

SECTION B
BOARD GOVERNANCE AND OPERATIONS

BA	SCHOOL COMMITTEE OPERATIONAL GOALS <u>no changes needed</u>	Deleted: (W)
▼		Deleted: BA → SCHOOL COMMITTEE OPERATIONAL GOALS (MASC)¶
BAA	EVALUATION OF SCHOOL COMMITTEE <u>updated policy to reflect current standards</u>	Deleted: BAA → EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES (W)¶
		Deleted: (MASC)
+BB	SCHOOL COMMITTEE LEGAL STATUS <u>no changes</u>	Deleted: (W with MASC updates)
▼		Deleted: +BBA → SCHOOL COMMITTEE POWERS AND DUTIES (W)¶
BBA	SCHOOL COMMITTEE POWERS AND DUTIES <u>adds to existing policy language regarding personnel.</u>	Deleted: (MASC)
▼		Deleted: *BBAA → SCHOOL COMMITTEE MEMBER AUTHORITY (W)¶
BBAA	SCHOOL COMMITTEE MEMBER AUTHORITY <u>Merged second paragraph of W to MASC</u>	Deleted: (MASC)
▼		Deleted: *BBBA/ → SCHOOL COMMITTEE MEMBER QUALIFICATIONS/¶
BBBA/ BBBB	SCHOOL COMMITTEE MEMBER QUALIFICATIONS/ OATH OF OFFICE <u>updated policy regarding additional requirements once elected/appointed to SC</u>	Deleted: BBBB → OATH OF OFFICE (W)¶
		Deleted: (MASC)
*BBBC	SCHOOL COMMITTEE MEMBER RESIGNATION <u>no changes</u>	Deleted: (MASC/W)
BBBE	UNEXPIRED TERM FULFILLMENT <u>no changes</u>	Deleted: (MASC/W)
*BCA	SCHOOL COMMITTEE MEMBER ETHICS <u>updated for pronouns</u>	Deleted: (MASC/W)
BDA	SCHOOL COMMITTEE ORGANIZATIONAL MEETING <u>added 2nd paragraph</u>	Deleted: (W with MASC updates)
		Formatted: Superscript
*BDB	SCHOOL COMMITTEE OFFICERS <u>only updated titles (Chairperson/Chair)</u>	Deleted: (MASC/W)
*+BDD	SCHOOL COMMITTEE-SUPERINTENDENT	

	RELATIONSHIP <u>edit in #1</u>	Deleted: (W with MASC updates)
▼		Deleted: BDE → SUBCOMMITTEES OF THE SCHOOL COMMITTEE (W)¶
BDE	SUBCOMMITTEES OF THE SCHOOL COMMITTEE <u>replaced W with updated policy re: Open Meeting Law. Deleted W #5</u>	Deleted: (MASC)
BDF	ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE <u>added #9</u>	Deleted: (W with MASC updates)
BDFA	SCHOOL COUNCILS <u>new policy</u>	Deleted: ¶
		Deleted: (MASC)
BDFA-E-1	SCHOOL IMPROVEMENT PLAN <u>added language in 1st paragraph</u>	Deleted: (W with MASC updates)
		Formatted: Superscript
▼		Deleted: BDFA-E-2 → SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (W)¶
BDFA-E-2	SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN <u>last line in Westwood was deleted</u>	Deleted: (MASC)
BDFA-E-3	CONDUCT OF SCHOOL COUNCIL BUSINESS <u>no changes</u>	Deleted: (MASC/W)
▼		Deleted: *+BDG → SCHOOL ATTORNEY (W)
BDG	SCHOOL ATTORNEY <u>same language, but the order of paragraphs was switched to reflect the District's priority</u>	Deleted: (MASC)
BE	SCHOOL COMMITTEE MEETINGS <u>no changes</u>	Deleted: (MASC/W)
▼		Deleted: BEC → EXECUTIVE SESSIONS (W)¶
BEC	EXECUTIVE SESSIONS <u>updated language on page two regarding minutes in accordance with AG advisories</u>	Deleted: (MASC)
▼		Deleted: BEDA → NOTIFICATION OF SCHOOL COMMITTEE MEETINGS (W)¶
BEDA	NOTIFICATION OF SCHOOL COMMITTEE MEETINGS <u>contains updated language in the second paragraph</u>	Deleted: (MASC)
▼		Deleted: BEDB → AGENDA FORMAT (W)¶
BEDB	AGENDA FORMAT <u>contains language regarding SC members requesting an item be placed on the agenda</u>	Deleted: (MASC)
	<u>not needed</u>	Deleted: BEDB-E → AGENDA FORMAT (MASC)
BEDC	QUORUM <u>no changes</u>	Deleted: (W)

