint a replacement within 30 days. If the appointing authority fails to appoint a replacement within 30 days, the chairperson will contact the appointing authority once. If an appointment is not made within a new 30-day period, the chairperson will contact the town manager/administrator of the appointing community apprising them of the need for the town to appoint a replacement.

## ARTICLE V: OFFICERS

### Section 1. Election or Appointment

At the Annual Meeting in July of each year, presided over by the Superintendent-Director or another person who is not a member of the Committee, the Committee shall organize and elect by ballot a chairperson and vice chairperson from among its membership. The Committee shall also appoint a Secretary and hire a treasurer who need not be members of the Committee. (M.G.L. c.71:16A). In keeping with the Chapter 71, Section 16A, in no case shall the business manager serve

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as the treasurer or assistant treasurer. All officers shall hold office until the next annual meeting when the next election will be held and appointments made.

## Section 2. Chairperson

The chairperson shall preside at all Committee meetings and shall perform such other duties as may be delegated to them by the Committee.

The duties of the chairperson shall be:

- a. To call each meeting to order at the appropriate time.
- b. To preside at all meetings. "Presiding" includes: announcing the order of business; stating and putting to a vote all questions regularly moved; appointing subcommittee chairpersons; charging subcommittees with their duties; allowing for adequate discussion and debate on all matters which properly come before the Committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all questions of order and procedure.
- c. To represent and stand for the Committee, declaring its will and obeying its decisions.
- d. To have final approval of items to be placed on the Committee agenda.
- e. To sign contracts and instruments, the execution of which have been authorized by the Committee.
- f. To vote on all budgetary matters but may choose to abstain on other matters except to break a tie.

## Section 3. Vice-Chairperson

The vice-chairperson shall exercise the powers and perform the duties of the chairperson in the absence or incapacity of the chairperson.

## Section 4. Temporary Chairperson

If both the chairperson and vice-chairperson are absent or unable to perform their duties, the Committee shall appoint a temporary chairperson to preside and to perform such other duties of the chairperson as may specifically be delegated by the Committee. The secretary of the Committee will first preside at the meeting to appoint a temporary chairperson and then step aside.

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## Section 5. Secretary

The secretary shall keep or cause to be kept the minutes of the proceedings of the Committee. The secretary shall review the draft minutes of the proceedings of the Committee in advance of the Committee's next meeting and make all necessary revisions. The secretary may delegate any or all of the following duties of secretary to the assistant secretary or clerk, who may be an employee of the District:

- a. official custodianship of the district seal, and all records of the District and the treasurer's bond.
- b. submission of an annual report to the select boards of the member towns in sufficient time for printing in the annual reports of the member towns and for inclusion in electronic documents.

## Section 5A. Assistant Secretary or Clerk

The Committee may appoint an assistant secretary or clerk who need not be a member of the Committee, may be an employee of the District, and who shall, in the absence of the secretary, perform his/her duties and shall be subject to applicable requirements and penalties.

## Section 6. Temporary Secretary

If the office of secretary is vacant or if the secretary is absent or unable to perform his/her duties because of disability, the 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 work.

## Section 7. Treasurer

The treasurer shall receive all moneys paid to the District or the Committee and shall deposit the same in such banks as the Committee shall designate. The treasurer shall also pay out money in such amounts as have been approved by the Committee, provided that the treasurer shall pay no money from the treasury, other than court judgments, bonds, or notes which may become due and interest thereon, except upon an order or warrants signed by at least three members of the Committee or a warrant subcommittee so designated by the majority. The treasurer shall render reports of all

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receipts and disbursements, and of all bank account statements, quarterly unless otherwise directed by the Committee, and shall perform such other duties as the Committee may determine.

The treasurer shall give bond for the faithful performance of their duties in accordance with law, in such amount as may be required by law and such additional amount, if any, as the Committee shall direct, the premium of such bond to be paid as an operating expense from the funds of the District.

The treasurer shall be subject to the provisions of Chapter 71, Section 16A and sections thirty-five, fifty-two, and one hundred and nine A of Chapter 41, to the extent applicable and any other provisions of the General Laws that apply.

The treasurer will be paid a stipend to be determined by the Committee. There will be no benefits associated with the stipend.

#### Section 8. Assistant Treasurer

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 the treasurer's duties and shall be subject to the requirements and penalties applicable to them.

The assistant treasurer will be paid a stipend to be determined by the Committee. There will be no benefits associated with the stipend.

The assistant treasurer shall be subject to the provisions of Chapter 71, Section 16A and sections thirty-five, fifty-two, and one hundred and nine A of Chapter 41, to the extent applicable and any other provisions of the General Laws that apply.

#### Section 9. Vacancies

A vacancy caused by the death or resignation of an officer may be filled by the Committee at any time in the same manner as is provided in Section 1 of this Article.

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## ARTICLE VI: MEETINGS

### Section 1. Annual Meetings

The annual meeting of the Committee shall be held at the first regular meeting of the Committee held in the month of July of each year for the purpose of electing officers and conducting such other business as may come before the meeting.

The members shall be called together at the annual meeting by the presiding chairperson (typically the Superintendent-Director or another person who is not a member of the Committee). The presiding chairperson shall accept nominations for chairperson of the Committee and turn the meeting over to the newly elected chairperson after the election has been held. The newly elected chairperson shall preside over the election of other officers.

The chairperson shall appoint subcommittee and subcommittee chairs subject to the approval of the full Committee.

### Section 2. Regular Meetings

Regular meetings of the Committee shall be held at least monthly, except in August, at the Minuteman Regional Vocational Technical School at 7:00 p.m. or as may from time to time be determined by vote of the Committee, provided that notice of any change in the date, time or place of regular meetings shall be communicated by the secretary to any members of the Committee who may have been absent from the meeting at which such change was made. All meetings shall be posted in accordance with the Open Meeting Law, M.G.L. 30A:20.

Except in an emergency, a notice of every meeting of the Committee shall be filed as directed by the Secretary of the Committee with the clerk of each city or town within the district at least forty-eight hours, excluding Saturdays, Sundays and legal holidays, prior to such meeting, pursuant to the applicable laws of the Commonwealth. Meetings shall not extend beyond 10:00 PM unless two-thirds of the Committee present votes to extend the meeting for thirty minutes. Subsequent thirty-minute extensions shall be voted by two-thirds of the Committee present. The vote to extend the meeting is not debatable.

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The general public will be notified through local media and on the official website of the District of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to contact all members by telephone or via electronic communications.

### Section 3. Special Meetings

The chairperson has the authority to call a special meeting, if they deem it expedient. The chairperson or the Superintendent-Director shall call a special meeting of the Committee, upon written request of one-third (rounded down) of the sworn members of the Committee. The notice of a special meeting shall be in writing, shall state the time, place, and purpose of the meeting and shall be posted and given to each member of the Committee either by delivering a copy thereof to such member in hand or via electronic communication, or by leaving the same at the member's home address at least twenty-four hours before the time of the meeting or by mailing postage prepaid a copy thereof addressed to the member at his/her business or home address not later than forty-eight hours (exclusive of Sundays and legal holidays) preceding the day on which such special meeting is to be held. At such special meeting no business shall be considered other than that designated in the notice.

### Section 4: Emergency Meetings

An emergency meeting of the Committee or any of its subcommittees may be called by the superintendent and/or the chair for a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention (M.G.L. 30A:18-20).

### Section 5. Quorum

A quorum for the transaction of business shall be a majority of the sworn- in membership of the Committee. If a seat is vacant and has not been filled by the member town, that seat shall not count in determining the quorum. When a quorum is in attendance, action may be taken by a majority of the members present unless otherwise provided by law or these policies.

The Regional Agreement (section I) says "A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting."

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## Section 6. Executive Sessions

Closed executive sessions may be held at any time for any purpose permitted by law upon vote of a majority of the members present; otherwise, all meetings shall be open to the public in accordance with Chapter 30A, section 21 (Open Meeting Law).

## ARTICLE VII: COMMITTEES

### Section 1. Subcommittees

- a) Subcommittees may be established by the Committee at any time to carry out a specified task or function and report thereon periodically to the Committee. Each subcommittee shall be discharged upon completion of its assigned task and, in any event, at the annual meeting next following its establishment, unless the Committee at that time votes to continue its existence.
- b) Process for the establishment of subcommittees: The chairperson of the Committee shall appoint all subcommittees, subject to approval by the full Committee, and may serve as ex officio member of all subcommittees, except when otherwise directed by the Committee.
- c) The Committee may establish a warrant subcommittee of no less than three members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that such subcommittee shall make available to the Committee at the next meeting, a record of such actions of such subcommittee.
- d) A subcommittee shall make recommendations to the Committee but shall not make decisions on behalf of the Committee.

