



Old Rochester Regional School Committee Policy Subcommittee Meeting Minutes

May 31, 2023 AT 4:30 p.m.

SCHOOL COMMITTEE MEMBERS PRESENT: Katherine Duggan (in-person), Rochester School Committee, Cristin Cowles (remote), Mattapoisett School Committee, Frances-Feliz Kearns (in-person), ORR School Committee, Mary Beauregard (in-person), Marion School Committee and Joseph Pires (remote), ORR School Committee.

SCHOOL COMMITTEE MEMBERS ABSENT: Margaret McSweeney, ORR School Committee.

OTHERS PRESENT: Michael S. Nelson (in-person), Superintendent of Schools, Sharlene Fedorowicz (in-person), Assistant Superintendent of Teaching and Learning and Melissa Wilcox (in-person), Executive Assistant to the Superintendent.

This meeting will be conducted in a hybrid format. School Committee, Administrators and public will have the option of meeting in person in the Superintendent's Conference Room located at 133 Marion Road, Mattapoisett, MA 02739 or via zoom.

MEETING TO ORDER at 4:34 p.m. by Ms. Kearns

1. APPROVAL OF MINUTES: May 10, 2023

Motion to approve the minutes from May 10, 2023 by Ms. Duggan

Second by Ms. Kearns

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

2. Review Community Member Requests of Policy Revision (This item as moved to second on the agenda at the meeting.)

Superintendent Nelson informed the committee that there were two requests to review regarding policy BEDH – Public Comment at School Committee Meetings. One request from community member Mathew Monteiro and another from April Nye were provided in full to the committee to review along with policy BEDH with the most recent changes. See Appendix A.

After discussion, the committee decided to add a line to #6 of policy BEDH stating “Recognition for speaking will be provided only to those who sign-up,” in response to Mr. Monteiro’s request. Upon review of Ms. Nye’s request, the committee discussed and agreed they feel the policy is acceptable the way it is written but would prefer to have the legal team review it prior to the next Joint School Committee meeting when this would be brought forward.

Motion by Ms. Kearns to approved the recommended changes to policy BEDH Public Comment at School Committee Meetings in line #6 and for Superintendent Nelson to send the policy with revisions to the district legal team to review. The committee will reconvene before the Joint meeting if feedback is given from the legal team as necessary.

Second by Ms. Beauregard

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

3. Review MASC Policy Newsletter – March 2023

Superintendent Nelson reviewed from the last meeting the most recent MASC Policy Newsletter. He recommended the school committee to discuss how to handle the revisions put forth. He noted that Ms. Wilcox added an asterisk to each policy which have minor changes or the committee could elect to go section by section, or another option.

The committee members discussed the process and decided to go section by section through the packets. Please see Appendix B.

First, the members reviewed section B. Superintendent Nelson read each policy name and briefly recapped the general meaning of the policy. In section B, the policies reviewed were:

- Add
 - BDD School Committee Superintendent Relationship
 - BDFA-E School Improvement Plan - BDFA, BDFA-E-1, BDFA-E-2 and BDFA-E-3 were rewritten and consolidated into BDFA and BDFA-E
 - BJ School Committee Legislative Program
- Delete
 - BDFA-E-1, School Improvement Plan (rewritten into BDFA and BDFA-E)
 - BDFA-E-2 Submission and Approval of the School Improvement Plan (rewritten into BDFA and BDFA-E)
 - BDFA-E-3 Conduct of School Council Business (rewritten into BDFA and BDFA-E)
 - BEDB-E Agenda Format (removed as unnecessary)
 - BK School Committee Memberships (we have BKA State School Committee Associations- removed as unnecessary)
- Review Revisions
 - BA School Committee Operation Goals
 - BB School Committee Legal Status
 - BBA School Committee Powers and Duties
 - BBAA School Committee Member Authority
 - BBBA/BBBB School Committee Member Qualifications/Oath of Office
 - BBBC School Committee Member Resignation
 - BBBE Unexpired Term Fulfillment
 - BCA School Committee Member Code of Ethics
 - BDB School Committee Officers
 - BDFA School Councils
 - BG School Committee Policy Development
 - BGC Policy Revision and Review
 - BHE Use of Electronic Messaging by School Committee Members
 - BIBA School Committee Conferences, Conventions and Workshops
 - BID School Committee Member Compensation and Expenses

Overall, the school committee agreed with MASC recommendations for policies to add, delete and revise. There were minimal grammatical revisions added to BBBC, BDB, BDFA and BDFA-E.

Motion by Ms. Duggan to approve the policies in section B with the discussed revisions and brought to the Joint School Committee for possible adoption.

Second by Ms. Kearns

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

Next, the members reviewed section C. Superintendent Nelson read each policy name and briefly recapped the general meaning of the policy. In section C, the policies reviewed were:

- Add
 - CE Administrative Councils, Cabinets, and Committees
 - CHA/CHC Development and Dissemination of Procedures – merge policies CHA and CHC
 - CM Regional School District Annual Report
- Delete
 - CHA Development of Procedures (language included in CHA/CHC)
 - CHC Procedures Dissemination (language included in CHA/CHC)
 - CL Administrative Reports (removed as unnecessary)
- Review Revisions
 - CA Administrative Goals
 - CB Regional School Superintendent
 - CBD Superintendent's Contract
 - CBI Evaluation of the Superintendent

- CCB Staff Relations
- CH Policy Implementation
- CHCA Approval of Handbooks and Directives
- CM Regional School District Annual Report

School Committee members agreed with all suggested additions, deletions and revisions set forth by MASC. They also suggested removing 'the mayors or member cities' in policy CB Regional School Superintendent and updating him/her to their or them in CBI an CHCA.

Motion by Ms. Beauregard to approve the policies in section C as discussed and brought to the Joint School Committee for possible adoption.

