

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE OPERATIONAL GOALS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BA

Revised:

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

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

In accordance with these principles, the technique will involve:

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

SOURCE: MASC Policy

CROSS REF: ADA School District Goals and Objectives

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

Category: Governance & Operations

Adopted: 3/9/05

File No.: BAA

Revised:

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. Interagency and governmental relationships
3. School Committee – Superintendent relationships
4. School Committee member development and performance
5. Policy development
6. Educational leadership
7. Fiscal management
8. School Committee meetings

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE LEGAL STATUS – REGIONAL AGREEMENT

Category: Governance & Operations

Adopted: 3/9/05

File No.: BB

Revised:

State law provides that:

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

Please See Attached REGIONAL AGREEMENT

The School Committee is the governing board of the town's regional school district. 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

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:14B and 71:16A specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

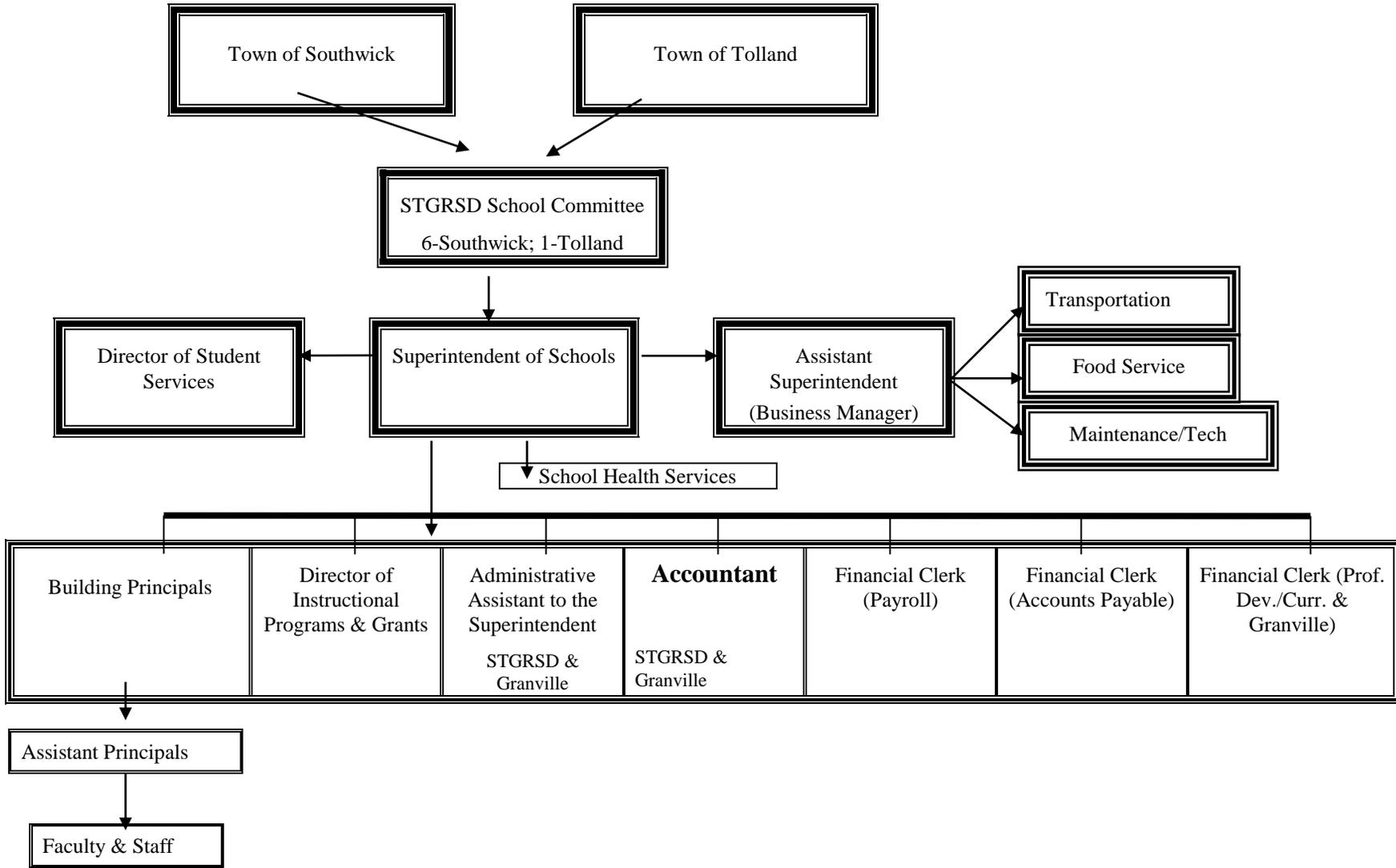
Regional Agreement

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: ORGANIZATION
Category: Governance & Operations
File No.: BB-1

Adopted:
Revised: 9/21/04; 2/27/07



School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE POWERS AND DUTIES

Category: Governance & Operations

File No.: BBA

Adopted: 3/9/05

Revised:

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

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

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

SOURCE: MASC Policy

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

Regional Agreement

CROSS REF: BB School Committee Legal Status

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE AUTHORITY

Category: Governance & Operations

File No.: BBAA

Adopted: 3/9/05

Revised:

Authority

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

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

No member of the committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

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

Duties

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

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 his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he is one of a team and must abide by, and carry out, all committee decisions once they are made.
8. To represent the committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

Category: Governance & Operations

Adopted: 3/9/05

File No.: BBBA/BBBB

Revised:

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

Each new member will present to the committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the committee. From the town clerk, newly qualified committee members--by law--receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of committee meetings in general and executive sessions in particular.

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

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

Regional Agreement

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEMBER RESIGNATION

Category: Governance & Operations

Adopted: 3/9/05

File No.: BBBC

Revised:

An existing School Committee member who submits his/her resignation to the town clerk and chairperson of the school committee of his/her elected town terminates his/her duties at the time of his/her resignation unless he/she states in that resignation a specific time at which the resignation will take effect.

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

Established by law

SOURCE: MASC Policy

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

CODE: UNEXPIRED TERM FULFILLMENT/VACANCIES

Category: Governance & Operations

File No.: BBBE

Adopted: 3/9/05

**Revised: 5/30/2017;
6/20/2017**

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.

REGIONAL AGREEMENT (F)

- a) If a vacancy occurs in the initial or any subsequent Committee, such a vacancy shall be filled as follows:
- b) A Tolland vacancy shall be filled by appointment by the Tolland Board of Selectmen of a member to serve for the balance of the unexpired term
- c) A vacancy from Southwick shall be filled by appointment by a joint committee consisting of the remaining Southwick members of the Committee and the Southwick Board of Selectmen for the balance of the unexpired term.
- d) A Granville vacancy shall be filled by appointment by the Granville Board of Selectmen of a member to serve for the balance of the unexpired term.

Established by law

SOURCE: MASC Policy

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

Regional Agreement

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEMBER ETHICS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BCA

Revised:

(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; and (3) relationships to fellow committee members.

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

1. Realize that his/her primary responsibility is to the children
2. Recognize that his/her basic function is to be policy making and not administrative
3. Remember that he is 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 he 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 his/her 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
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him responsible for acceptable results
4. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail

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

1. Recognize that action at official meetings is binding and that he alone cannot bind the committee outside of such meetings
2. Realize that he should not make statements or promises of how he will vote on matters that will come before the committee
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 his/her own committee or from members of other committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE ORGANIZATIONAL MEETING

Category: Governance & Operations

Adopted: 3/9/05

File No.: BDA

Revised:

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

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

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.

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

SOURCE: MASC Policy

(A) Organization

- a. Promptly upon the election of school committee members in 2012 and annually thereafter upon the appointment or election and qualification of successors, the Committee shall organize and elect a chairperson and a vice chairperson from its own membership. At the same meeting or any other meeting, the Committee shall appoint a treasurer and secretary who may be the same person but who need not be members of the Committee, choose such other officers as it deems advisable, determine the term of offices of its officers (except the chairperson and vice chairperson who shall be elected as provided above) and prescribe the powers and duties, if any, of its officers, fix the time and place for its regular meetings, and provide for the calling of special meetings.