### Section 2. School Building Committee

The Committee may appoint a school building committee which shall have such powers and duties relative to the construction, reconstruction, remodeling, repair, expansion or equipping of school buildings or facilities as the committee determines. The school building committee will be composed of persons from a representative sample of member communities and shall include persons whose expertise may include but not be limited to construction, finance and large project management.

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Members of the school building committee are subject to all Massachusetts General Laws relating to conflict of interest.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

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

## ARTICLE IX: FINANCIAL

### Section 1. Annual Audit

The Committee shall solicit proposals and contract with an independent certified public accountant to perform an annual financial audit and make management recommendations and shall receive the audit report in public session. Copies of the audit shall be provided within ten days to the director of accounts and to the board of select board, town manager, mayor or city manager, as the case may be, in each member municipality.

The Committee may choose to require an audit of any or all of the accounts maintained which are part of the regional school district budget, are associated with any capital projects of the district, or which pertain to any entities which are operated by school district personnel using district owned property or equipment, including but not limited to community education, adult education, retail establishments operated as educational projects, or rental properties.

## ARTICLE X: LEGAL

### Section 1. Selection of Counsel

The Committee shall annually appoint legal counsel to address issues determined by the Committee. See also BDG.

## ARTICLE XI OTHER RULES AND AMENDMENTS

### Section 1. Amendments

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These bylaws may be amended by a vote of a super-majority (2/3) of the Committee at a regular meeting of the Committee, provided notice in writing of the particular change proposed has been mailed postage prepaid to each member at least five days prior to the regular meeting at which the proposed amendment is to be acted upon. This requirement to notify members by mail of a proposed change in the Bylaws shall not apply if all members of the Committee are present at the meeting when the change is proposed.

An amendment to the bylaws goes into effect immediately upon its adoption, unless the motion to adopt specifies another time for it to become effective, or the Committee has set such a time by a previously adopted motion.

### Section 3. Repeal

The repeal of a bylaw shall not thereby have the effect of reviving any bylaw heretofore repealed.

### Section 4. Validity

If any article or section of any articles of these bylaws is declared unconstitutional or illegal by any court, or is disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these bylaws shall not be affected thereby.

The foregoing bylaws were adopted unanimously at the regular meeting of the Minuteman Regional Vocational Technical School District Committee duly called and held Tuesday, May 18, 1971. They were revised by unanimous vote at the regular meetings on June 7, 1988, August 23, 1988 and April 27, 2010. They were revised May 25, 2010. Language related to election of officers was moved to Policy BDA, as approved on March 12, 2013, and these bylaws were revised and approved again on June 18, 2013 and December 14, 2021.

**Original Adoption:** 5/71

**Revision:** 6/17/75, 1/16/79, 6/7/88, 5/23/89, 4/27/10, 5/25/10, 6/18/13, 12/16/21

**First reading:**

**Second reading:**

**Adoption:**

**Review:**

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## BBAA SCHOOL COMMITTEE POWERS AND DUTIES

The Minuteman 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, which it has identified as follows:

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, if in turn adopted by the public, 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.

**CROSS REFS:** BB, School Committee Legal Status

**LEGAL REF:** M.G.L. 71:16I M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

**SOURCE:** MASC

**Original Adoption:** 4/24/07

**Revision:** 12/16/21

**First reading:** 3/20/07; 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

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**BBB**  
**SCHOOL COMMITTEE MEMBERSHIP**

The Minuteman Regional District School Committee, hereinafter sometimes referred to as the Committee, shall consist of one member from each member town. The members of the Committee shall be appointed as hereinafter provided. All members shall serve until their respective successors are appointed and qualified.

According to the Regional Agreement, beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

**CROSS REFS:**                      Regional Agreement  
   School Committee Bylaws (BBA) Article IV

**Original Adoption:**  
**Revision:** 12/16/21  
**First reading:** 12/16/08  
**Second reading:** 1/6/09  
**Adoption:** 7/21/09  
**Review:**  
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**BBBB**  
**SCHOOL COMMITTEE MEMBER CERTIFICATE OF VERIFICATION**

New Committee members shall have a certificate from their city or town clerk indicating they have been appointed to the Minuteman Regional Vocational Technical School District Committee prior to being seated.

**LEGAL REFS:**                      M.G.L. 71:14E

**Original Adoption:** 1/6/09  
**Revision:** 12/16/21  
**First reading:** 12/16/08  
**Second reading:** 1/6/09  
**Adoption:** 7/21/09  
**Review:**  
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**BBBE**  
**UNEXPIRED TERM FULFILLMENT/VACANCIES**

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

**CROSS REF:**                      Regional Agreement  
   School Committee Bylaws (BBA) Article IV

**Original Adoption:** 1/6/09  
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**BCA  
SCHOOL COMMITTEE MEMBER ETHICS**

**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 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 Committee members in addition to that referenced above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A Committee member in their relations with their community and the District should:

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

A Committee member in their relations with school administrators should:

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**Revision:** 12/16/21

**First reading:** 3/20/07; 12/16/08

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**Adoption:** 7/21/09

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1. Endeavor to establish, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail. Committee members who feel the serious complaints need to come before the Committee should request that the issue be placed on the Committee agenda.

A Committee member in their relations with their fellow Committee members should:

1. Recognize that Committee action at official meetings is binding and that the member alone cannot bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that occur in executive sessions.
4. Make decisions only after all facts on a question have been presented and discussed.
5. Vigilantly avoid conflicts of interest or the appearance of same and make timely disclosure to the full Committee of all pertinent information in this respect so that proper and disinterested decision-making can occur.

**SOURCE:** Massachusetts Association of School Committees

**Original Adoption:** 4/24/07

**Revision:** 12/16/21

**First reading:** 3/20/07; 12/16/08

**Second reading:** 4/24/07; 1/6/09

**Adoption:** 7/21/09

**Review:**

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**BCB**  
**SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST**

No member of a School Committee shall be eligible for the position of teacher, or Superintendent-Director.

Any Committee member who has a business relationship with a business entity which wishes to do business with the District shall disclose this relationship and recuse themselves from all deliberations involving the business.

**CROSS REF:** BCA

**LEGAL REFS:** M.G.L. 71:52; 268A et seq.

Note: Members of the School Committee and employees of the District are subject to the provisions of the “conflict of interest” statute, Chapter 268A, which is referred to in the legal references.

**Original Adoption:** 5/71

**Revision:** 6/17/75, 1/16/79, 6/7/88, 8/23/88

**First reading:** 12/16/08, 2/12/13

**Second reading:** 1/6/09, 3/12/13

**Adoption:** 7/21/09

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**BDA  
SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

The annual meeting of the Committee shall be held at the first regular meeting of the Committee in the month of July of each year for the purpose of electing officers and conducting such other business as may come before the meeting. Officers will be elected by the members present and voting.

At the Annual Meeting in each year the Committee shall organize and elect by ballot a Chair, a Vice-Chair and a Clerk from among its membership. All such officers shall hold office until the next annual meeting or until their successors are elected.

The members shall be called together at the annual meeting by the presiding Chair (typically the Superintendent or another person who is not a member of the Committee). The presiding Chair shall accept nominations for Chair of the Committee and turn the meeting over to the elected Chair after the election has been held. The elected Chair shall then preside over the election of other officers.

Members may not serve as an officer for more than five successive terms.

No member shall be elected as Chair or Vice-Chair unless said member has served on the Committee for at least a year prior to election as Chair or Vice-Chair.

The Chair shall appoint subcommittee and subcommittee chairs subject to the approval of the full Committee.