▼	BEDD	RULES OF ORDER <u>updated language</u>	Deleted: BEDD → RULES OF ORDER (W)¶ Deleted: (MASC)
▼	BEDF	VOTING METHOD <u>updated language regarding votes for and in executive session</u>	Deleted: BEDF → VOTING METHOD (W)¶ Deleted: (MASC)
▼	BEDG	MINUTES <u>changed to reflect current guidance from Attorney General and Secretary of State</u>	Deleted: BEDG → MINUTES (W)¶ Deleted: (MASC)
▼	BEDH	PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS <u>updated for compliance with recent court decisions regarding free speech</u>	Deleted: BEDH → PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS (W)¶ Deleted: (MASC)
	BEDH-E	<u>GUIDELINES FOR PUBLIC COMMENT</u> <u>new exhibit to support Public Comment policy</u>	Deleted: (MASC)
	BEE	SPECIAL PROCEDURES FOR CONDUCTING HEARINGS <u>no changes</u>	Deleted: (MASC/W)
▼	BG	SCHOOL COMMITTEE POLICY DEVELOPMENT <u>no changes</u>	Deleted: + Deleted: (MASC/W)
▼	BGB	POLICY ADOPTION <u>this version reflects district practice</u>	Deleted: BGB → POLICY ADOPTION (W)¶ Deleted: (MASC)
	BGC	POLICY REVISION AND REVIEW <u>update not reflective of practice</u>	Deleted: (W with MASC updates)
▼	BGD	SCHOOL COMMITTEE REVIEW OF PROCEDURES <u>administration develops procedures. update also includes language around "Codes of Conduct"</u>	Deleted: BGD → COMMITTEE REVIEW OF REGULATIONS (W)¶ Deleted: (MASC)
	BGE	POLICY DISSEMINATION <u>no changes</u>	Deleted: (W)
		<u>kept W policy</u>	Deleted: BGE → POLICY DISSEMINATION (MASC)
	BGF	SUSPENSION OF POLICIES <u>minor edit in #1</u>	Deleted: (W)

	<u>kept Westwood</u>	Deleted: BGF → SUSPENSION OF POLICIES (MASC)
+BGH	POLICY IMPLEMENTATION <u>changes regulations to procedures</u>	Deleted: (W)
BHC	SCHOOL COMMITTEE-STAFF COMMUNICATIONS <u>no changes</u>	Deleted: (MASC/W)
BHE	USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS <u>included update in first paragraph</u>	Deleted: (W with MASC updates)
BIA	NEW SCHOOL COMMITTEE MEMBER ORIENTATION <u>added cross reference</u>	Deleted: (W with MASC updates)
▼ BIBA	SCHOOL COMMITTEE CONFERENCES, CONVENTIONS AND WORKSHOPS <u>replaced with MASC to reflect District practice</u>	Deleted: +BIBA → SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS (W)†
		Deleted: (MASC)
BID	SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES <u>new-edited to reflect District</u>	Deleted: (MASC)
BJ	SCHOOL COMMITTEE LEGISLATIVE PROGRAM <u>no changes</u>	Deleted: (MASC/W)
BK	SCHOOL COMMITTEE MEMBERSHIPS <u>edit in first line</u>	Deleted: (MASC/W)
<p>Note:</p> <p>*-Policy contains third person singular pronoun (he/she, his/her, him/her) – consider replacing with third person plural (they, their, them)</p> <p>+Policy contains “school system” – consider replacing with “school district”</p>		

