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BD	Policy Development (Cf. CM)
BDA	Policy Development System Adoption
BDAA	Policy Draft Writer

BDB	<u>Policy Drafting</u> <i>SN The ongoing process of planning, gathering information, and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.</i>
BDC	<u>Adoption of Policies</u> <i>SN The official action of the board that makes new and/or revised policy statements operable.</i>
BDD	<u>Policy Dissemination</u>
BDE	<u>Policy Review</u> <i>SN The periodic assessment by the board of its existing policies and policy development system.</i>
BDF	<u>Administrative Regulations (Cf. CMA)</u>
BDFA	<u>School Councils</u>
BDFA-E	<u>Conduct of School Council Business</u>
BDG	<u>Administration in Policy Absence</u>
BE	<u>School Committee Records</u>
BF	<u>Reports</u>
BG	<u>Memberships</u>
BH	<u>Code of Ethics</u>
BIA	<u>School Committee Self-Assessment Tool</u>

SCHOOL COMMITTEE OPERATIONS

VISION

The North Reading Public Schools prepare all students to be productive citizens who thrive in the 21st century.

MISSION

The North Reading Public Schools provide a safe, supportive, and contemporary learning environment where dedication to excellence, service, and life-long learning is paramount. All students are challenged to work collaboratively and to become creative and critical thinkers. Emphasis is placed on mastering core academic knowledge, developing 21st century skills, pursuing individual potential and fostering citizenship in a global society.

Revised January 23, 2012
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

STATEMENT OF PHILOSOPHY - INCLUSION

The North Reading School District is an inclusive school district. As such, we are a collaborative culture that welcomes all members into our learning community. With the recognition that students share more similarities than differences, our learning community respects each individual's unique contributions. In our schools, we expect all adults to share the responsibility to provide every student with access to and participation in high quality general education.

First Reading November 22, 2004
Approved December 13, 2004
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

INTERNAL ORGANIZATION

The management and control of the public schools shall be vested in the School Committee which shall exercise the powers and discharge the duties imposed upon it by law. The School Committee shall consist of five (5) members elected pursuant to law.

The School Committee shall meet on the first Monday after the May town election each year and organize by the election of officers by open ballot for the coming year,

First Reading May 17, 1982
Approved May 24, 1982
Reviewed May 23, 1983
Approved June 6, 1983
First Reading February 6, 1989
Approved February 13, 1989
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

OFFICERS, REPRESENTATIVES AND DELEGATED POSITIONS

Officers

1. Chairman
2. Vice Chairman
3. Secretary

Representatives

1. Legislative Representative

Delegated Positions

1. Recording Secretary

First Reading February 28, 1972

Approved June 5, 1972

Revised May 22, 1978

Approved June 19, 1978

Revised May 23, 1983

Approved June 6, 1983

Revised, First Reading March 28, 2011

Approved April 11, 2011

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

METHOD OF ELECTION OF OFFICERS

The officers of the School Committee shall be elected by a majority of the members present and voting at the Annual Organizational Meeting.

The Superintendent, as the Committee's executive officer, shall preside during the election.

First Reading January 6, 1975
Approved January 20, 1975
Reviewed May 23, 1983
Approved June 6, 1983
Reviewed March 23, 1987
First Reading February 6, 1989
Approved February 13, 1989
Reviewed and Approved as Amended, February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

CHAIRMAN

The Chairman shall preside at meetings of the Committee (except as noted in Policy BBAA dealing with the Election of Officers) and perform such other duties as are required by law. He/She may call special meetings of the Committee. He/She shall approve bills for expenses or charges incurred with the authority of the Committee and shall execute all other documents requiring signature on behalf of the Committee, except as otherwise provided by law or the Committee.

First Reading January 6, 1975
Approved January 20, 1975
Reviewed May 23, 1983
Approved June 6, 1983
Revised, First Reading March 28, 2011
Approved April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

VICE CHAIRMAN

The Vice Chairman shall preside in the absence of the Chairman and perform any other duties assigned by the Chairman or Committee.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March 23, 1987
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

SECRETARY

The Secretary shall sign the official minutes of the Committee, and shall write any correspondence assigned by the Committee.