**CROSS REFS:** District Agreement  
Section I (E) as amended School Committee Bylaws (BBA) Article VI, Section 1

**LEGAL REF:** M.G.L. 71:16

**Original Adoption:** 5/71  
**Revision:** 6/17/75, 1/16/79, 6/7/88, 8/23/88  
**First reading:** 12/16/08, 2/12/13  
**Second reading:** 1/6/09, 3/12/13  
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## **BDD**

### **SCHOOL COMMITTEE/SUPERINTENDENT RELATIONSHIP**

A natural area of difficulty in maintaining smooth superintendent-school committee relationships is in dealing with problems that arise within a school system. Citizens of the community often will mention a problem to members of the Committee. The Committee member then faces the question of how to deal with this problem. If the Committee member takes action to solve the problem, they infringe upon the administrative function of the Superintendent-Director. If, instead, the Committee member calls the problem to the attention of the Superintendent-Director, the member's initial responsibility has been fulfilled. The Superintendent-Director then has the responsibility of dealing with the problem. Individual Committee members can promise no particular solution to a problem but can only promise that the problem will be investigated and handled by the administration.

The Superintendent-Director, on the other hand, has a responsibility to inform the Committee whenever an administrative decision or problem appears to be of such significance that the Committee might ultimately become involved in the situation. It is generally difficult to predict these situations accurately, but the Superintendent-Director should make every effort to do so in these particular cases.

The Committee should have contact regarding school matters with the staff only through the Superintendent-Director. The Superintendent-Director should be in a position to make all necessary contacts directly with the staff. As the executive officer of the Committee, the Superintendent-Director is the point of contact between the staff and the Committee. All problems connected with staff members should be handled by the Superintendent-Director.

The Committee, as the body designated by the state and the local citizenry, is charged with the responsibility for serving the interests of the people of the local school district. The Committee is charged also with the responsibility for the welfare of the teachers and other staff members whose lives are dedicated to the education of children and youth. The Superintendent-Director shares these charges and these dedications.

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. The Superintendent will assist the

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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.

The Committee has a unique responsibility in determining the broad general policies under which the Minuteman Regional Vocational Technical School District will function. The Committee's principal function, other than adopting operational policies and approving the budget, is the selection of the Superintendent-Director.

The Superintendent-Director has a unique role in that they are the executive officer of the Committee and also the leader of the professional staff. The Superintendent-Director's primary responsibility, however, is to the students of the Minuteman Regional Vocational Technical School District. All other responsibilities fall in line after this responsibility to children and young people. The roles of the Committee and the Superintendent-Director must not only be clearly understood, but definitively practiced to ensure the best possible school program. The mutual acceptance of roles is key to building the basic relationship of the Committee with the Superintendent-Director as its chief executive officer.

If the District is to prepare future generations to find answers to the problems that perplex our society, the leadership of the school system must continue to be strengthened. This will be done when the Committee and the Superintendent-Director, in a spirit of mutual understanding and confidence, form a strong and enduring partnership based upon a clear understanding of their respective roles and are dedicated to the betterment of the school district.

**Reference:** Effective School Board Meetings, Jack L. Davidson, Parker Publishing Co., Nyack, New York, 1970, pp. 165-167.

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**Revision:** 12/16/21

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**Review:**

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**BDDA**  
**ADMINISTRATION IN THE ABSENCE OF POLICY**

Emergency Powers of the Superintendent

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent-Director that, under more normal situations, would clearly be beyond the scope of their duty and authority. It shall be the policy of the Minuteman Regional Vocational Technical School Committee that the Superintendent-Director shall act in emergency situations to preserve and protect lives and property.

1. In those situations that arise within the schools where the Committee has provided no guidelines for administrative action, the Superintendent-Director shall have power to act, but their decisions shall be subject to review by action of the Committee at its next regular meeting. It shall be the duty of the Superintendent-Director to inform the Committee promptly of such action and the possible need for a policy.
2. When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, the Superintendent-Director may take appropriate action including closing the school. If the Superintendent-Director does close the school under the above granted authority, they will notify, as soon as the situation allows, members of the Committee.

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**Revision:** 12/16/21

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## **BDEX ADVISORY SUBCOMMITTEE AND TASKFORCE MEMBERS**

The Minuteman Regional Vocational Technical School Committee, pursuant to Massachusetts General Law, Chapter 71, section 37 has the responsibility for establishing educational goals and policies for the school district. The Committee also enters into collective bargaining contracts with its public employee unions, reviews and approves the budget and payment warrants, is responsible for evaluating and making hiring decisions regarding the Superintendent-Director and some other positions, and such other powers granted by law.

The full Committee meets at least monthly but accomplishes much of its work via subcommittees or task forces that research and discuss issues, then make recommendations to the full Committee for action. These subcommittees meet and collaborate with the Superintendent-Director in developing recommendations. The subcommittees' work is time-consuming and requires specific expertise to produce high quality reports and recommendations. At times, the membership of the Committee may not possess the expertise necessary to accomplish all review and recommendation roles efficiently.

### Duties

The Committee may from time to time choose to appoint one or more individuals with particular expertise to any of its many subcommittees or task forces, in the role of non-voting advisory member, to serve as a consultant to the subcommittee or task force. The Committee is grateful for the service of these expert individuals, who, like the Committee, serve without compensation. Unlike the members of the Committee, they do not have to come from a particular town, or from a member town. Their role is to provide the benefit of their expertise in a particular area in order to assist the work of the subcommittee or task force to which they have agreed to be appointed.

### Appointment

Advisory members of subcommittee(s) and task force(s) shall be recommended for Committee approval by the officers of the Committee, who shall ascertain the willingness of the experts to serve on a specific subcommittee or task force.

**Original Adoption:** 8/11/20

**Revision:** 12/16/21

**First reading:** 6/23/20

**Second reading:** 8/11/20

**Adoption:** 8/11/20

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They may serve only if approved by the vote of a majority of the full Committee, for a term that ends on June 30 of the school year in which they are appointed. The Committee may terminate the appointment at any time, or renew the appointment for another school year, by a majority vote of the full Committee.

To ensure that they do not give additional power to any member town, advisory members are non-voting members of the subcommittees or task forces to which they are appointed and under no circumstances shall vote on any matter before them. They must comply with any and all applicable Massachusetts statutes, regulations and rules pertaining to the District, including the Conflict of Interest and the Open Meeting Law\*, as well as all applicable policies of the Committee. As non-voting advisory members, they are not considered special municipal employees for purposes of the Conflict of Interest statute. The number of advisory members shall not exceed the number of voting school committee members on any subcommittee or task force.

\*The same training that Committee members undergo is required.

**Original Adoption:** 8/11/20

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**Second reading:** 8/11/20

**Adoption:** 8/11/20

**Review:**

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**BDF**  
**ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE RESOLUTION ON ADVISORY COMMITTEES**

The Committee believes that Advisory Committees play a key role in guiding the improvement of Minuteman programs. To improve the effectiveness of Minuteman Advisory Committees, the Committee believes that:

1. Advisory Committee members need to be aware of, and in compliance with, the appropriate State and Federal laws and regulations. In particular, Advisory Committees must be in compliance with the Open Meeting Law.
2. Advisory Committee members need to be familiar with the latest version of the State's "Career and Technical Education Advisory Committee Guide." Advisory Committee members are encouraged to follow the suggestions and to use the forms provided by this guide whenever practical.

In accordance with this resolution, the Superintendent-Director is directed to:

1. Provide all Advisory Committee members with a copy of this resolution.
2. Ensure that all Advisory Committee members are familiar with the appropriate State and Federal laws, including in particular the Open Meeting Law. Copies of these laws should be provided to all Advisory Committee members.
3. Provide each Advisory Committee member with a copy of the latest Career and Technical Education Advisory Committee Guide.
4. Develop a method of evaluating the performance of Advisory Committees.
5. Revise the Committee meeting schedule to ensure that Advisory Committee recommendations are gathered and presented to the Committee in accordance with the appropriate regulations. The meeting schedule change must ensure that there is sufficient time for the Committee to respond to the Advisory Committee recommendations.

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**Revision:** 12/16/21

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**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:** Minuteman Regional Vocational Technical School District

CROSS REFS: JIB  
JIBC

LEGAL REFS: M.G.L. 71:38m; 74:6

**Original adoption:** 2/15/05

**Revision:** 12/16/21

**First reading:** 12/16/08

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## **BDFA SCHOOL COUNCIL**

The 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.

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-Director and the Committee.

The law outlines four major areas of responsibility for school councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For any school that contains grades nine to twelve, inclusive, the School Council shall review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year.

In addition, the law states that "nothing contained in this section shall prevent the school committee from granting a school council additional authority in the area of educational policy; provided, however, that school council shall have no authority over matters which are subject to chapter one hundred and fifty E of the General Laws."