File: BA

SCHOOL COMMITTEE OPERATIONAL GOALS

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

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

1. To concentrate the Committee's collective effort on its policymaking and planning responsibilities.
2. To formulate Committee policies which best serve the educational interests of each student.
3. To provide the superintendent with sufficient and adequate guidelines for implementing Committee policies.
4. To maintain effective communication with the school community, the staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas.
5. To allow those responsible for carrying out objectives to have input in their formation.
6. To conduct Committee business openly, soliciting and encouraging broad-based involvement in the Committee's decision-making process by public, students, and staff.
7. To periodically review its performance against the goals.

Deleted: SOURCE: Westwood

Westwood Public Schools

Deleted: File: BA

SCHOOL COMMITTEE OPERATIONAL GOALS

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

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school 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 public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

<#>Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.

<#>Setting objectives for performance for each position and function in the system.

<#>Allowing the people responsible for carrying out objectives to have a role in setting them.

<#>Establishing practical and simple goals.

<#>Conducting a concrete and periodic review of performance against these goals.

SOURCE:→ MASC

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.

Deleted: File: BAA

**EVALUATION OF SCHOOL COMMITTEE
OPERATIONAL PROCEDURES**

Annually, the Westwood School Committee will evaluate its functioning as a board of directors.→ This appraisal will consider the broad realm of relationships and activities inherent to a policy-making board.

The appraisal process and instrument will be determined by the School Committee. The following are areas of Committee operations and relationships representative of those to which objectives may be set and progress evaluated:

- Committee meetings
- Policy development
- Fiscal management
- Committee role in educational program development
- Long range planning
- School Committee member development
- School Committee-superintendent relationship
- School Committee-staff relationships
- School Committee-community relationships
- Legislative and governmental relationships

The Superintendent and others who work with the Committee will be asked to participate in establishing objectives and reviewing progress.

SOURCE: Westwood

File: BAA

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

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

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

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

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Deleted: SOURCE: MASC

File: BB

SCHOOL COMMITTEE LEGAL STATUS TO BE REVIEWED WITH TOWN CHARTER

▲ The Town of Westwood Charter provides that:

Formatted: Not Highlight

A School Committee of five members shall be elected for three year overlapping terms. Members shall serve without compensation. The Committee shall have general charge of all public schools in the Town, in accordance with Massachusetts General Laws, this Charter, and bylaw.

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

Established by law

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 Westwood Town Charter Chapter C, Sections 4-1-1 and 4-1-2

CROSS REFS.: [AA](#), School District Legal Status
[BBA](#), School Committee Powers and Duties

Deleted: Note: The MASC Reference Manual does not contain the highlighted text from the Town Charter.

SOURCE: Westwood

Westwood Public Schools

Deleted: File: 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:

<#> **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.

<#> **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.

<#> **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.

<#> **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.

<#> **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

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

CROSS REFS.: → BB, School Committee Legal Status

SOURCE: Westwood

SCHOOL COMMITTEE POWERS AND DUTIES

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

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

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

Personnel Matters

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

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

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

Deleted: SOURCE: MASC July 2016⁶

Deleted: NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. 71:16 through 71:16L. A reference to an appropriate section(s) of regional agreement could also be added.⁷

Westwood Public Schools

|

chair

Deleted: File: BBAA

SCHOOL COMMITTEE MEMBER AUTHORITY

All powers of the Westwood School Committee lie in its action as a group. Individual School Committee members exercise their authority over system affairs only in the context of their vote at a legal meeting of the Committee.

In other instances, an individual Committee member, including the chairpersonchair, has power only when the

Deleted: , has power only when the Committee, by vote, has delegated authority to him/her.

It will be the duty of the individual members of the Committee to attend all legally called meetings of the Committee, to participate in the normal business operations of the Committee and to represent the interests of all the citizens of Westwood in matters affecting the education of the children in the system.