First Reading February 28, 1972
Approved June 5, 1972
Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATION

LEGISLATIVE REPRESENTATIVE

The Legislative Representative shall keep the Committee informed of the status and progress of legislation that affects schools in the State Legislature. The Legislative Representative is also responsible for making the Committee's position on such legislation known to the proper members of the House and Senate. The Legislative Representative shall serve as liaison between the Committee and Massachusetts Association of School Committees.

First Reading February 28, 1972
Approved June 5, 1972
Revised May 22, 1978
Approved June 19, 1978
Reviewed March 23, 1987
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

RECORDING SECRETARY OF THE COMMITTEE

Recording Secretary of the Committee is a non-member who is responsible for taking, correcting and recording the minutes of all meetings. The Secretary is also responsible for any correspondence assigned by the Committee.

First Reading February 28, 1972
Approved June 5, 1972
Revised May 22, 1978
Approved June 19, 1978
Reviewed March 23, 1987
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the 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 or provided direct online access to 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 Ethics/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. 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.

SOURCE: MASC July 2016

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

First Reading February 28, 1972

Approved June 5, 1972

Reviewed March 23, 1987

Reviewed September, 1995

Revised, First Reading March 28, 2011

Approved April 11, 2011

Revised, First Reading October 16, 2017

Approved November 13, 2017

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

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 system.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

SOURCE: MASC July 2016

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

First Reading February 28, 1972

Approved June 5, 1972

Reviewed March, 1983

Reviewed April 11, 2011

Revised, First Reading October 16, 2017

Approved November 13, 2017

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

COMPENSATION

There is no salary for service on the School Committee. Members shall be reimbursed for any expense incurred in a lawful activity approved by the Committee. Such reimbursement must be applied for in the prescribed manner.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

REQUESTS FOR WRITTEN INFORMATION BY COMMITTEE MEMBERS

Requests for written information by members of the School Committee, e.g., copies of minutes of meetings, reports of ad hoc committees, administrative research reports, will be made through the Chair. The information requested will be made available to other members of the Committee if they desire.

First Reading November 7, 1988
Approved November 21, 1988
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

COMMITTEE OF THE WHOLE

The School Committee acts as a committee of the whole.

Subcommittees may be formed to cover certain delegated functions but these subcommittees are to be disbanded immediately upon completion of their task.

Subcommittees which do not complete their task before the annual organizational meeting must be reappointed by a majority vote of the full committee.

First Reading June 5, 1972
Approved June 27, 1972
Reviewed March, 1983
First Reading September 28, 1992
Approved October 13, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

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.

SOURCE: MASC July 2016

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Confirmed October 13, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Revised, First Reading October 16, 2017
Approved November 13, 2017
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

LEGAL SERVICES

The School Committee recognizes that the increasing complexity of school operations frequently requires procurement of legal services. Therefore, the Committee shall retain an attorney or law firm for the purpose of securing such services.

Many types of legal assistance to the Committee may be considered routine and not need Committee approval or prior noted. A decision to seek legal advice or assistance on behalf of the Committee shall be made by the Chairman or Superintendent.

However, when the administration concludes that unusual types or amounts of professional legal services may be required, the School Committee shall be advised and will formally vote a decision.

Legal Reference: Massachusetts General Laws, Chapter 71, Section 37F

First Reading November 2, 1987
Approved November 16, 1987
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

ADVISORY COMMITTEES TO SCHOOL COMMITTEE

School Committee members are elected to represent the interests of the public and students. One major responsibility is to keep in touch with public opinion and provide for effective two-way information. From time to time the School Committee may authorize the formation of advisory committees to investigate issues relating to the public schools.

All advice provided by advisory committees will be given careful consideration. In the evaluation of such considerations, the first concern will be for the educational program as it affects pupils. The final decision may depart from the advice when in the judgment of the School Committee such advice is not consistent with goals adopted by the School Committee or within the reach of available financial resources.

Any committees authorized will be established by the School Committee, serve in an advisory capacity to the Committee, and serve at the pleasure of the Committee.

Advisory committees may include citizens, employees and members of the School Committee and will be approved by a majority vote of the School Committee in an official session.

Advisory committees will be broadly representative and will insure that their recommendations are based on extensive research and facts.