**LEGAL REFS:** M.G.L. 71:38Q; 71:59C  
DESE Regulations

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**Adoption:** 7/21/09  
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**BDFA-R1**  
**CONDUCT OF SCHOOL COUNCIL BUSINESS**

The Principal shall, by law, serve as co-Chairperson on the School Council. The principal has the responsibility for defining the composition and overseeing the formation of the School Council pursuant to a representative process approved by the Superintendent-Director and Committee. As co-chair of the School Council, the Principal is also responsible for convening the first meeting of the School Council. At this meeting, the other co-chair is to be selected.

The co-Chairperson will be elected annually by the School Council members at its first meeting of the school year subsequent to the election of new School Council members. The co-Chairperson will be responsible for the preparation of the agenda for the School Council meetings.

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

Consensus shall be used by School Council 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, M.G.L. c.30A, §§18-25, , which stipulates 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-Director shall receive agendas and minutes of all School Council meetings.

**LEGAL REF:**                      M.G.L. 39:23A-C

**Original Adoption:** 1/6/09

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**Adoption:** 7/21/09

**Review:**

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**BDG  
SCHOOL COMMITTEE ATTORNEY**

The Committee may employ the services of District Counsel, and the Committee and the Superintendent-Director may seek District Counsel's services to counsel and represent the school system at various times.

However, because the complexity of school district 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 legal counsel for the Committee to advise the Committee and the Superintendent-Director on the specific legal problems submitted to counsel. Counsel will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with the requirements of school law to enable them to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the District will be made by the Committee or the Superintendent-Director. Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent-Director concludes that unusual types or amounts of professional legal service may be required, the Superintendent-Director will advise the Committee and seek either initial or continuing authorization for such service.

Access to legal counsel by individual Committee members will be through the Chairperson.

**CROSS REF:** School Committee Bylaws (BBA) Article X

**LEGAL REFS:** M.G.L. 71:16(j); 71:37E; 71:37F

**Original adoption:** 3/20/07

**Revision:** 1/6/09, 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 4/24/07; 7/21/09

**Review:**

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**BDH  
CONSULTANTS TO THE SCHOOL COMMITTEE**

Consultants are to be used at Minuteman only when two conditions exist.

1. A specific need is identified.
2. This need cannot be fulfilled by the District's own staff.

Some legitimate examples for the use of consultants could include, but not be limited to, the following:

Conducting in-service workshops for curriculum instructional procedures, teaching strategies, methodologies, special needs, etc.

Curriculum development for unique courses that Minuteman should be offering.  
Related research regarding the abilities of our students, and activities that need to be performed.

Evaluation studies of the school, instructional program, regional efforts, external grants, etc.

Assistance in the development of such various components of the educational process as the gathering of baseline data, assessment system, reporting system, evaluation of students, etc.

Assistance in computer applications and programming needs.

Use of consultants must be approved by the Superintendent-Director within existing budget or grant limitations unless permission is granted by the Committee for consultant work to be funded by special transfer or appropriation of funds. The administrator supervising the work of any consultant is to provide the Committee with a report on final accomplishments. Interim progress reports would also be desirable on any major projects.

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**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

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## **BE**

### **SCHOOL COMMITTEE MEETINGS AND THE OPEN MEETING LAW**

The business of a school committee is conducted at its official meetings. Selection to serve as a member of the Committee confers no privilege or authority on the individual members, except to attend meetings of the Committee, to propose action, to debate all proposals, and to vote. The Committee has all powers and duties as defined by Massachusetts General Law. It is only at a duly called and advertised meeting that its members can act as a Committee or exercise any of their powers. The Chairperson is the spokesperson for the Committee.

All aspects of Committee meetings, including notice, maintenance and publication of minutes, meeting in open or executive session, and the proper modes of School Committee deliberation and decision-making, are governed by the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25. The Massachusetts Attorney General's Office has the statutory authority to enforce the provisions of the Open Meeting Law.

Committee meetings will be conducted according to the Open Meeting Law. Proper notice will be provided of Committee meetings and proposed agenda items. All Committee meetings shall be open to the public and the press, unless the Committee votes to convene in executive session for a reason permitted by the Open Meeting Law. Minutes of all Committee meetings will be made, kept and disseminated as required by Committee policy and state law.

All Committee members will comply with the provisions of the law and the guidance and decisions of the Attorney General's Office with regard to their communications with other members of the Committee so that all deliberations of the Committee take place during Committee meetings.

Members of the Committee shall comply with the requirements of the standards of conduct imposed by the state Conflict of Interest Law, M.G.L. c. 268A, Section 23 (c)(2), and shall not improperly disclose materials or data within the exemptions to the definition of public records as defined by section seven of chapter four of the Massachusetts General Laws, which materials or data were acquired in the course of the Committee member's official duties, including but not limited to materials and information related to executive sessions of Committee meetings.

Between meetings, the Superintendent-Director is the highest authority in the school district, but is obliged to act in conformity with policies established by the Committee and state law. Everything

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**Second reading:** 4/24/07; 1/6/09; 1/22/13

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the Committee does is accomplished in its meetings. Therefore, the manner in which meetings are conducted and action taken at meetings are of utmost importance. If meetings are carried on in an efficient, orderly manner, this will do much to gain the confidence of the public and school personnel.

**CROSS REFS:** School Committee Bylaws (BBA) Article VI, Section 2  
 BEC  
 BEDA  
 Attorney General's website at [www.mass.gov/orgs/office-of-attorney-general-maura-healey](http://www.mass.gov/orgs/office-of-attorney-general-maura-healey).

**LEGAL REFS:** M.G.L. c. 30A, § 18-25 and c. 268A, Section 23 (c)(2).

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**Minuteman Regional Vocational Technical School District**

**BEDA  
NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

Regular meetings of the Committee shall be held at least monthly, except in August, at the Minuteman Regional Vocational Technical High School at 7:00 p.m. or as may from time to time be determined by vote of the Committee, provided that notice of any change in the date, time or place of regular meetings shall be communicated by the Committee's Secretary to any members of the Committee who may have been absent from the meeting at which such change was made. All meetings shall be posted in accordance with the Open Meeting Law.

Except in an emergency, a notice of every meeting of the Committee shall be filed with the clerk of each member community at least forty-eight hours prior to such meeting, excluding Saturdays, Sundays and legal holidays, pursuant to the applicable laws of the Commonwealth. Meetings shall not extend beyond 10:00 PM unless two-thirds of the Committee present votes to extend the meeting for thirty minutes. Subsequent thirty-minute extensions shall be voted by two-thirds of the Committee present. The vote to extend the meeting is not debatable.

The general public will be notified through local media and on the official website of the District of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to contact all members by telephone or via electronic communications.

The Secretary of a Committee shall be considered to be its clerk and shall be responsible for filing and posting such meeting notices with the respective clerks and shall further post such notice in the Secretary's office or on the principal official bulletin board of the District. The notice shall be printed in easily readable type and shall contain the date, time and place of such meeting.

The general public will be notified through local media of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to call all members by telephone.

**CROSS REFS:** School Committee Bylaws (BBA), Article VI  
BE  
BEC

**LEGAL REF:** M.G.L. 39:23B

**Original adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

## **BEDB-C CONSENT AGENDA**

The School Committee will take an annual vote whether to include a "consent agenda" as part of its meeting agendas, allowing a single vote on a list of items that the committee would normally approve with little comment, such as:

- Topics of a routine/recurring nature
- Procedural decisions
- Non-controversial issues that do not require debate or deliberation
- Items previously discussed for which the Committee has come to a consensus, but that still need an official vote

At each School Committee meeting, prior to the motion on a consent agenda, the Chair will ask the members present if anyone wants to discuss any item(s) listed on the consent agenda. If any member of the Committee requests that one or more items be removed from the consent agenda to be considered separately, the item(s) will be considered after the consent agenda during the same meeting.

Any member can contact the Chair prior to the meeting to request that any item(s) be removed from the consent agenda and considered separately.

The Secretary will include in the meeting minutes the full text of all motions and reports approved as part of the consent agenda.

### **Discussion points:**

Reviewing the minutes from March, we spent 13% of the meeting reciting motions and roll calls. The roll call votes, timed from stating the motion to the end of the roll call, are about 40-50 seconds each with the Executive Session vote taking 2 minutes. As there were 11 votes at that meeting, and the meeting was 70 minutes, 13% of the meeting was spent reciting motions and roll calls.