Second by Ms. Kearns

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

Next, the members reviewed section E. Superintendent Nelson read each policy name and briefly recapped the general meaning of the policy. In section E, the policies reviewed were:

- Add
 - EC-1 Regional School District Buildings and Grounds Management
- Review Revisions
 - EB Safety Program
 - EBB First Aid
 - EBC Emergency Plans
 - EBCD Emergency Closings
 - EC Building and Grounds Management
 - ECA Building and Grounds Security
 - ECAF Security Cameras in Schools
 - EEAE School Bus Safety Program
 - EEAEA-1 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - EEAE Student Conduct on School Buses
 - EFC Free and Reduced Price Food Services

School Committee members agreed with the addition of policy EC-1 and revisions listed above. They also added replacing the child with student in EBB item #3 for consistency along with changing him or her with them. In EC and EC-1, they also recommended removing –Director.

Motion by Ms. Duggan to approve the policies in section E as discussed and brought to the Joint School Committee for possible adoption.

Second by Ms. Beauregard

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

Next, the members reviewed section G. Superintendent Nelson read each policy name and briefly recapped the general meaning of the policy. In section G, the policies reviewed were:

- Add
 - GBEBD Online Fundraising and Solicitations - Crowdfunding
- Delete
 - GA Personnel Policies Goals (goals are more specific to districts)
 - GDQD Suspension and Dismissal of Support Staff Members (covered in contracts)
- Review Revisions
 - GBA Equal Employment Opportunity
 - GBEA Staff Ethics/Conflict of Interest
 - GBEB Staff Conduct
 - GBEC Drug-Free Workplace Policy
 - GBED Tobacco Use on School Property by Staff Members Prohibited
 - GBGB Staff Personal Security and Safety
 - GBI Staff Participation in Political Activities
 - GBJ Personnel Records
 - GCA Professional Staff Positions
 - GCBA Professional Staff Salary Schedules

- GCBB Employment of Principals
- GCBC Professional Staff Supplementary Pay Plans
- GCE Professional Staff Recruiting/Posting of Vacancies
- GCG Substitute Professional Staff Employment
- GCIA Philosophy of Staff Development
- GCJ Professional Teacher Status
- GCK Professional Staff Assignments and Transfers
- GDB Support Staff Contracts and Compensation Plans

School Committee members reviewed and agreed with the additions, deletions and revisions suggested by MASC in section G. In GBEA, they recommended changing parents to parents/guardians and his/her with their or them for consistency. The same suggestion for his/her was recommended for GBI, GBJ and GCBB. In policy GCJ, the recommendation was to replace 'such' with 'professional teacher' in the new first line of the policy for clarification since the original first line is being removed.

Motion by Ms. Kearns to approve the policies in section G as discussed and brought to the Joint School Committee for possible adoption.

Second by Ms. Duggan

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

Next, the members reviewed section H. Superintendent Nelson read each policy name and briefly recapped the general meaning of the policy. In section H, the policies reviewed were:

- Review Revisions
 - HA Negotiations Goals
 - HB Negotiations Legal Status
 - HF School Committee Negotiating Agents

School Committee members reviewed and agreed upon the revisions to section H as suggested by MASC.

Motion by Ms. Kearns to approve the policies in section H as discussed and brought to the Joint School Committee for possible adoption.

Second by Ms. Beauregard

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

Lastly, the members reviewed section L. Superintendent Nelson read the policy name and recapped the general meaning of this policy. In section L, the policy reviewed was LBC Relations with Nonpublic Schools.

Motion by Ms. Kearns to approve the policies in section L as discussed and brought to the Joint School Committee for possible adoption.

Second by Ms. Beauregard

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

The committee agreed together to set up another meeting in the next few weeks to review Section J and K.

ADJOURNMENT

Motion to adjourn at 5:57 p.m. by Ms. Kearns

Second by Ms. Duggan

ROLL CALL: Beauregard: yes, Cowles: yes, Duggan: yes, Kearns: yes, Pires: yes

BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the 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 citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

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

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 30 15 minutes. All speakers are encouraged to present their remarks in a respectful manner. The period for public comment may be extended by motion and majority vote.
2. An attendee must be recognized by the chair to speak. Once recognized, Sspeakers will be allowed three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chairperson may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion must be limited to those items listed on the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of the School Committee authority.
4. The chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
5. Written comments ~~longer than three (3) minutes~~ may be presented to the presiding Chair before or after the meeting, and shall be included in the meeting minutes. At author's request and presiding Chair's discretion those comments may be included in public records. 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.
6. Sign up instructions will be provided for those who wish to participate in Public Comment.

7. If an attendee continues to disrupts the meeting after a clear warning, such as by speaking when not recognized or after public comments have concluded, continues to disrupt the meeting after a clear warning, the Chair has the authority to order that person to leave. If the person does not leave, the chair may authorize a constable or other officer to remove the person from the meeting, and further action could be considered if necessary¹.

¹ MGL Chap. 30A, Section 20(g)



Fwd: Policy suggestion.

1 message

Michael S. Nelson <mikenelson@oldrochester.org>
To: Melissa Wilcox <melissawilcox@oldrochester.org>

Fri, May 19, 2023 at 3:30 PM

For the next policy meeting...

Respectfully,

Michael S. Nelson (he/him)
Superintendent of Schools
Old Rochester & MA Sup. Union #55
Ph: 508-758-2772 ext. 1956

#WEareOR

----- Forwarded message -----

From: **Matthew Monteiro** <r...>
Date: Sat, Apr 1, 2023 at 1:11 PM
Subject: Policy suggestion.
To: Michael S. Nelson <mikenelson@oldrochester.org>

Hi Mike,

First, I hope you're feeling better.

Second, in the Equity Subcommittee meeting (and in a prior meeting) people who have signed up for open comment have changed their mind about speaking and asked to give their time to someone else.

I am fine with people choosing not to speak, but these are not tickets to be scalped. If someone does not want to speak, policy should indicate that we then move on to whomever else has signed up as appropriate.

I think allowing people to have someone of their choosing speak in their stead could be abused (it has not been yet, to my knowledge, but it could be).

I do not know if policy subcommittee will meet before our rescheduled Joint meeting, but if not, I'll be raising this consideration then. If they will meet before then, I'd appreciate you bringing this to their attention to review in subcommittee.