SOURCE: Westwood

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.

In other instances, an individual Committee member, including the chair, has power only when the Committee, by vote, has delegated authority to him/her.

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

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

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the 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.

File: BBAA

9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

Deleted: SOURCE→MASC

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

2 of 2

Westwood Public Schools

|

Deleted: File: BBBA/BBBB

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

Any registered voter of the town shall be eligible for election to any elective office or board of the town. Any person duly elected to any such office or board shall take up the duties of his office the day after the adjournment sine die of the town meeting at which he was elected, unless such office was vacant at the time of his election, in which case he shall take up the duties of his office immediately; provided, however, he shall first have been sworn to the faithful performance of his duties by the Town Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, or sexual orientation.

Established by law and Town Charter

LEGAL REFS.: → M.G.L. 30A; 41:1; 41:107

M.G.L. 76:5 Amended 1993

Westwood Town Charter Chapter 2-4-1

SOURCE: Westwood

File: 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 their official duties as a member of the Committee.

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

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

Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.

SOURCE: MASC July 2016

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

Deleted: Established by law¹

Deleted: NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.¹

¹ The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.¹

Westwood Public Schools

File: 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 or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

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

Deleted: SOURCE: MASC/Westwood

Westwood Public Schools

File: BBBE

UNEXPIRED TERM FULFILLMENT

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

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

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected 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.

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

Deleted: SOURCE: MASC/Westwood

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

Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

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

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

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

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

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

Deleted: his/her

Deleted: his/her

Deleted: his/her

Deleted: his/her

Deleted: he/she is

Deleted: he/she

Deleted: his/her

File: BCA

3. Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.

Deleted: his/her

Deleted: him/her

4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in their relations with his/her fellow Committee members should:

Deleted: his/her

1. Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside of such meetings.

Deleted: he/she

2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.

Deleted: he/she

Deleted: he/she

3. Uphold the intent of executive sessions and respect the privileged communications 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 or information on school problems

Deleted: his/her

5. Make decisions only after all facts on a question have been presented and discussed.

Deleted: SOURCE: MASC/Westwood

2 of 2

Westwood Public Schools

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

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

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

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

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

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

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

Deleted: chairperson

Deleted: rperson

Deleted: secretary

Deleted: chairperson

Deleted: chairperson

Deleted: chairperson

Deleted: chairperson

Deleted: secretary

Deleted: chairperson

Deleted: Note: The MASC Reference Manual includes the second paragraph highlighted in red.

SOURCE: Westwood

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

Deleted: Chairperson

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

Deleted: chairperson

Deleted: chairperson

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

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

Deleted: chairperson

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

Deleted: speak, and

File: BDB

Duties of the Vice-Chair

Deleted: Chairperson

The vice-chair of the Committee will act in the absence of the chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Deleted: chairperson

Deleted: chairperson

Clerk

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

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

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

Deleted: t

Deleted: t

Deleted: t

Deleted: SOURCE: MASC/Westwood

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

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

1. The Superintendent 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, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Deleted: will have the privilege of asking

Deleted: Note: The MASC Reference Manual replaces the highlighted phrase in bullet 1 "will have the privilege of asking" with "may seek."

SOURCE: Westwood

Deleted: File: BDE

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

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

<#>The subcommittee will be established through action of the Committee.

<#>The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.

<#>The subcommittee will be provided with a list of its functions and duties.

<#>The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.

<#>The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.

<#>A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

CROSS REFS.: → BEC, Executive Sessions

Deleted: SOURCE: Westwood

File: BDE

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

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

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

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

CROSS REF.: BEC, Executive Sessions

Deleted: SOURCE:→ MASC

File: BDF

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

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

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.

Westwood Public Schools

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

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

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

Page Break

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

1 of 2

File: BDF

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

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

Formatted: Not Highlight

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

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

Formatted: Not Highlight

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

Deleted: SOURCE: Westwood

Note: The MASC Reference Manual includes bullet 9 and the legal references highlighted in red.