A consent agenda, which is used by other Massachusetts School Committees and other governmental bodies, could reduce the time spent on roll call votes, and the administrative time reviewing the minutes.

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**Revision:**

**First reading:** 5/17/22

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<https://www.civicplus.com/blog/am/how-to-use-a-consent-agenda-to-save-time-and-refocus-discussion-on-critical-matters>

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## **BEDD RULES OF ORDER**

### **Rationale**

Robert's Rules provides a strong rationale for using a formal parliamentary procedure in its *Principles Underlying Parliamentary Law*. This document is included below.

The Committee has customarily worked with less formal rules than those described in Robert's Rules of Order. This Policy describes how the normal operating rules of the Committee differ from Robert's. However, in the event that either the Chairperson or the Committee by majority vote decides that the situation facing the Committee requires a more formal set of rules, then the operation of the meeting will be governed by Robert's Rules.

### **Chairperson's Role In Deliberations**

The Chairperson's role is very powerful, as the Chairperson can control the agenda and make recommendations on the assignments of subcommittees. However, the Chairperson is paradoxically a servant of the School Committee, maintaining order, ensuring that business is accomplished, and serving as its spokesperson.

Recognizing the inherent power of the Chairperson, Robert's Rules typically requires the Chairperson to remain neutral, and not to participate in deliberations. However, in a regional school committee where each member town is represented by only one member, loss of deliberation rights for the Chairperson would mean that the Chairperson's community would lose some of its right of representation. For regional school committees it is therefore typical for the Chairperson to retain all the same rights and responsibilities as other members, including the right to participate in deliberations.

The Minuteman Chairperson is allowed to deliberate and to vote on all issues. However, to ensure that there is not undue power afforded to the Chairperson, and because the Chairperson serves solely at the will of the Committee, the Chairperson will be extremely judicious in making comments, so as not to dominate the discussion or give excessive influence to his/her community, and may even choose to refrain from voting on non-budgetary matters, except to break a tie.

### **Agenda**

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**First reading:** 3/20/07; 12/16/08

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**Minuteman Regional Vocational Technical School District**

The agenda is set by the Chair, working with the Superintendent-Director with input from the Officers of the committee at a meeting preceding the school committee meeting. If a Committee member wants an item added to the agenda, the member should make a request of the Chairperson who will:

1. request the Superintendent-Director to add the item to the agenda,
2. refer the item to one of the subcommittees,
3. refer the item to the Superintendent-Director,
4. request that the member further develop the proposed item before its addition to an agenda or
5. decide that the item is inappropriate as an agenda item.

If the member disagrees with the Chairperson's decision on the proposed item, then the member can make a motion under the *New Business* item of the next Committee meeting to add the item as a future agenda item. The Committee, then, will have the prerogative to decide if the item will be placed on an agenda and come before them.

### **Unanimous Consent**

Uncontroversial issues may be addressed without a formal vote. For example, due to the late arrival of a guest it may make more sense to delay an agenda item until later in the meeting. In this case, the Chairperson will say something to the effect, "If there is no objection we will postpone this agenda item until the arrival of our guest." The Chairperson will then pause and listen for any objections. If there are no objections then the Chairperson will assume unanimous consent. If there is even one objection then the issue must be brought to a formal vote.

### **Motions**

A member who has been recognized introduces a motion by the phrase "I move that..." followed by the body of the motion or by reference to a written motion. A motion is in order when:

1. there is no current motion already on the table,
2. the proposed motion is an amendment to the current motion,
3. the motion pertains to the topic of the current agenda item,
4. the motion does not simply restate a motion that has already been decided.

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In practice, the Committee does not follow all the formality of the procedures of Robert's Rules especially the rules for classification of motions. This is especially true in the handling of amendments where, under Robert's Rules, even a simple amendment requires significant time to handle. Thus, in general, Relaxed Rules are followed, as long as the approach is understood and agreed to by the membership.

Relaxed Rules: For example, in the case of an amendment to the current motion, the Chairperson may deem that the amendment is so simple and uncontroversial that the Chairperson will first ask the maker of the motion if he/she accepts the amendment. If there is acceptance, then the Chairperson will ask for the membership to unanimously act as if the amendment were part of the main motion. This avoids the processes of creating and voting on the amending motion. If just one member objects, even if the maker of the motion accepts the proposed amendment, then the amendment will be handled more formally as an amending motion.

If, in the Chairperson's judgment, or by vote of a majority of the Committee, an item is considered too complex or controversial for the Relaxed Rules, then the Chairperson will follow a more formal approach to the handling of the motion.

### **To Be Recognized**

To ensure that order is maintained, for a member to be able to speak the member must be recognized by the Chairperson. To be recognized the member should raise their hand. In deciding who is to be recognized next the Chairperson will give priority to those members who have not yet spoken on the current issue. If a Committee member is either ruled out of order or not formally recognized by the Chairperson, but persists in speaking, the remarks made by the member will not become part of the minutes of the meeting and no action will be taken on them. Only one question at a time may be considered, and only one person may have the floor at any one time. The member has the right to speak uninterrupted. All discussion must be relevant to the immediately pending question.

### **Questions After a Report**

In Robert's Rules, all discussion/deliberations occur after a motion has been made. However, for the Committee, it is often useful to question a report-giver even if no motion is immediately appropriate. Thus, the Chairperson will generally allow a reasonable question and answer period after a report before insisting that a motion be placed before the Committee.

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According to Robert's Rules all questions and comments are to be addressed to the Chairperson. The Chairperson will then direct the question to the most appropriate party. However, if a member has a question for the giver of a report, then, in most cases, the Rules of Order are relaxed in the sense that a member can ask to be recognized by the Chairperson and then pose the question directly to the report giver. If, however, in the Chairperson's judgment, the meeting can be best served by more formal operations, then Robert's Rules on recognition shall be followed.

### **Deliberations**

Before the motion is restated by the Chairperson, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).

If the motion is in order, the Chairperson will restate the motion and open debate (if the motion is debatable). The maker of a motion has the right to speak first in debate.

After a motion is made, the Chairperson will maintain an orderly discussion by recognizing members to speak (see To Be Recognized). The Chairperson will call first on members who have not already spoken on the issue.

Postpone Indefinitely - made when the assembly does not want to take a position on a motion. Its adoption kills the motion for the duration of the session and avoids a direct vote on the motion. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Limit or Extend Debate - is to require that debate be closed at a specified time. It requires a two-thirds vote.

Objection to the Consideration of a Question - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

Time: The Committee has no formal time limits on deliberations. Members should self-regulate the length of their comments as a courtesy to other members. If the Chairperson believes that continued deliberation on the current motion would be ineffective then he or she might ask for a

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motion to terminate deliberation to see if the committee agrees. The Chair may unilaterally terminate deliberations that are out of order.

Deliberations are out of order if they:

1. are not pertinent to the current motion,
2. are disrespectful,
3. contain any type of personal comment or personal attack,
4. are made in an excessively emotional manner,
5. repeat a question that has already been asked and answered or
6. violate the rights of any person present (such as the right to Executive Session to discuss the character of an employee).

### **Voting**

After deliberations are complete, the Chairperson will bring the motion to a vote. With the exception of those taken in Executive Sessions and remote meetings, Committee votes are made, as required by the Regional Agreement, by the Chairperson asking for a roll call vote. The members each state their name, their town, and their approval, disapproval, or abstention from the vote (Yes, No, Abstain). The Chairperson declares the result of the vote and the vote totals are recorded in the Minutes.

### **Appeal**

If a member disagrees with a ruling by the Chairperson (for example perhaps the Chairperson stated that a question was out of order and the member disagreed), then the member can, without being recognized, ask for an appeal, "I appeal the ruling of the Chair that..." If the request for an appeal is seconded, then a modified deliberation will occur. During this deliberation every member is allowed to speak exactly once on whether or not the ruling of the Chairperson should stand or be overridden, except the Chairperson is allowed to speak twice, once at the start of the deliberations and once at the end. After the deliberation, the appeal is brought to a vote to determine whether the Chairperson's ruling will stand.