Thank you,
-Matt



Fwd: InfoGram re Public Comment

Michael S. Nelson <mikenelson@oldrochester.org>
To: Melissa Wilcox <melissawilcox@oldrochester.org>

Fri, May 26, 2023 at 3:22 PM

Respectfully,

Michael S. Nelson (he/him)
Superintendent of Schools
Old Rochester & MA Sup. Union #55
Ph: 508-758-2772 ext. 1956
#WEareOR

----- Forwarded message -----

From: **April Nye** <aprilnye@oldrochester.org>
Date: Tue, Mar 28, 2023 at 3:51 PM
Subject: Re: InfoGram re Public Comment
To: Michael S. Nelson <mikenelson@oldrochester.org>
Cc: Carly Lavin <carlylavin@oldrochester.org>, Sharon Hartley <sharonhartley@oldrochester.org>, April Nye <aprilnye@oldrochester.org>, Michelle Smith <michellesmith@oldrochester.org>

Thank you Mike for forwarding this to us all for review. I am interested and concerned how this new MSJC ruling impacts our current policy and statements made, as well as the suggested revisions that were recently presented to all on the Joint Committee or review and a vote later this week.

I feel at this time we need to hold off on what the Sub Committee had suggested as changes to our current policy (that were based on MASC policies). I know their plan is to present this at the Joint meeting but I am concerned that the language in our policy (and suggested changes) possibly violates what was in that brief, based on the ruling of the MSJC.

I want to ensure that we are following the law and what is noted in this recent case ruling and thus not creating more confusion to our members or the public. (I listed certain parts that jumped out to me in that brief below.)

I feel that we need to have a legal opinion and guidance on this policy, prior to making any changes.

Best,

April G. Nye, Chair
Marion School Committee

"Although civility, of course, is to be encouraged, it cannot be required regarding the content of what may be said in a public comment session of a governmental meeting without violating both provisions of the Massachusetts Declaration of Rights, which provide for a robust protection of public criticism of governmental action and officials. What can be required is that the public comment session be conducted in an "orderly and peaceable" manner, including designating when public comment shall be allowed in the governmental meeting, the time limits for each person speaking, and rules preventing speakers from disrupting others, and removing those speakers if they do.

As a result, the SJC found that the chair violated plaintiff's constitutionally protected rights by enforcing the civility restraints, and that the plaintiff could proceed with a claim that the chair violated the Massachusetts Civil Rights Act by threatening to interfere with her exercise of clearly established constitutional rights, for which the chair did not have qualified immunity.



INFO – GRAM

*Legal Updates from Murphy, Lamere & Murphy, P.C.
for Municipalities, School Districts, and Special Education Directors*

Massachusetts Supreme Judicial Court Solidifies Citizens’ Right to Uncivil Speech during Public Comment

On March 7, 2023, the Massachusetts Supreme Judicial Court (SJC) issued a decision in *Barron v. Kolenda*, No. SJC-13284, setting important benchmarks for limits on the ability of public bodies to prevent speakers from offering critical, personal, discourteous, and/or disrespectful remarks during public comment periods at public meetings, particularly in today’s politically charged climate.

Synopsis: The case stems from a municipal select board meeting in 2018 in which the board addressed a series of recent open meeting law violations and a related order from the Attorney General’s Office. Regarding these issues, the chair stated at the meeting that the board was a group of volunteers and its members were public servants who do their best. Later in the meeting, the board held a public comment period, subject to the town’s public comment policy, which provided in pertinent part:

All remarks and dialogue in public meetings must be respectful and courteous, free of rude, personal, or slanderous remarks. Inappropriate language and/or shouting will not be tolerated. Furthermore, no person may offer comment without permission of the [c]hair, and all persons shall, at the request of the [c]hair, be silent. No person shall disrupt the proceedings of a meeting.

During public comment, the plaintiff approached the podium holding a sign that stated “Stop Spending” on one side and “Stop Breaking Open Meeting Law” on the other, and offered remarks critiquing the town’s spending and open meeting law violations, including statements that the town “ha[d] been spending like drunken sailors” and was “in trouble”, and regardless of whether the board members were volunteers, they had “still broken the law”, “that is not the best you can do”, and “breaking the law is breaking the law.” The chair interrupted the plaintiff, indicating that if she was going to slander board members, they would stop public comment and go into recess. In

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response, the plaintiff told the chair to “stop being a Hitler” and continued, “You’re a Hitler. I can say what I want.” The chair then called a recess, during which time he called the plaintiff disgusting and told her he would have her escorted out if she didn’t leave. The plaintiff then left the meeting.

The SJC found that all of the plaintiff’s speech was political speech and/or hyperbole protected by their constitutional rights to free speech and assembly under the Massachusetts Declaration of Rights, and that to the extent the board’s public comment policy contained civility restraints preventing the plaintiff from offering those remarks at public comment, such restraints were unconstitutional. In its decision, the SJC wrote at length concerning the historical roots of the rights to free speech and assembly in Massachusetts dating back to the American Revolution, opining that these provisions “envision[] a politically active and engaged, even aggrieved and angry, populace” and are designed to protect “fierce opposition to governmental authority”, even if it is “rude, personal, and disrespectful to public figures, as the colonists eventually were to the king and his representatives in Massachusetts.” The SJC further wrote:

Although civility, of course, is to be encouraged, it cannot be required regarding the content of what may be said in a public comment session of a governmental meeting without violating both provisions of the Massachusetts Declaration of Rights, which provide for a robust protection of public criticism of governmental action and officials. What can be required is that the public comment session be conducted in an “orderly and peaceable” manner, including designating when public comment shall be allowed in the governmental meeting, the time limits for each person speaking, and rules preventing speakers from disrupting others, and removing those speakers if they do.

As a result, the SJC found that the chair violated plaintiff’s constitutionally protected rights by enforcing the civility restraints, and that the plaintiff could proceed with a claim that the chair violated the Massachusetts Civil Rights Act by threatening to interfere with her exercise of clearly established constitutional rights, for which the chair did not have qualified immunity.

Impacts: The immediate impact of this decision is to confirm that a public body cannot require speech during public comment, particularly political speech, to be respectful and courteous as long as the speaker behaves in a “peaceful and orderly manner.” During public comment, the body’s ability to restrict comment is limited to the imposition of reasonable and content- and viewpoint-neutral time, place, and manner restrictions, such as designating when, where, and for how long public comment can occur (including per speaker and in total); confining topics to be discussed at a meeting to specific subject matter (such as matters on the agenda); and preventing speakers from disrupting the meeting and, after a warning, removing those who do in accordance with M.G.L. c.30A, 20(g).