2 of 2

Westwood Public Schools

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

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

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

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

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

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

Deleted: SOURCE:→MASC

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:

Formatted: Not Highlight

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.

Deleted: Note: The MASC Reference Manual includes the highlighted phrase in red in the first paragraph "and review of the School Committee"

SOURCE: Westwood

Deleted: 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 review and approval by May 1st of each year.

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

<#>Focus on improvement of student learning.

<#>Specify expected student outcomes and measurable/observable results.

<#>Align with the mission of the School District and any goals and policies of the School District.

<#>Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.

<#>Clearly identify actions to be taken on how changes will be implemented.

<#>Include a plan on how to solicit community support for the changes being developed.

<#>Indicate anticipated costs and available funding sources.

<#>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.

SOURCE: Westwood

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.

Deleted: SOURCE: MASC

CONDUCT OF SCHOOL COUNCIL BUSINESS

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, 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.

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

Deleted: SOURCE: MASC/Westwood

Deleted: File: BDG

SCHOOL ATTORNEY

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his/her services to counsel and represent the school system at various times.

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

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

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

LEGAL REFS.: → M.G.L. 71:37E; 71:37F

SOURCE: Westwood

File: BDG

SCHOOL ATTORNEY

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school district will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

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

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

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

Deleted: SOURCE:→MASC

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

File: BE

SCHOOL COMMITTEE MEETINGS

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

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

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

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

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

Deleted: SOURCE: MASC/Westwood

Deleted: File: BEC

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

<#>The Committee will first convene in an open session for which due notice has been given.

<#>The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.

<#>A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.

<#>The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

<#>The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.

<#>Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non- union personnel.

<#>Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.

<#>The deployment of security personnel or devices.

<#>Allegations of criminal misconduct or to discuss the filing of criminal complaints.

<#>Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.

<#>To comply with the provisions of any general or specific law of federal grant-in-aid requirements.

1 of 2

Page Break

File: BEC

<#>And to consider and interview applicants for employment by a preliminary screening committee (... [1])

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chair (or, in their absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

File: BEC

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

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

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

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

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

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

Established by law and Committee policy

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

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

Deleted: SOURCE:→ MASC

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

Deleted: File: BEDA¶

¶ NOTIFICATION OF SCHOOL COMMITTEE MEETINGS¶

¶
As required by law, a minimum of 48 hours' advance notice (not including Saturdays, Sundays, and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."¶

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

¶
LEGAL REFS.: → M.G.L. 30:20¶

¶
CROSS REFS.: → BE, School Committee Meetings¶

¶
SOURCE: Westwood¶

File: BEDA

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

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

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

Deleted: SOURCE: MASC July 2016

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

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

|

Deleted: File: BEDB¶

AGENDA FORMAT¶

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

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

¶
¶
¶
¶
¶
¶
¶
SOURCE: Westwood

File: BEDB

AGENDA FORMAT

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

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

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

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

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

Agendas will be posted and made available to the press.

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

Deleted: SOURCE: MASC July 2016⁴

▼ Deleted: NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.⁴

|

Deleted: File: BEDB-E

AGENDA FORMAT

At regular meetings, the following will be the customary order of business:

Call to order

Roll call of Committee members

Approval of minutes

Payment of bills, financial report

Delegations, visitors, etc.

Communications

Reports and recommendations of the Superintendent

Unfinished business

New business

Reports of special committees

Recommendations or questions from individual Committee members

Adjournment

SOURCE:→ MASC

File: BEDC

QUORUM

At all meetings of the School Committee a majority (three) of the entire Committee shall constitute a quorum for the transaction of business.

Deleted: SOURCE: Westwood

Westwood Public Schools

File: BEDD

RULES OF ORDER

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

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

Deleted: File: BEDD

RULES OF ORDER

For the general transaction of business, and in the case of a disputed question, Robert's Rules of Order, Revised shall be taken as the authority.