### **Point Of Order**

When a member believes that the rules of order for the meeting are being violated then the member may raise their hand and state, "Point of order," calling upon the Chairperson to enforce the rules. There is no debate on a point of order. The Chairperson will then ask the member what rule the

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member believes to be violated. The Chairperson will then rule on the member's point of order – to determine whether or not the rules of order are being violated. If the member disagrees with the Chairperson's ruling then the member is free to appeal. (see above)

### **Move The Question**

If a member believes that further deliberations on the current motion would be counterproductive, then that member can raise their hand and state, "I move the question." Moving the question immediately suspends all deliberation on the current motion and is not debatable. A vote is called immediately. If two thirds of the weighted vote are in favor of moving the question, then deliberation on the current motion is terminated and it is brought to a vote. Otherwise, moving the question fails and deliberation continues.

Moving the question is a good way to bring a lengthy, overly emotional, or counterproductive deliberation to an end. However, in calling to move the previous question, members should be respectful of their fellow Committee members. A good rule is to not to move the question unless it seems that each member who wants to discuss the current motion has had the opportunity to speak at least once.

### **Principles Underlying Parliamentary Law** **From *Robert's Rules Of Order Newly Revised 10th Edition*, Perseus Publishing**

The rules of parliamentary law found in this book will, on analysis, be seen to be constructed upon a careful balance of the rights of persons or subgroups within an organization's or an assembly's total membership. That is, these rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority—greater than one third,
- of individual members,
- of absentees, and
- of all these together.

The means of protecting all of these rights in appropriate measure forms much of the substance of parliamentary law, and the need for this protection dictates the degree of development that the subject has undergone.

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Parliamentary procedure enables the overall membership of an organization—expressing its general will through the assembly of its members—both to establish and empower an effective leadership as it wishes, and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself.

Ultimately, it is the majority taking part in the assembly who decide the general will, but only following upon the opportunity for a deliberative process of full and free discussion. Only two thirds or more of those present and voting may deny a minority or any member the right of such discussion.

In this connection, there is an underlying assumption of a *right* that *exists* even though it may not always be prudent or helpful for it to be exercised. Each individual or subgroup has the right to make the maximum effort to have his, her, or its position declared the will of the assembly to the extent that can be tolerated in the interests of the entire body.

Another important principle is that, as a protection against instability arising—for example, from such factors as slight variations in attendance—the requirements for changing a previous action are greater than those for taking the action in the first place.

Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent—free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.

The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.

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**Minuteman Regional Vocational Technical School District**

## BEDF VOTING METHOD

All voting at Committee meetings must be by voice or roll call vote and no secret ballot shall be used. The Chairperson and Vice Chairperson are elected by roll call vote. Only those members present at the meeting when a vote is being taken shall have the privilege of voting on the matter. Votes relayed by telephone or written votes by absent members are not valid. If the Committee is following procedures for remote participation, votes will be cast on video.

No action shall carry unless it shall receive the vote of a majority of the quantum of vote as provided by law or policy (See the Regional Agreement, Sections I(H), IV, V, VII, VIII, IX) .

Pursuant to M.G.L. c.30A, §21, all votes taken in executive session shall be recorded roll call votes and shall become part of the record of the executive session.

The Committee may, under certain circumstances and for certain kinds of action, require more than a majority vote to carry. Action shall require a two-thirds (2/3) super majority vote of the whole Committee in each category as follows, without limitation:

- M.G.L. 71:16B-Budget
- Revision of the By-Laws of the Committee

The Regional Agreement requires 2/3 of the weighted vote for the budget, and 2/3 of the members for incurring debt, and ¾ to amend the regional agreement.

### REC'D NESDEC

**CROSS REFS:** Regional Agreement  
BEC

**LEGAL REFS:** M.G.L. 39:23B; 71:16B; 71:50

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**Minuteman Regional Vocational Technical School District**



## **BEDG MINUTES**

The minutes of a Committee meeting, along with documents and other exhibits used during the open or Executive Session, constitute the written record of Committee actions; they are legal evidence of the actions. Therefore, the clerk of the 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 Executive Session);
2. the date, time, place, members present or absent, annotated as to arrival and departure times, if during the meeting;
3. a summary of the discussion on each subject (minutes need not be transcripts of everything said), a list of the documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or Executive Session, and the decisions made and the actions taken at each meeting, including all votes (for Executive Sessions, by recorded roll call votes); and notation of formal adjournment.

If documents are presented at the meeting that were not provided by the school administration, they may be entered into the official record of the meeting only by direction of the chair or by vote of the Committee. Materials and exhibits not formally accepted by the chair or by vote of the Committee will be kept in the Committee correspondence file.

Under normal circumstances, copies of the draft minutes will be either emailed or mailed to all Committee members so they will receive them at least 48 hours in advance of the meeting at which the minutes are to be approved.

Existing minutes, associated materials and exhibits will be made available to the public upon request in accordance with the public records laws, whether they have been approved or are in draft form. Materials relating to performance evaluations and deliberations about employment or appointment of individuals will be released only in accordance with Massachusetts General Law.

Whenever possible, the minutes of one meeting will be approved at the following meeting.

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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.

Approved and released minutes will also be posted on the District website, and one permanent copy will be kept at the District office, as required by the Public Records Division of the Secretary of the Commonwealth. The documents shall be maintained in form and material as required by state laws and regulations.

**Executive Session minutes:** Separate minutes shall be prepared for each separate Executive Session purpose. The Committee shall periodically review the Executive Session minutes to determine whether continued non-disclosure is warranted, and vote to “release” those minutes and other records for which disclosure would no longer defeat the purposes of the Executive Session. Minutes that pertain to ongoing litigation or negotiations, that are within an exemption to the Public Records Law, G.L. c. 4, § 7, cl. 26, or are governed by attorney-client privilege, do not have to be released. A determination to release the minutes will be included in the subsequent meeting minutes. The School Committee will respond to a request to inspect or copy Executive Session minutes within 10 days of request and promptly release the records if they are subject to disclosure. If the School Committee has not performed a review to determine whether the requested Executive Session minutes are subject to disclosure, it must do so “not later than the next meeting or 30 days,” whichever is sooner.

**LEGAL REFS:** M.G.L. 30A:22g2; 39:23B; 66:10; 66:56; 66:34; 4:7 cl26; 149:52C

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**Second reading:** 1/6/09; 7/9/13

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**Minuteman Regional Vocational Technical School District**

## BEDH PUBLIC PARTICIPATION IN SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the Minuteman Regional Vocational Technical 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 School Committee desires individuals to attend its meetings so that they may become better acquainted with District operations and the school programming. In addition, the Committee would like the opportunity to hear public comment, and it will allow public comment when indicated on the agenda.

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.

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 a regularly scheduled School Committee meeting for which the agenda calls for a public comment period, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes in the aggregate unless permitted by the Chair. All speakers are encouraged to present their remarks in a respectful manner, addressing their comments to the Chair.
2. Sign up instructions will be provided for those who wish to participate in Public Comment.
3. Speakers will be allowed up to three (3) minutes to present their material, must speak from the place indicated by the Chair, for example at a particular table, and must begin their comments by stating their name and address, including the name of the town/city. For remote meetings, public comments shall be submitted in advance to the Chair and relayed by the Chair during the meeting. The presiding Chair may permit extension of the time limit, in extenuating circumstances.
4. 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. In public session in the Committee will not hear personal complaints of school personnel nor

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**First reading:** 12/16/08; 5/10/11 (tabled 9/13/11); 1/12/21

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**Review:**

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against any members of the school community which are outside the scope of the School Committee's responsibility.

5. Improper conduct will not be allowed. Defamatory, improper, or abusive remarks are always out of order. If a speaker persists in improper conduct or defamatory, improper, or abusive remarks, the Chair may terminate that individual's privilege of address. Defamatory remarks shall mean remarks that have been adjudicated defamatory. Improper and/or abusive remarks shall mean obscenities, vulgarities, threats, and fighting words or remarks likely to provoke a violent reaction.
6. To ensure that matters not on the agenda are not debated without proper notice, the members of the School Committee will not engage in dialogue with members of the public during public comment, without permission from the Chair.
7. The School Committee will not vote on any item brought up in public comment for which no vote is scheduled on the posted agenda, unless directed to do so by the Chair due to unforeseen circumstances.
8. 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 School Committee.
9. 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, or the meeting host for any remote attendee, to remove the person from the meeting. *(note: with the exception of the underlined text, this language is from M.G.L c 30A:20G.)*

**CROSS REFS:** BE, SCHOOL COMMITTEE MEETINGS  
BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

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**Minuteman Regional Vocational Technical School District**

**BEDJ**  
**BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS**

A meeting of the Committee 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 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.