Notwithstanding the above, it should be noted that the right to free speech is not unlimited—in particular, obscenities, threats, and fighting words have all been found by courts to fall outside the realm of constitutionally-protected speech. Further, neither the Open Meeting Law nor any other statute requires public bodies to include public comment periods in ordinary public meetings (as



opposed to statutes that may require public hearings on specific topics, such as hearings on school budgets under M.G.L. c.71, §38N), and this decision does not alter that general rule.

Recommendations: While public comment periods are generally not required, we recognize that most public bodies in municipalities and counties throughout Massachusetts include public comment on their meeting agendas to encourage public participation in their meetings.

We recommend these bodies to update their public comment policies to remove any unconstitutional civility provisions. In addition, public bodies may wish to consider whether other changes to their public comment policies will strengthen the policies and help promote orderly and peaceful meetings, such as updates to provisions concerning the types of meetings for which public comment is required on the agenda (e.g., special vs. regular meetings), the allowable topics for public comment (e.g., items on the agenda), and time periods for speakers.

We also recommend all members of a public body take this opportunity to re-review and refresh their familiarity with their public comment policy so all members of the body understand its parameters.

Finally, chairs and other presiding officers must be careful not to impose unlawful content- or viewpoint-based restraints on speakers, such as by preventing them from offering criticism or unpopular opinions on otherwise permissible topics.

* * *

If you have any questions about how this decision applies to your local committee or board, would like assistance reviewing your policies, or otherwise want to know how this decision affects your meetings, please do not hesitate to contact us.

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BA - SCHOOL COMMITTEE OPERATIONAL GOALS – ORR VERSION

~~The School Committees of the Old Rochester Regional District School Committee/Massachusetts School Superintendency Union #55 as representative bodies, seek to understand, plan for, and meet the educational needs of the people they serve. Accordingly, those School Committees will approve a set of long-term system goals (Strategic Plan) with measurable objectives and an accompanying long-range plan for implementation. This will serve as the basis for programs and budgets of the school system. Input will be sought from faculty, students, parents and other members of the community in the establishment of these goals.~~

~~Annually the School Committees shall approve goals for the year. Such goals shall be drafted by the Superintendent and administrative leaders of the District. Evaluation of progress toward the goals shall be discussed at the last meeting of the School Committees for that school year.~~

BA - SCHOOL COMMITTEE OPERATIONAL GOALS – MASC VERSION

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

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

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and SMART district goals.
5. Conducting a periodic review of performance against these goals.

SOURCE: MASC – Updated 2022

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

BB - SCHOOL COMMITTEE LEGAL STATUS

~~The School Committees' powers and duties are derived and controlled by state statute. In general, a School Committee shall have general charge and management of all public schools, including evening schools, evening high schools, summer schools, and of vocational schools and departments when not otherwise provided for by law. Thus, a School Committee is charged with the development of reasonable rules and regulations for the conduct of the school system.~~

~~Since a School Committee is the governing body of the school system, its basic function is policy making and not administrative in nature.~~

~~By law, a School Committee must exercise its powers and duties as a committee. All actions must be taken at a duly called meeting at which a majority of the Committee members are present. The decisions and actions of individual members have no legal standing unless these powers have been duly assigned to them by Committee action.~~

The School Committee is the governing board of the municipality's public school district. Although it functions as a duly elected Committee of municipal government, the School Committee has, unlike other municipal boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

SOURCE: MASC – Updated 2022

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

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

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

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

Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of

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

BBA - SCHOOL COMMITTEE POWERS AND DUTIES

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

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

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school 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.

Personnel Matters

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

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

SOURCE: MASC –Updated 2023

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

CROSS REF.: BB, School Committee Legal Status

BDG, School Attorney

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

***BBA - SCHOOL COMMITTEE MEMBER AUTHORITY**

Authority

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

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

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

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

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

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

SOURCE: [MASC](#) - Updated 2023

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

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

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

BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on ~~the member their~~ official duties as a member of the Committee.

From the Town Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

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

No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which the member's town participates.

Established by law

SOURCE: MASC Updated 2023

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

M.G.L. 76:5 Amended 1993

Regional Agreement

***BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION**

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

Should a School Committee member move out of the ~~town~~ municipality or District in which they hold office, that member shall be deemed to have vacated the office.

~~Established by law~~

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [41:2](#); [41:109](#)

***BBBE - UNEXPIRED TERM FULFILLMENT**

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

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

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

SOURCE: MASC – Updated 2023

LEGAL REF.: M.G.L. [41:11](#)

Regional Agreement

NOTE: The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portion apply.

BCA - SCHOOL COMMITTEE MEMBER CODE OF ETHICS

(Massachusetts Association of School Committees Code of Ethics)

Preamble

~~The Old Rochester Regional School District/Massachusetts Superintendency Union #55 accept the Massachusetts Association of School Committees Code of Ethics which is in existence as of this date.~~

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. ~~As an elected public official, a school committee member is expected to adhere to those state laws that apply to School Committees since School Committees are agencies of the state. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.~~

The code of ethics ~~outlines~~ delineates three areas of responsibility of a School Committee member's ~~responsibility in addition to that implied above:~~

- ~~(1).~~ eCommunity responsibility
- ~~;(2).~~ rResponsibility to school administration;
- ~~(3).~~ rRelationship to fellow Committee members.

Relationship with Community

~~Each member of the School Committee in their relations with their community should:~~

A School Committee member in their relations with their community should:

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

Relationship with Administrators

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

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

Relationship with Members

A School Committee member in their relations to their fellow Committee members should:

1. Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises ~~should not be made regarding of~~ how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help and information on school problems.
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: MASC Reviewed 2023

NOTE: MASC code of ethics is intended to be a guideline for School Committee members. The code is not binding by law.