SOURCE: Westwood

Page Break

Deleted: SOURCE: MASC

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

|

Deleted: File: BEDF¶

VOTING METHOD¶

Except on procedural matters, all votes of the School Committee will be taken by a voice vote or show of hands and the ayes and nays will be recorded in the minutes; if the vote is unanimous only that fact need be recorded.¶

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

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

A roll call vote will be taken when required by law or requested by a member of the School Committee. ¶

LEGAL REFS.: → M.G.L. [39:23B](#); [71:42](#); [71:50](#)¶

SOURCE: Westwood

VOTING METHOD

Open meeting

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

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

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

Executive Session

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

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

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

Deleted: SOURCE:-> MASC

Updated July 2012

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

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

|

Deleted: File: BEDG*

MINUTES*

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

Minutes will include:*

A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.*

Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.*

A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.*

Notation of formal adjournment.*

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.*

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

LEGAL REFS.: → M.G.L. 30A:22; 6 6:10*

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

SOURCE: Westwood

File: BEDG

MINUTES

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

Minutes will include:

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

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

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

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

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

Deleted: [\[redacted\]](#)
SOURCE:→ MASC, July 2018

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

Westwood Public Schools

Deleted: File: BEDH

**PUBLIC PARTICIPATION AT SCHOOL
COMMITTEE MEETINGS**

All meetings of the Westwood School Committee (with the exception of Executive Sessions) will be open to the public.

In order for the Committee to fulfill its obligation to complete the planned agenda in an effective manner, a maximum of thirty (30) minutes of public participation will be permitted at each meeting.

If several people wish to speak, each person will be allotted three (3) minutes until the total time of 30 minutes is used. During that period no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Committee. Each person addressing the Committee will state his (her) name and address.

The following rules and procedures have been adopted:

Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.

All remarks will be addressed through the Chairperson of the meeting.

Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

SOURCE: Westwood

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

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

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 minutes. All speakers are encouraged to present their remarks in a respectful manner
2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.
4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Westwood School Committee.
6. Sign up instructions will be provided for those who wish to participate in Public Comment.

Deleted: 15

Deleted: _____

1 of 2

File: BEDH

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

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS
BEC, EXECUTIVE SESSIONS
BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

Deleted: SOURCE:→MASC
Revised:→January 2020

2 of 2

Westwood Public Schools

GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

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

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

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

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

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

1. Public Comment shall be for a period of 30 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

Deleted: 20

File: BEDH-E

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Deleted: SOURCE: MASC

2 of 2

Westwood Public Schools

File: BEE

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

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

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

The Chair of the Committee will preside at the hearing.

Deleted: Chairperson

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

Deleted: SOURCE: MASC/Westwood

Westwood Public Schools

File: BG

SCHOOL COMMITTEE POLICY DEVELOPMENT

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

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the 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.

Deleted: problems, yet

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.

Deleted: framed, and

Deleted: SOURCE: MASC/Westwood

Westwood Public Schools

Deleted: File: BGB

POLICY ADOPTION

Adoption of new policies, revising or repealing existing policies is solely the responsibility of the Westwood School Committee. Policies will be adopted, amended or repealed only by the affirmative vote of a majority of the members present when such action has been scheduled on the agenda of a regular or special meeting.

Proposals for a new policy or for the amendment, or repeal, of an existing policy shall be submitted in writing to the Superintendent for submission to the Committee. Two readings at two separate meetings will normally be required before a new policy, or amended policy, can be adopted. Action to adopt will take place at a subsequent, or third, meeting of the Committee. The Committee retains the prerogative of voting for adoption at the second meeting.

Unless otherwise specified a new policy, amendment, or the repeal of a policy will be effective upon the date of adoption.

SOURCE: Westwood

File: BGB

POLICY ADOPTION

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

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

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

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

The School Committee may dispense with the above sequence to meet emergency conditions.

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

Deleted: SOURCE→MASC

NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.

File: BGC

POLICY REVIEW AND EVALUATION

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

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

The Superintendent is given the continuing commission of calling to the School Committee's attention all policies that are out of date or for other reasons appear to need revision.

Deleted: The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.

Note: The MASC Reference Manual includes the final sentence highlighted in red.