The Chairperson shall inform those in attendance of the recording of any Committee meeting at the beginning of such meeting or recording. Any member of the public intending to record a meeting shall notify the Chairperson prior to recording so the recording may be properly announced.

**LEGAL REF:** M.G.L. 30A:20

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**Second reading:** 1/6/09  
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**Review:**  
**Minuteman Regional Vocational Technical School District**

## **BEE SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

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

1. Give due and public notice in line with statutory requirements,
2. Make available printed information on the topic of the hearing; and
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chairperson of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing of 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 as many people as possible 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 Chairperson and be germane to the topic. To assure that all who wish get a chance to speak, the Chairperson will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

### ***NOTE: CURRENT LANGUAGE***

Section 38N. The school committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee.

**LEGAL REF:** M.G.L. Chapter 71, Section 38N

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

**BF**  
**SCHOOL COMMITTEE WORKSHOPS**

The Committee, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Committee is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action.

Workshops will be conducted for the purpose of informal discussions and exploration of matters pertaining to the Minuteman Regional Vocational Technical School District. Topics for discussion and study will be announced publicly. All workshops will be conducted in accordance with the Open Meeting Law. No formal votes will be taken at these workshops.

All workshops are open to the public.

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

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

## **BGA 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 a high-quality educational institution that meets the needs of its students. The Committee as the controlling body is charged with the responsibility of establishing policies and maintaining the best possible education conditions for the District. A primary function of the Committee is the determination of general policies for and the exercise of general supervision of the District, but its Superintendent-Director and professional staff thereof shall carry out the details and administration.

The Committee shall concern itself primarily with broad questions of policy rather than with administrative details. The Superintendent-Director shall utilize the best judgment of the professional staff in formulating a sound educational program, shall recommend policies for adoption to the Committee, and shall administer policies enacted by the Committee. The adopted policies shall represent a combination of the judgment of the members of the Committee and the professional judgment of the Superintendent-Director and their staff, adopted officially as Committee policy. Having determined its policies, the Committee shall stand squarely behind those employees whose work it is to put the policies into practice.

In formulating policies, the Committee shall adopt general principles that provide authorization for the Superintendent-Director and professional staff. Such policies shall be broad enough to determine or indicate a line of action to be taken by the Superintendent in meeting a number of specific problems and jobs. Application of such policies to individual situations will be the responsibility of the Superintendent, who shall be held responsible for the effective administration and supervision of the entire system.

### *Policy Development System*

Adopting and changing policies is solely the responsibility of the Committee.

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**Second reading:** 1/6/09

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**Minuteman Regional Vocational Technical School District**



Proposals from any Committee member, a citizen of one of the member communities, any employee of the District, or any student of the Minuteman Regional Vocational Technical School shall be referred to the Superintendent-Director.

The Superintendent-Director shall be responsible for reviewing the proposed policy request and drafting a statement for Committee consideration in accordance with Committee policy.

In the case where the Committee chooses to update its entire policy manual in less than two years, it shall use an electronic storage and review system for developing policy sections, if possible. All policies under review shall be reviewed and edited by a consultant, the Superintendent-Director, and a policy task force and made available in an internet portal for the review and comment of the school committee members. At the next meeting of the Committee, the Committee will revise and adopt any policies which are ready for approval (a first reading). The Superintendent-Director will ensure that finalized copies of policies approved at first reading are returned to the internet portal for further review. At the following meeting of the Committee, or as deemed appropriate, the Committee will vote to approve the policies for "second reading." Those policies that have been through first and second readings will be considered adopted and will become part of the policies of the school district.

**CROSS REF:** School Committee Bylaws (BBA), Section 2

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

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

## **BGB POLICY ADOPTION**

The policies of the Committee shall be subject to amendment only upon a majority of the weighted vote of the Committee at two consecutive meetings in the call for which the proposed amendment has been described in writing.

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 would be presented as an agenda item to the Committee in the following sequence:

1. Discussion item - first reading of proposed policy or policies; response from Superintendent-Director; report from any subcommittee assigned responsibility in the area; Committee discussion and directions for any redrafting;
2. Discussion item - second reading of proposed policy or policies; response from Superintendent-Director; report from any subcommittee 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 Committee may dispense with the above sequence to meet emergency conditions.

Policies will become effective upon the date set by the 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.

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

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

## **BGC 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 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.

All policies will be placed on the Committee agenda for reconsideration five years following the date the policy was adopted, unless the Superintendent-Director recommends or the Committee approves an earlier date for reconsideration.

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 reasons appear to need revision.

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

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

**BGD**  
**SCHOOL COMMITTEE REVIEW OF REGULATIONS**

It is expected that the Superintendent-Director and administrative staff will need to issue regulations implementing policies of the 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-Director for the Minuteman Regional Vocational Technical High School 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.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts's law, the Superintendent is required to publish "the district's policies pertaining to the conduct of teachers and students." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Massachusetts Department 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 Committee.

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

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

## **BGE 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 Minuteman Regional Vocational Technical High School, 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 Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office and online.

**Original Adoption:** 1/6/09

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**Second reading:** 1/6/09

**Adoption:** 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

**BGF  
POLICY SUSPENSION**

The policies of the Minuteman Regional Vocational Technical School Committee shall be subject to suspension only upon a majority of the weighted vote of the members of the committee present at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of the weighted vote of the Committee present, when no such written notice has been given.

**Original Adoption:** 1/6/09

**Revision:** 12/16/21

**First reading:** 12/16/08

**Second reading:** 1/6/09

**Adoption:** 7/21/09

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**Minuteman Regional Vocational Technical School District**

## **BHC SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The basic line of communication between the School Committee and the staff will be through the Superintendent.

### **Staff Communication 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-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 firsthand 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-Director. The Superintendent-Director, working with the Principal, will develop appropriate methods to keep staff informed of the Committee's concerns and actions.

### **Visits to the School**

Individual Committee members interested in visiting the school 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.

**SOURCE:** MASC

**Original adoption:** 4/24/07

**Revised:** 12/16/21

**First reading:** 3/20/07; 12/16/08

**Second reading:** 1/6/09

**Adoption:** 4/24/07; 7/21/09

**Review:**

**Minuteman Regional Vocational Technical School District**

**BHE**  
**USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As appointed public officials, 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 with respect to any matter within the body's jurisdiction constitutes a meeting. Deliberation is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

Committee members should use electronic messaging between and among members 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 Committee Chair, in consultation with the Superintendent-Director, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence among members of the Committee.

At this point your phone, and sometimes your watch, are connected devices. Even your washing machine can send you email. It seems unlikely that a member would not have a computer.

**SOURCE:** MASC

**LEGAL REF:** M.G.L. 4:7; 39.23A, 23B; 66:10

**Original Adoption:** 4/24/07

**Revision:** 12/16/21

**First reading:** 3/20/07; 12/16/08

**Second reading:** 1/6/09

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**Minuteman Regional Vocational Technical School District**



## **BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

When a new Committee member has been appropriately approved by the member's appointing authority and sworn in that member shall immediately be given a copy of this policy and shall

Be offered:

- An introductory meeting with the Superintendent-Director and administrative staff.
- A detailed tour of the school.
- An introductory meeting with the Committee officers.
- An opportunity to join one of the subcommittees.