Members will be elected at the annual town elections in each town and will take office after the last town meeting of all three towns is adjourned. Members shall serve until their respective successor members are appointed or elected and qualified

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE OFFICERS

Category: Governance & Operations

File No.: BDB

Adopted: 3/9/05

Revised:

Duties of the Chairperson

The chairperson 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 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 chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee
2. Consult with the Superintendent in the planning of the committee's agendas
3. Confer with the Superintendent on crucial matters that may occur between committee meetings
4. Appoint subcommittees, subject to committee approval
5. Call special meetings of the committee as found necessary
6. Be public spokesman 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 chairperson will:

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

Duties of the Vice-Chairperson

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

Secretary

The secretary 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.

SOURCE: MASC Policy

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

Note: Regional school districts are required to appoint a treasurer.

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

Category: Governance & Operations

Adopted: 3/9/05

File No.: BDD

Revised:

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SUBCOMMITTEES OF THE SCHOOL COMMITTEE

Category: Governance & Operations

Adopted: 3/9/05

File No.: BDE

Revised:

The School Committee will have standing subcommittees, as follows:

1. Negotiations
2. Finance
3. L.P.V.E.C. Board of Directors
4. L.P.V.E.C. Board of Governors
5. Evaluation
6. Policy
7. Buildings & Grounds

LIAISONS:

- a. Curriculum & Instruction
- b. Legislative Liaison
- c. SPED Liaison

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 subcommittee chairperson and its members will be appointed by the committee chairperson, subject to approval by the committee.
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. The committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the committee at any time.

SOURCE: MASC Policy

CROSS REF.: BEC, Executive Sessions

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

Category: Governance & Operations

Adopted: 3/9/05

File No.: BDF

Revised:

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 committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.
 - d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

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

SOURCE: MASC Policy

CROSS REF.: JIB, Student Involvement in Decision making

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COUNCILS

Category: Governance & Operations

File No.: BDFA

Adopted: 10/21/08

Revised:

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 committee 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.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: CONDUCT OF SCHOOL COUNCIL BUSINESS

Category: Governance & Operations

File No.: BDFA-E

Adopted: 3/9/05

Revised:

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL DISTRICT ATTORNEY

Category: Governance & Operations

File No.: BDG

Adopted: 3/9/05

Revised:

The School Committee and the Superintendent may seek the services of legal counsel to represent the committee at various times. 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. He 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 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 will advise the committee and seek either initial or continuing authorization for such service.

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEETINGS

Category: Governance & Operations

File No.: BE

Adopted: 3/9/05

Revised:

Regular meetings of the Committee will be held the first and third Tuesdays of each month, September through June.

Summer meetings, July and August, will be held only as needed to transact emergency business.

Special meetings will be held, if needed, after due notice.

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.

SOURCE: MASC Policy

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

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: EXECUTIVE SESSIONS

Category: Governance & Operations

File No.: BEC

Adopted: 3/9/05

Revised:

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 chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The chairperson or presiding member will state before entering the executive session whether the committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
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 (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 affect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

File: BEC

(In the first two cases listed, 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 committee will review executive session minutes for possible declassification at least once each year.

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

Established by law and Committee policy

SOURCE: MASC Policy

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

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: AGENDA FORMAT
Category: Governance & Operations
File No.: BEDB

Adopted: 3/9/05
Revised:

The Superintendent, conferring with the chairperson 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.

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

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

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

Agendas will be posted and made available to the press.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: AGENDA FORMAT
Category: Governance & Operations
File No.: BEDB-E

Adopted: 3/9/05
Revised: 11/15/05

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

1. Call to order
2. Roll call of committee members
3. Approval of minutes
4. Payment of bills, financial report
5. Delegations, visitors, etc.
6. Communications
7. Reports and recommendations of the Superintendent
8. Unfinished business
9. New business
10. Reports of special committees
11. Recommendations or questions from individual committee members
12. Adjournment

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE – AGENDA FORMAT

SECTION I – Routine:

- A.
 1. Attendance:
 2. Administration:
 3. Student School Committee:
 4. News Media:

OPENING CEREMONY

Observers: _____

SECTION II:

- A. Secretary's Report:
- B. Bills:
- C. Correspondence:
- D. Meeting Rules:

SECTION III: PUBLIC COMMENT

SECTION IV: STUDENT ADVISORY REPORT

SECTION V: EDUCATIONAL PRESENTATION

SECTION VI: POLICIES

SECTION VII: ACTION ITEMS

Motion 2nd For Opp. Abs. * Reminder

* = Subject to Conflict of Interest Law

SECTION VIII: REPORTS

- A. SUPERINTENDENT:
- B. ASSISTANT TO THE SUPERINTENDENT FOR BUSINESS:

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

C. SUB COMMITTEES:

1. Negotiations
2. Finance
3. L.P.V.E.C.
4. L.P.V.E.C. Bd. Gov.
5. Evaluation
6. Policy
7. Facility Needs & Enrollment Study

LIAISONS:

- a. Curriculum & Instruction
- b. Legislative Liaison
- c. SPED Liaison

SECTION IX: PUBLIC COMMENT

SECTION X: COMMITTEE DISCUSSION

A. OLD BUSINESS

B. NEW BUSINESS

SECTION XI: EXECUTIVE SESSION

TIME:

PURPOSE:

1. Move to go into Executive Session to discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual; and to reconvene in Open Session.
2. Move to go into Executive Session to consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual and to reconvene in Open Session and to re-open in Open Session.
3. Move to go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining sessions or contract negotiations with non-union personnel and to reconvene in Open Session.
4. Move to go into Executive Session to discuss the deployment of security personnel or devices; and to reconvene in Open Session.
5. Move to go into Executive Session to investigate charges of criminal misconduct or to discuss the filing of criminal complaints; and to reconvene in Open Session.
6. Move to go into Executive Session to consider the purchase, exchange, lease or value of real property; and to reconvene in Open Session.
7. Move to go into Executive Session to comply with the provisions of [specify the law or grant-in-aid requirement applicable]; and to reconvene in Open Session.
8. Move to go into Executive Session to consider and interview applicants for employment; and to reconvene in Open Session.
9. Move to go into Executive Session to discuss litigation and to reconvene in Open Session.

MOTION: _____ ;

SECOND: _____ ;

VOTE: ; ; ; ; ; ; ;

Return to Open Session – Time: _____ p.m.

MOTION: _____

SECOND: _____

VOTE: ; ; ; ; ; ; ;

Meeting adjourned: _____ p.m.

MOTION: _____

SECOND: _____

VOTE:

FOR: _____

OPPOSED: _____

Respectfully submitted,

School Committee Secretary

SECTION XI: INFORMATIONAL

A. Dates to Remember:

B. Personnel:

Appointments:

Retirements:

Resignations:

Assignments:

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RULES OF ORDER

Category: Governance & Operations

File No.: BEDD

Adopted: 3/9/05

Revised:

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: VOTING METHOD

Category: Governance & Operations

File No.: BEDF

Adopted: 3/9/05

Revised:

Except on procedural matters, all votes of the School Committee will be taken by a call of the roll 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.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 39:23B; 71:42; 71:50

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: MINUTES

Category: Governance & Operations

File No.: BEDG

Adopted: 3/9/05

Revised:

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. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

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

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

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 39:23B; 66:10

CROSS REF.: KDB, Public Right To Know

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BEDH

Revised:

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 encourages citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the committee have a chance and to insure the ability of the committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled school committee meeting, individuals or group representatives will be invited to address the committee. A second public comment session will follow "New Business" discussion. The length of the public participation segment(s) shall be determined by the chairperson.
2. Speakers will be allowed three (3) minutes to present their material. The presiding chairperson may permit extension of this time limit.
3. 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.
4. All remarks will be addressed through the chairperson of the meeting.
5. 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.
6. Written comments may be presented to the committee before or after the meeting for the committee members' review and consideration at an appropriate time.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

FUTURE POLICY – BEDI, BEDJ, BEDK

CODE: NEWS MEDIA

Category:

File No.:

MASC REF.:

Adopted:

Revised:

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC PARTICIPATION POLICY

Category: Governance & Operations

File No.: BEDH

Adopted: 7/6/99

Revised: 3/9/05

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.