BDB - ~~POWERS AND DUTIES OF~~ SCHOOL COMMITTEE OFFICERS

Updated Language

Duties of the Chairperson

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

In carrying out these responsibilities, the Chair will:

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

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

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

The School Committees chairperson shall:

1. ~~Preside at all meetings of the Committees.~~

2. ~~Submit an annual report to each member town by January 15 for printing in the annual town report of the member towns.~~
3. ~~Perform such other duties as may be delegated to him/her.~~
4. ~~Have the same powers to vote upon all measures coming before the School Committees as any other member of the School Committees.~~

Duties of the Vice-chairperson

The Vice-chairperson ~~shall perform the duties of the Chairperson in the event that the Chairperson is absent or unable for any reason to perform his/her duties.~~ of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated as assigned to them.

Duties of the Secretary

The Secretary:

1. May send out notices of all regular and special meetings of the Committees.
2. Shall keep the minutes of all meetings.

Duties of the Treasurer of ORRSD

The Treasurer shall:

1. Oversee the receipt of all monies paid to the Committees and its deposit in such banks as the Committees shall designate.
2. Oversee the payment of money in such amounts as have been approved by the Committees.
3. Oversee reports of all receipts and disbursements quarterly.

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

SOURCE: MASC – REVISED 2023

BDD-SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

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

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

SOURCE: MASC – NEW POLICY 2023

BDFA/BDFA-E-1, BDFA-E-2, and BDFA-E-3 were rewritten and consolidated into BDFA and BDFA-E.

BDFA - SCHOOL COUNCILS

The Old Rochester Regional District School Committee/Massachusetts School Superintendency Union No. 55 believe that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based, decision-making process. By involving those directly affected by any action or decision of the School Council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

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

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

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

The school council shall meet at least once monthly during the school year. Meetings will be held outside the school hours.

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

All meetings of the school council shall conform to the Open Meeting Law. The scope of the school council does not require, and therefore does not qualify for, executive session.

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

Membership and Selection of the School Councils

~~Each School Council shall consist of the school Principal, who shall co-chair the council; parents of students attending the school who shall be selected by the parents of students attending such school who will be chosen in elections held by the local, recognized parent teacher organization under the direction of the principal; teachers who shall be selected by the teachers in such school; other persons, not parents or teachers of students at the school, drawn from municipal~~

~~government, business and labor organizations, institutions of higher education, human services agencies or other interested groups.~~

~~The School Council at the high school must include at least one student.~~

~~Parents shall have parity with professional personnel on the School Councils.~~

~~Not more than 50% of the Council shall be non-school members; non-school members shall mean those members of the Council, other than parents, teachers, students and staff of the school.~~

The following guidelines define the role of the School Council:

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

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

Meetings

~~The Principal shall convene the first meeting of the School Council no later than forty (40) days after the first day of school, at which a co-chairperson shall be elected.~~

~~Meetings of the School Council are subject to the provision of the Open Meeting Law, Ch. 30A, Sections 18-25.*~~

SOURCE: MASC – Updated 2023

LEGAL REF.: M.G.L., 71:38Q, 71:59C; C30A: 18:15 37-H

NEW – BDFA/BDFA-E-1, BDFA-E-2, and BDFA-E-3 were rewritten and consolidated into BDFA and BDFA-E.

File: BDFA-E

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually.

This plan shall be written and submitted for approval to the Superintendent no later than July 1 of the year in which the plan is to be implemented and reviewed by of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with District mission and goals, and the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance, with focus on improvement of student learning.
 - a. Specify expected student outcomes and measurable/observable results.
 - b. Clearly identify actions to be taken to implement the goals.
 - c. Indicate anticipated costs and available funding sources.
 - d. Delineate the method of evaluating and reporting progress and results.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
 - a. Include a plan on how to solicit community support for the changes being developed.
6. The development of means for meeting the diverse learning needs of every child.
7. The establishment of a culture of inclusion and respectful of diversity.
8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in

law or expressly granted by School Committee policy.

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

SOURCE: MASC – Consolidated and Updated 2022

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File: BDFA-E-1--SCHOOL IMPROVEMENT PLAN

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

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

File: BDFA-E-2--SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

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

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

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

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the Superintendent does not review the school improvement plan within 30 days of its receipt, the plan shall be deemed to have been approved.

File: BDFA-E-3--CONDUCT OF SCHOOL COUNCIL BUSINESS

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

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

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

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

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

BG - SCHOOL COMMITTEE POLICY DEVELOPMENT

Updated Language

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

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

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

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

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

SOURCE: MASC - Updated 2022

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

BGC - POLICY REVISION AND REVIEW

~~The School Committees will follow through on the policies they have formulated. They shall evaluate how the policies have been executed by the school staff. The School Committees shall rely on the school staff, students and community for providing evidence of the effect of the policies which they have adopted.~~

~~The School Committees shall strive to keep their policies up to date. To achieve this end, the School Committees may appoint a standing policy sub-committee that shall meet annually to review the Policy Manual and make recommendations to the School Committees regarding any revisions.~~

~~The policy sub-committee shall also meet when a new policy or revision is to be considered.~~

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

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

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

SOURCE: MASC – Updated 2022

BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

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

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

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

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. ~~These copies shall be printed and retained in the central office in the same fashion as any other School Committee records.~~ School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

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

BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

1. The School Committee will be made aware of ~~clerk will maintain a calendar of~~ School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school ~~system~~district. ~~At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

SOURCE: Updated 2022

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

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

[DKC](#), Expense Reimbursements

BID - SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, unless otherwise eligible under city or town charter or regional agreement. ~~except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns.~~

No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

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

SOURCE: Updated 2022

LEGAL REFS.: M.G.L. [40:5](#); [71:52](#)

CROSS REF.: [BIBA](#), School Committee Conferences, Conventions, and Workshops

BJ - SCHOOL COMMITTEE LEGISLATIVE PROGRAM

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

To this end:

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

SOURCE: MASC – Updated 2022

CA - ADMINISTRATIVE GOALS

~~Administrators in the Old Rochester Regional District School Committee/Massachusetts School Superintendency Union #55 are charged with the responsibility of implementing the policies established by the School Committees. Further, the Committees expect administrators, as educational leaders, to help in shaping policy by proposing programs, curricula, and staffing arrangements; and by providing information and counsel to the Committees in their deliberations.~~