Be given a link to online copies of the Committee's onboarding materials including but not limited to:

### **I. THE MINUTEMAN DISTRICT**

[About the District](#)

[Map of District Towns](#)

[Current Minuteman School Committee Members](#)

[School Committee Subcommittees](#)

[The Minuteman Regional Agreement 3/11/16](#)

### **II. THE CURRICULUM**

Education Program Plan Outlining the Academies

### **III. THE BUDGET**

[Finance Office Web Page](#)

[Budget Book \(\)](#)

### **IV. STAFF RELATED**

[Superintendent's Contract, Goals, and Evaluation](#)

[Current Collective Bargaining Agreement with Minuteman Faculty Association.\)](#)

### **V. BACKGROUND ON ROLE OF SCHOOL COMMITTEE MEMBER**

[Minuteman School Committee Member Job Description](#)

[Representation on the School Committee](#)

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**Minuteman Regional Vocational Technical School District**

[Administrative Detail for New School Committee Members \(Requirements and Trainings\)](#)  
[Excerpt from Regional Agreement on Appointments](#)  
[School Committee Member Appointing Authority](#)  
[Excerpt from Regional Agreement on Weighted Voting](#)  
[Weighted Voting Chart 7/1/21](#)

## VI. MISSION AND VALUES

[Minuteman Mission Statement](#)  
[Philosophy and Goals](#)  
[Guiding Values](#)  
[Minuteman School Committee Goals](#)

## VII. POLICIES

[Policy Manual](#)  
[Specific Policy: BBAA SC Powers and Duties](#)  
[Specific Policy: BBA SC ByLaws](#)  
[Specific Policy BEDD SC Rules of Order](#)  
[Specific Policy BDD SC/Superintendent Relationship](#)

## VIII. MASS. GENERAL LAWS

[MGL Ch 71 Sec. 16-16I Specific to Regional School Districts](#)  
[MGL Ch. 71 Sec. 37 General School Committee Powers and Duties](#)  
[MGL Ch. 71 Sec. 59 Responsible to Appoint Superintendent and Assistant Superintendent \(s\) upon Superintendent's Recommendation](#)  
[MGL Ch. 71B Sec 3A Responsible to Appoint Administrator of Special Education](#)  
[MGL Ch. 74 Specific to Vocational Education](#)  
[DESE Ch. 74 Manual](#)

## IX. STRATEGIC PLANNING

[Strategic Planning Group Report for Goal 1: Board Development](#)

- Massachusetts General Laws (MGL) Chapter 74
- Open Meeting Law Guide and Educational Materials
- Summary of the Conflict of Interest Law for Municipal Employees, and information on how to complete the Online Training Program for Municipal Employees

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**Minuteman Regional Vocational Technical School District**

- 603 CMR 4.00 et seq.

A username and password will be issued for access to email and electronic files on the Minuteman website, [www.minuteman.org](http://www.minuteman.org).

Be made aware of procedures that involve:

- How a community member (parent, teacher, etc.) may make a request of the Committee; appropriate responses/actions of an individual Committee member what a request directly presented to him or her.
- How 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 Committee receives and examines complaints relating to personnel.
- How and why executive sessions may be held; what is considered privileged information.

New members will be encouraged to attend meetings or workshops specifically designed for new Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

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**Minuteman Regional Vocational Technical School District**

**BIB/BIBA  
SCHOOL COMMITTEE MEMBER DEVELOPMENTAL OPPORTUNITIES/SCHOOL  
COMMITTEE MEMBER CONFERENCES, CONVENTIONS AND WORKSHOPS**

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

These “educational opportunities/activities” for Committee members take many forms:

1. Membership in local, state, and national school committee and school board associations;
2. Reading of newsletters, periodicals and books about education and school committee operation;
3. Visiting schools with exemplary programs;
4. Attendance and participation at clinics, workshops, conferences and conventions, at the local, state and national levels, is encouraged.
  - a. The Superintendent-Director will inform the Committee of educational conferences relating specifically to school committees; and
  - b. Members desiring to attend out-of-state conferences and conventions should request the Chairperson to place this matter on the agenda for Committee approval.
5. 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.

**CROSS REF:**                      BID  
    Committee By-Laws

**Original adoption:** 1/6/09  
**Revision:** 3/1/11, 12/16/21  
**First reading:** 12/16/08  
**Second reading:** 1/6/09  
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**Minuteman Regional Vocational Technical School District**

## **BID**

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

The members of the Minuteman Regional Vocational Technical School Committee serve without compensation.

No funds held or to be held by the Minuteman Regional Vocational Technical School District, appropriated or by reimbursement, will be paid or disbursed for the services of any Committee member other than for approved expenses in the performance of Committee duties.

All approved district expenses are processed using a purchase order system, with prior approval required, to prevent overspending. Like all other expenses, those for Committee travel must stay within the budgeted amount and must be checked against the remaining amount in the line item using an approval process.

Committee members may be reimbursed, or partially reimbursed, for the following expenses:

- Travel to in-district Committee meetings or meetings of subcommittees to which the member has been appointed.
- Pre-approved out-of-district in-state travel to conferences and meetings.

For a Committee member to be reimbursed, they must:

- Obtain prior approval from the Chairperson of the School Committee. Reimbursement for out-of-state travel shall require the additional approval of the School Committee.
- Follow all reimbursement procedures outlined by the Business Office. (Procedures and forms will be provided by the Business Office upon request.)

As part of the normal budgeting process, the School Committee will vote on a line item for "School Committee Reimbursable Expenses." The Chair of the Committee will use their judgment as to which Committee member expenses should be reimbursed and will consult with the Business Office before approving any expense. In no event will the Chair approve reimbursements that exceed the amount remaining in this account. If this fund is depleted, then the Committee may vote to transfer additional funds in to this account, when both appropriate and financially prudent.

Reimbursement for out-of-state travel requires the approval of the Committee; see BIB/BIBA

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**Minuteman Regional Vocational Technical School District**

**CROSS REFS:**

BIB/BIBA  
Committee By-laws

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**Minuteman Regional Vocational Technical School District**

**BIE**  
**SCHOOL COMMITTEE MEMBER INSURANCE**

The Minuteman Regional Vocational Technical School District is a body politic and corporate with all the powers and duties conferred by law on school committees. M.G.L c. 258, § 13 authorizes a city or town which has accepted that section, subject to appropriation, to indemnify each member of the Committee for expenses or damages incurred in the defense of settlement of a claim against the member in an amount not to exceed one million dollars providing that claim arose while such member was acting within the scope of the member's official duties and to provide funds therefore.

The District may appropriate such sums as may be necessary to purchase insurance providing indemnity to the extent that it deems appropriate, to cover costs of indemnification for any of the foregoing official or officers.

The Superintendent-Director shall be responsible for ensuring that all Errors and Omissions policies are continuously in force, and that all Committee members are fully insured in an amount not to exceed one million dollars, as described above.

**LEGAL REFS:**                      M.G.L.: 71:16; 71:16A; 258:8, 258:13

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**Review:**

**Minuteman Regional Vocational Technical School District**

**BJ**  
**SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The 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 the Minuteman Regional Vocational Technical School District, 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; and
3. The Committee may 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 Committee.

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**Review:**

**Minuteman Regional Vocational Technical School District**



## **BK SCHOOL COMMITTEE MEMBER REQUESTS FOR INFORMATION**

The Committee wishes to ensure that Committee members have adequate access to the information necessary to provide responsible oversight of the District. At the same time, the Committee wishes to avoid overburdening the administration with requests for information.

Requests by Committee members for information shall be channeled through the appropriate subcommittee chair or, if the subject of the request does not fall within the purview of any subcommittee, then through the Committee Chair, either of whom may choose to forward the request directly to the Superintendent-Director or to place the matter on the agenda for consideration at an upcoming meeting. The Superintendent-Director will coordinate the timely response to information requests forwarded in this manner.

If the relevant chair or subcommittee denies or unreasonably delays forwarding the request, or if the Superintendent-Director fails to respond within 10 working days after receiving a properly forwarded request, the individual member may appeal to the full Committee.

### **Appeal Procedure:**

1. Member submits written request to the Committee Chair with copy to the Superintendent-Director.
2. School Committee Chair places request on the next regular School Committee meeting, subject to requirements of the Open Meeting Law (MGL 30A:20-21).
3. Committee determines whether and in what form to refer the request to the Superintendent-Director.

In its deliberation and vote, the Committee may consider input related to the specific nature, relevance, availability, and estimated time or cost to fulfill the request, as well as confidentiality or other special concerns that may apply. Any information assembled by the Superintendent-Director or other District staff acting upon such a vote of the full Committee will be provided to all of its members.

Communications between the Committee and the Superintendent-Director may be further governed by law, by other District policies, and by elements of the Superintendent's employment

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**Minuteman Regional Vocational Technical School District**

contract. Nothing in this policy is intended to preclude or prevent an individual Committee member from exercising their rights under the Public Records Law (MGL 66:10).

CROSS REF:                   BBAA School Committee Powers and Duties  
                                  BCA School Committee Code of Ethics  
                                  BDD School Committee/Superintendent Relationship  
                                  Superintendent's Contract  
                                  BHC School Committee-Staff Communications (also GBD)

LEGAL REFS:               Mass. Open Meeting Law: MGL 30A, S. 20-21  
                                  Mass. Public Records Law: Ch. 66, S. 10

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