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4. All remarks will be addressed through the chairperson of the meeting.
5. 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.
6. Written comments may be presented to the committee before or after the meeting for the committee members' review and consideration at an appropriate time.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BEE

Revised:

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 chairperson of the committee will preside at the hearing.

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COUNCILS
Category: Governance & Operations
File No.: BDFA

Adopted: 3/9/05
Revised:

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 committee 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 School Committee.
5. The principal shall annually provide each member of the council with a school council handbook as published by the MA Department of Education. He/she shall provide evidence, in writing to the Superintendent, that this has been completed.

SOURCE: MASC Policy

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

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: CONDUCT OF SCHOOL COUNCIL BUSINESS

Category: Governance & Operations

File No.: BDFA-E

Adopted: 3/9/05

Revised:

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

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

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Section 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL IMPROVEMENT PLAN

Category: Governance & Operations

File No.: BDFA-E

Adopted: 3/9/05

Revised:

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 the School Committee. The plan should be drafted with the following in mind:

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

Category: School Committee

Adopted: 3/9/05

File No.: BDFA-E

Revised:

The written school improvement plan shall be submitted by the principal to the Superintendent and the School Committee for review and approval by February 1st of each year.

Because the implementation of the plan is dependent on School Committee 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:

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 and School Committee, 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 school improvement plan is not reviewed by the School Committee within 30 days of its receipt by the committee, the plan shall be deemed to have been approved.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BEDA

Revised:

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

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

SOURCE: MASC Policy

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

CROSS REF.: BE, School Committee Meetings

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: MINUTES

Category: Governance & Operations

File No.: BEDG

Adopted: 3/9/05

Revised:

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. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

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

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

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 39:23B; 66:10

CROSS REF.: KDB, Public Right To Know

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE POLICY DEVELOPMENT

Category: Governance & Operations

Adopted: 10/19/04

File No.: BG

Revised:

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

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

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

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: POLICY ADOPTION

Category: Governance & Operations

File No.: BGB

1.8

Adopted: 10/19/04

Revised:

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

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

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

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

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: POLICY REVISION AND REVIEW

Category: Governance & Operations

File No.: BGC

1.8a

Adopted: 10/19/04

Revised:

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

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

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

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

Adoption date: January 1996

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: POLICY DISSEMINATION

Category: Governance & Operations

File No.: BGE

Adopted: 3/9/05

Revised:

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 system, to members of the committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SUSPENSION OF POLICIES

Category: Governance & Operations

File No.: BGF

Adopted: 3/9/05

Revised:

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 Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE-STAFF COMMUNICATIONS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BHC (also GBD)

Revised:

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 from administrative decisions on important matters, except those matters that are outside of the committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

School Committee Communications to Staff

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

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will 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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BHE

Revised:

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

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

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

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. 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.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L 4:7; 39:23A, 23B; 66:10

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: NEW SCHOOL COMMITTEE MEMBER ORIENTATION

Category: Governance & Operations

Adopted: 3/9/05

File No.: BIA

Revised:

***Add new training law language**

The School Committee chairperson and the superintendent shall assist each new member to understand the policies and procedures of the committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by committee members. 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
- G. A copy of *Robert's Rules of Order*

Each new member shall also receive any other materials the chairperson and/or the superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The chairperson 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

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities) they may be invited to attend all meetings of the committee with the exception of executive sessions.

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 provide 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 committee policy.

SOURCE: MASC Policy

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

Category: Governance & Operations

Adopted: 3/9/05

File No.: BIBA

Revised:

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

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

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 40:5

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

Category: Governance & Operations

Adopted: 3/9/05

File No.: BID

Revised: 11/18/08

The School Committee shall serve without compensation, except that a member of a School Committee of a regional school district or superintendency union may be compensated for his/her services by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

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

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

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE LEGISLATIVE PROGRAM

Category: Governance & Operations

Adopted: 3/9/05

File No.: BJ

Revised:

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

To this end:

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMITTEE MEMBERSHIPS

Category: Governance & Operations

File No.: BK

Adopted: 3/9/05

Revised:

The committee will maintain memberships in the state and regional School Committees (boards) associations and take an active part in the activities of these groups.

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

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

SOURCE: MASC Policy