SOURCE: Westwood

Deleted: File: BGD (also CHB)

COMMITTEE REVIEW OF REGULATIONS

The Superintendent is directed to develop administrative regulations which will ensure implementation of School Committee policies, enhance the effectiveness of the education for children and ensure the orderly operation of the schools.

The Westwood School Committee will review, when appropriate, regulations developed by the administration and it may revise or nullify by a majority vote such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

Regulations need not be approved by the Committee in advance of issuance, except as required by law or in cases when strong staff, student or community reaction may make it necessary or advisable for the regulation to have the Committee's advance approval.

Before issuance regulations will be properly marked as such and coded in compliance with the policy manual codification system. Those officially approved by the Committee will be so marked; all others appearing in the policy manual will be considered approved provided they are in accordance with the accompanying Committee policy.

SOURCE: Westwood

File: BGD

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

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

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

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

Deleted: SOURCE:→ MASC

Deleted: NOTE: It is important to point out that a School Committee is required to approve many regulations -- either by law (one example is cited above) or the dictates of good judgment.

File: BGE

POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible policies adopted by the School Committee.

Accessibility to these policies should extend to all employees of the Westwood Public Schools, to members of the School Committee and, insofar as conveniently possible, to all residents of the system.

All policy manuals distributed to anyone will remain the property of the Westwood Public Schools.

The School Committee's policy manual will be considered a public record and will be open for inspection at the Superintendent's office.

Deleted: SOURCE: Westwood

Deleted: File: BGE

POLICY DISSEMINATION

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

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

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

The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

SOURCE:→ MASC

File: BGF

SUSPENSION OF POLICIES

If the Westwood School Committee wishes to take action contrary to existing policy, it may suspend the policy for one meeting at a time and only in one of the following ways:

- 1. Upon a majority vote of the full membership of the Committee at a meeting, in the call for which, the proposed suspension has been described in writing and submitted 48 hours in advance.
- 2. Upon a unanimous vote of the full membership when no such written notice has been given.

Deleted: .

d

Deleted: SOURCE: Westwoo

Deleted: File: BGF

SUSPENSION OF POLICIES

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

SOURCE:→ MASC

File: BGH

POLICY IMPLEMENTATION

The Superintendent has the responsibility for carrying out, through procedures, the policies of the Westwood School Committee.

Deleted: regulations

The policies developed by the Committee and the procedures developed to implement policy will be designed to promote an effective and efficient school system. It is expected that all employees will follow all Committee policies and recommendations.

Deleted: regulations

There are many activities that are common to all schools but procedures for conducting them may vary school to school. School principals will establish procedures for conducting activities in their individual schools within the larger framework of system procedures and committee policies.

Deleted: regulations

Deleted: SOURCE: Westwood

File: BHC (also GBD)

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Deleted: SOURCE: MASC/Westwood

Westwood Public Schools

File: 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 chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. 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.

Deleted: chairperson

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

Deleted: Note: The MASC Reference Manual updates the highlighted text in the first paragraph with:

electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

SOURCE: Westwood

Westwood Public Schools

File: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new School Committee member elected to the Westwood School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

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

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

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

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

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

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

Deleted: *Note: The MASC Reference Manual includes the highlighted cross reference above*

SOURCE: Westwood

Westwood Public Schools

Deleted: File: 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:

<#>The Committee secretary 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. 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.

<#>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.

<#>Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.

<#>When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: → M.G.L. 40:5

SOURCE: Westwood

File: 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 shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

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

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

Deleted: SOURCE: MASC July 2016

File: BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation. No member of a School Committee 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 Westwood participates.

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

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

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

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

Deleted: , except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for their 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

Deleted: in any town

Deleted: their town

Deleted: SOURCE:→ MASC

File: 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.

Deleted: SOURCE: MASC/Westwood¹

Westwood Public Schools

File: BK

SCHOOL COMMITTEE MEMBERSHIPS

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

Deleted: will

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

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

Deleted: SOURCE: MASC/Westwood

Westwood Public Schools