~~Administrators are also expected to show expertise and leadership in budget preparations, educational planning, public relations, resource supply and allocation, and staff management. Especially significant is the administrator's role in staff training and evaluation. A high level of ability, effort and performance is expected of all school employees. In cases where these expectations are not met, the administrator is held accountable. The administrator should then provide counsel, training, or other assistance in an attempt to raise the level of performance. It is the administrator's responsibility to provide to the Superintendent with a detailed, accurate, written record of the problem, attempts to resolve it, and a recommendation for the disposition of the case.~~

The School Committee intends to employ qualified personnel to administer the school district efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. The Superintendent will establish channels so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

LEGAL REFS.: M.G.L. 71:41, 71:42

SOURCE: MASC – Updated 2022

CB - SUPERINTENDENT OF SCHOOLS

Updated Language

~~The Old Rochester Regional District/Massachusetts School Superintendency Union #55 shall employ a Superintendent of Schools who is the advisory and the executive officer of the School Committees. Under their direction, the Superintendent shall administer and supervise the public schools of the District and Union and shall have authority over all employees of the school system. In all matters where duties are not definitely prescribed by the School Committees or by the law, the Superintendent shall exercise discretion, subject to the subsequent approval of the School Committees.~~

LEGAL REF.: M.G.L. [71:59](#); [59B](#); [63](#)

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the mayors of member cities and the select boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

SOURCE: MASC - Updated 2022

LEGAL REFS: M.G.L. 71:59, 72:3

CBD - SUPERINTENDENT'S CONTRACT

Updated Language

~~The School Committees of the Old Rochester Regional District/Massachusetts School Superintendency Union #55 may award a contract to the Superintendent of Schools for a period of three 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 his/her duties or office, liability insurance and leave for said Superintendent.~~

~~LEGAL REFS.: M.G.L. 71:41; 71:42~~

The Committee, upon the appointment of a candidate to be Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 71:41; 71:42

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.

CBI - EVALUATION OF THE SUPERINTENDENT

Updated Language

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

The School Committee will periodically develop with the Superintendent a set of ~~performance objectives-goals~~ [performance objectives-goals](#) based on the needs of the school system in accordance with the Educator Evaluation Standards published by the Department of Elementary and Secondary Education. The Superintendent's performance will be reviewed in accordance with these specified goals ~~and standards according to the evaluation cycle. Additional objectives will be established at intervals~~ [and standards according to the evaluation cycle.](#) agreed upon with the Superintendent.

[All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the Open Meeting Law.](#)

[SOURCE: MASC Updated 2022](#)

LEGAL REFS.: [M.G.L. 30A:18-25](#), 603 CMR [35.00](#)

***CCB - ~~LINE AND~~ STAFF RELATIONS**

Updated Language

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes, ~~but~~ all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

[SOURCE: MASC – Updated 2022](#)

CE ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

New to ORR

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures, and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC - Updated 2022

***CH - POLICY IMPLEMENTATION**

*Added Comma and
source*

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures, and for seeing that they are implemented in the spirit intended.

[SOURCE: MASC - Updated 2022](#)

[NOTE: This policy is one of a coordinated set of policies relating to Policy Implementation adopted by a Massachusetts School Committee. Other statements cover Development of Procedures \(code CHA\) and Procedures Dissemination \(code CHC\). However, a policy related to these two subcategories could be included in the more general code CH, Policy Implementation.](#)

CHA—DEVELOPMENT OF PROCEDURES

*Language included
in CHA/CHC*

~~The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.~~

~~In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.~~

~~As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.~~

CHC—PROCEDURES DISSEMINATION

*Language included
in CHA/CHC*

~~It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school system are appropriately coded and included as procedures in the School Committee's policy manual.~~

~~A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.~~

CHA/CHC DEVELOPMENT AND DISSEMINATION OF PROCEDURES

Merged CHA and CHC

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law; or the Committee has specifically asked that certain types of procedures be given Committee approval; or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

CROSS REF.: BDG, School Attorney

SOURCE: MASC - Updated 2022

CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES

Updated Language

~~The law directs that in each school building containing the grades nine to twelve, inclusive, t~~

The Principal, in consultation with the school council, shall prepare and distribute to each student a hand-book setting forth the rules pertaining to conduct of students. As a school district, every school has developed a student/parent handbook. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September at the beginning of the next school year.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE:MASC – Updated 2023

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

CROSS REF: BGD, School Committee Review of Procedures

~~CL—ADMINISTRATIVE REPORTS~~

Removed as unnecessary

~~The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.~~

~~School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.~~

~~Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.~~

~~Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.~~

***CM - REGIONAL SCHOOL DISTRICT ANNUAL REPORT**

Updated Language

An annual report covering the diversified activities of the school ~~system~~ [district](#) and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents/[guardians](#) and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the "School District" as may be necessary.

~~Established by law and Committee policy~~

[SOURCE: MASC Updated 2023](#)

LEGAL REFS.: M.G.L. [72:4](#)

M.G.L. [71:16](#)(k)

EB - SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—~~bodily harm, loss of school time, property damage, legal action, and even fatality~~. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school ~~plant~~facility, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept in-formed of current state and local requirements relating to fire prevention, ~~civil defense, sanitation, public health, and occupational safety~~health and safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

SOUCE: MASC Updated 2023

LEGAL REF.: M.G.L. 71:55C ~~and Acts of 1985c-614 Sec-1~~

Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program

GBGB, Staff Personal Security and Safety

IHAM, Health Education

JLI, Student ~~Safety~~Welfare

EBB - FIRST AID

Updated Language

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call ~~the school physician~~ emergency medical services. In the case of illness that may include an infectious disease the Board of Health shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the ~~child~~ student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a ~~child~~ student or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a ~~child~~ student is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

***EBC - EMERGENCY PLANS**

Updated Language

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to [Section 1 of Chapter 71](#).
7. ~~In the event the school possesses Automated External Defibrillators (AEDs), t~~The location of all available Automated External Defibrillators (AEDs), whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC Updated 2023

LEGAL REF: M.G.L. [69:8A](#)

Section 363 of Chapter 159 of the Acts of 2000

~~Section 7 of Chapter 284 of the Acts of 2014~~

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

~~SOURCE: MASC August 2015~~

***EBCD - EMERGENCY CLOSINGS**

Updated Language

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the ~~children~~students:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:4](#); [71:4A](#)

CROSS REF.: [EBC](#), Emergency Plans

***EC - BUILDINGS AND GROUNDS MANAGEMENT**

Updated Language

The Old Rochester Regional School District and the Massachusetts School Superintendency Union # 55 Regional School District Committee's most important function is to provide for the education of ~~children~~students, and it recognizes that the education of ~~children~~students is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent-Director. They will work with member communities, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that the school is equally well maintained, equipped, and staffed.

The Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [71:68](#)

EC-1 REGIONAL SCHOOL DISTRICT BUILDINGS AND GROUNDS MANAGEMENT

New to ORR

The Regional School District Committee's most important function is to provide for the education of students, and it recognizes that the education of students is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. They will work with member communities, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that the school is equally well maintained, equipped, and staffed.

The Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

LEGAL REF.: M.G.L. 71:68

SOURCE: MASC – Reviewed 2022

ECA — Building and Grounds SECURITY

Updated Language

Public school buildings and grounds are one of the greatest investment of the municipality. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

~~Any suspicious activity on school property (buildings and grounds) will be reported to the police.~~

~~All schools will post signs requiring any person not employed in the school district to report to the main office upon entering the building.~~

SOURCE: MASC Updated 2023

ECAF - SECURITY CAMERAS IN SCHOOLS

Updated Language

The Districts work to maintain a safe and secure environment for the students, staff, visitors. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School buildings and their equipment, constitute one of the greatest investments of the community. The Districts believe it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the Districts authorize the use of security cameras in the schools and on the properties to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside school buildings, where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of the districts' policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee and School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system ~~after giving prior notice to the School Superintendent/designee~~ as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC Updated 2023

~~Adopted: August 2015~~

***EEAE - SCHOOL BUS SAFETY PROGRAM**

Updated Language

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. ~~Children-Students~~ will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport ~~children-students~~ will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

SOURCE: MASC Updtaed 2023

LEGAL REFS.: M.G.L. [90:7b](#) as amended by Ch. 246 Acts of 1986
M.G.L. [90:1](#) et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

~~CROSS REF.: EB, Safety Program~~

***EEAE~~A-1B~~ - DRUG AND ALCOHOL TESTING FOR
SCHOOL BUS AND
COMMERCIAL VEHICLE DRIVERS**

Coding Change

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC NEPN Code Updated 2022

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)

49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs

49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391 Qualification of Drivers

***EEAEC (also [JICC](#)) - STUDENT CONDUCT ON SCHOOL BUSES**

Updated Language

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of ~~children- students~~ whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their ~~children- students~~ face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOUCE: MASC Updated 2023

***EFC - FREE AND REDUCED PRICE FOOD SERVICES**

Updated Language

The school ~~system-district~~ will take part in the National School Lunch Program and other food programs that may become available to assure that all ~~children-students~~ in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no ~~child- student~~ who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his parents or guardians.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC Updated 2023

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966
P.L. 89-642, 80 Stat. 885, as amended
M.G.L. [15:1G](#); [15:1L](#); [69:1C](#); [71:72](#)

~~GA--PERSONNEL POLICIES GOALS~~

Removed – goals are more specific to district

~~The District's specific personnel goals are:~~

- ~~1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.~~
- ~~2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.~~
- ~~3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.~~
- ~~4. To provide for a genuine team approach to education.~~
- ~~5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.~~

~~LEGAL REF.: 603 CMR 26:00~~

GBA - EQUAL EMPLOYMENT OPPORTUNITY

Updated Language

The School Committee subscribes ~~to the fullest extent~~ to the principle of the dignity of all people and of their labors ~~and will take action to ensure that a~~ Any individual ~~within the District~~ who is responsible for hiring and/or personnel supervision ~~understands must~~ understand that applicants are employed, assigned, and promoted without regard to their *race, color, sex, sexual orientation, gender identity, religion, ~~r~~-disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin or any other category protected by state or federal law. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC ~~August 2022~~ Updated 2023

LEGAL REF.: M.G.L. 151B:4;

~~BESE Regulations~~ 603 CMR 26:00

Acts of 2022, Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF.: AC, Nondiscrimination

NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.

***GBEA - STAFF ETHICS / CONFLICT OF INTEREST**

Updated Language

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in ~~work outside employment~~ of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the super-vision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:52](#); [268A:1](#) et seq.

GBEB - STAFF CONDUCT

Updated Language

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

~~Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:~~

- ~~1. Faithfulness and promptness in attendance at work.~~
- ~~2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.~~
- ~~3. Diligence in submitting required reports promptly at the times specified.~~
- ~~4. Care and protection of school property.~~
- ~~5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.~~

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:37H](#); [264:11](#); [264:14](#)

GBEBD ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

New to ORR

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy. The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

SOURCE: MASC - Updated 2023

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

***GBEC - DRUG-FREE WORKPLACE POLICY**

Updated Reference

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of this policy as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

SOURCE: MASC ~~March 2016~~ Updated 2023

LEGAL REFS.: ~~The Drug-Free Workplace Act of 1988~~ 41 USC 81

CROSS REFS.: IHAMB, Teaching about Alcohol, Tobacco and Drugs

JICH, Drug and Alcohol Use by Students

**GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF
MEMBERS PROHIBITED**

Updated Language

~~Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited. Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.~~

Staff members who violate this policy will be referred to their immediate supervisor.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [71:37H](#)

CROSS REFS: ADC, Tobacco products on School Premises Prohibited

JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

GBGB - STAFF PERSONAL SECURITY AND SAFETY

Updated Language

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

~~Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.~~

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the town's employee assistance program.

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:54](#); [71:55C](#)

CROSS REFS.: [EB](#), Safety Program

GBI - STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Updated Language

The School Committee recognizes that employees of the school ~~system-district~~ have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office or ballot initiatives and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Public employees are prohibited under state law from soliciting funds for political campaigns.

Under no circumstances, will students be pressured into campaigning for any staff member.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. 55:11-13; 71:44

***GBJ - PERSONNEL RECORDS**

Updated Language

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by ~~the laws~~ law.

SOURCE: MASC Updated 2023

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. [4:7](#); [71:42C](#)
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: [KDB](#), Public's Right to Know

GCA - PROFESSIONAL STAFF POSITIONS

Updated Language

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's in-tent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, or an existing position is modified, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

SOURCE: MASC Updated 2023

NOTE: Job descriptions for professional staff positions are available for review in the office of the Superintendent.

GCBA - PROFESSIONAL STAFF SALARY SCHEDULES

Updated Language

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals and Administrators on Individual Contracts

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

~~Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.~~

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:40](#); [71:43](#)

CROSS REF: GCBB, Employment of Principals

CONTRACT REF.: Teachers' Agreement

***GCBB - EMPLOYMENT OF PRINCIPALS**

Updated Language

Principals shall be employed by the under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current ~~certification~~ licensure, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

SOURCE: MASC Updated 2023

LEGAL REF: MGL [71:41](#); [71:59B](#)

CROSS REF: GCBA, Professional Staff Salary Schedules

GCBC - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Updated Language

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they ~~will~~ may be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, they will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

SOURCE: MASC UPDATED 2023

LEGAL REF.: Collective Bargaining Agreement

***GCE - PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

Updated Language

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which they have ~~certification~~ licensure and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

SOURCE: MSAC Updated 2023

LEGAL REFS.: Collective Bargaining Agreements

***GCG - SUBSTITUTE PROFESSIONAL STAFF
EMPLOYMENT**

Updated Language

~~The~~ To the extent possible, the school ~~system-district~~ will employ as substitute teachers, ~~to the extent possible,~~ persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes.

SOURCE: MASC Updated 2023

GCIA - PHILOSOPHY OF STAFF DEVELOPMENT

Updated Language

All staff members will be encouraged ~~to~~in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned du-ties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
- ~~4. Leaves of absence for graduate study, research, and travel.~~
- ~~5. Partial payment of tuition for approved courses.~~

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expen-ses, provided such activities are within budget allocations for the purpose.

SOURCE: MASC Updated 2023

GCJ - PROFESSIONAL TEACHER STATUS

*Updated Language
(first line is MGL)*

~~Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status.~~

The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base their decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which they are legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which they are not legally qualified.

~~Established by law and Committee policy~~

SOURCE: MASC Updated 2023

LEGAL REFS.: M.G.L. [71:38](#); [71:38G](#); ~~[71:38H](#)~~; [71:41](#); [71:42](#); [71:42B](#); [71:43](#)

***GCK - PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Updated Language

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional pro-gram.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with ~~effective~~ highly qualified teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of ~~certification-~~ licensure and the policies delineated above.

SOURCE: MASC Updated 2023

CONTRACT REF.: Teachers' Agreement

GDB - SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

Updated Language

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units ~~will be considered appendices to this manual and~~ will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

Overtime

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [71:38](#)

CONTRACT REFS.: All Contracts

~~GDQD – SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS~~

*Removed –
suspension and
dismissal covered in
contracts*

~~Support staff employees employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.~~

~~Support staff employees will generally be given notice of their dismissal two weeks prior to the effective date.~~

~~The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend employees from their assignments.~~

HA - NEGOTIATIONS GOALS

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people students of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

~~All policies, plans and regulations as well as the work of every employee of the school district, are directed toward the main goal of the system—the education of the individual child.~~

~~The employees of the Old Rochester Regional School District/Massachusetts Superintendency Union #55 and the respective School Committees enter into professional negotiations for the purpose of providing quality education under good working conditions, establishing a democratic atmosphere in which to work, and providing an orderly method of resolving grievances and disputes.~~

~~The School Committees will negotiate in good faith on appropriate concerns. They will deal with staff negotiating units openly and fairly, and will sincerely endeavor to reach agreement on items being negotiated. Nothing in negotiations will abridge the School Committees' legal responsibilities nor will any staff member's rights and privileges under state statutes be impaired.~~

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee, or its representatives, and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities, nor will any employee's statutory rights and privileges be impaired.

LEGAL REF: M.G.L. 150E

SOURCE: MASC – Updated 2023

HB - NEGOTIATIONS LEGAL STATUS

*Updated to reflect
school committee
responsibilities*

All negotiations between the School Committee and recognized employee groups are conducted subject to ~~Chapter 150E of the~~ Massachusetts General Laws. The legal status of negotiations is defined in part by Section ~~21~~ of that chapter, as follows:

~~Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.~~

“In the case of school employees, the municipal employer shall be represented by the school committee or its designated representative or representatives.”

Basic to all employer/employee negotiations is the concept of "bar-gaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

~~Established by law~~

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [150E:1](#) et seq.

HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

Updated Language

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for their services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, ~~and~~ working conditions of employees, and all other mandated subjects of bargaining represented by the units.
 - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
 - b. They will direct accumulation of necessary data needed for negotiations, such as comparative information.
 - c. They will follow guidelines set forth by the Committee as to acceptable agreements and will regularly report on the progress of negotiations ina properly posted executive session.
 - d. They will make recommendations to the Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [71:37E](#)

LBC - RELATIONS WITH NONPUBLIC SCHOOLS

*Updated to better
spell out the required
steps*

Private Schools

~~In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.~~

~~The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.~~

In accordance with state law, the School Committee will approve a private school when it is satisfied that the school equals that of the municipality's public schools in thoroughness, efficiency, and progress made.

All of the following steps are required for approval of a private school:

1. The school submits a letter of application to the Superintendent of Schools.
2. The school completes all items on the "Checklist for Approval of a Private School" and submits required documentation.
3. The Superintendent or designee reviews the submitted materials.
4. The Superintendent or designee visits the school.
5. The school makes a presentation to the School Committee.
6. The Superintendent makes a recommendation to the School Committee.
7. The School Committee takes formal action on the recommendation.
8. The school is notified of the School Committee's decision.

The School Committee will act reasonably and in good faith to carry out its statutory approval function.

If substantial changes are made in the private school's program, the school must seek renewed approval.

The School Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)