1. The School Committee will receive written advisory committee reports and will respond in writing to suggestions and recommendations.
2. The School Committee will provide advisory committees with a charge which includes clearly defined areas of suggested study and involvement.
3. Advisory committees will keep the School Committee informed of all meetings and actions.
4. All official public releases from advisory committees will be approved by the School Committee or its designee.
5. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

Advisory committees will cease to exist when their report to the School Committee has been read and accepted or when the School Committee declares that their purpose has been fulfilled.

First Reading January 3, 1984
 Approved January 9, 1994
 First Reading September 28, 1992
 Approved October 13, 1992
 Reviewed September, 1995

Reviewed April 11, 2011
 Revised, First Reading October 16, 2017
 Approved November 13, 2017
 Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

TYPES OF MEETINGS

The North Reading School Committee holds the following types of meetings:

- Regular Meetings
- Special Meetings
- Annual Meeting
- Work Sessions
- Emergency Meetings
- Public Hearings
- District or Area Meetings of School Committees

Legal Reference: MGL, Chapter 39, Sections 23A and 23B

First Reading February 28, 1972
Approved June 5, 1972
First Reading May 11, 1987
Approved May 18, 1987
First Reading September 28, 1992
Approved October 13, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting shall take place on the first Monday after the annual Town election at 6:30 p.m. The annual Town election is held on the first Tuesday after the first Monday in May of each year.

The order of business for the Annual Organizational Meeting of the School Committee shall be as follows:

Election of:

1. Chairman
2. Vice Chairman
3. Secretary
4. Legislative Representative

The new chairman shall assume the chair immediately following the organization phase of the meeting.

Legal Reference: General Laws, Chapter 71, Section 36

Revised May 22, 1978
Approved June 19, 1978
Revised May 23, 1983
Approved June 6, 1983
Revised and reconfirmed June 20, 1988
Revised, First Reading March 28, 2011
Approved April 11, 2011
Updated September 20, 2018

SCHOOL COMMITTEE OPERATIONS

REGULAR MEETINGS

Regular meetings of the North Reading School Committee shall normally be held on the second and the fourth Monday of every month from September to June.

During July and August they shall be held at the discretion of the Committee.

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
First Reading July 30, 1991
Approved August 27, 1991
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

SPECIAL MEETINGS

Special meetings may be held at the call of chairman or a majority of the Committee members. A written request stating the time and place of any special meeting, the purpose for which it is called, and signed by a majority of the Committee shall, unless waived, be given to each member of the Committee at least one day in advance of such meeting.

No business, other than that specified in the notice, shall be transacted at such a meeting, except that if all members are present they may, by unanimous vote, take any lawful action.

The executive officer, business administrator and recording secretary shall be notified of special meetings.

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

WORK SESSIONS

From time to time the Committee may schedule work sessions which may involve the whole Committee or any number of members authorized by the Committee. No formal votes can be taken in a work session.

The purpose of work sessions is for researching areas of Committee concern or for conducting public hearings in areas of general concern.

The time and place of work sessions shall be specified in the call or notice of such work sessions. Members of the Committee shall receive a written notice of all work sessions unless waived. The Chairman shall be responsible for such notices.

Work sessions shall be open to the public where the subject matter is such that it meets the criteria for executive consideration.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

PUBLIC HEARINGS

It is the policy of the North Reading School Committee to hold public hearings when major changes are made in either the procedures of school operation or curriculum. Such hearings may be held by the Committee itself or by the administrative or staff personnel designated by the Committee.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

EMERGENCY MEETINGS

In case of a disaster or similar situation, any number of members may meet and authorize any emergency measures they think necessary to alleviate the problem. In case only one member is available, the same powers are granted to this member. In the event no member of the Committee is available, the Superintendent is granted the same emergency powers.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

AREA MEETINGS

It is the policy of the North Reading School Committee to meet with members of the School Committees from surrounding towns to discuss educational problems of common interest.

First Reading June 5, 1972
Approved June 27, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

TIME AND PLACE

All meetings of the Committee shall be held in the Distance Learning Lab at North Reading Middle/High School unless each member of the Committee has been notified to the contrary. It is Committee practice to meet once in each of the other schools during the year. In the event of a change in meeting place, the Chairman shall instruct the Superintendent to take appropriate steps to notify the public and the secretary.

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Revised, First Reading March 28, 2011
Approved April 11, 2011
Updated September 20, 2018

SCHOOL COMMITTEE OPERATIONS

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.

SOURCE: MASC July 2016

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

Revised May 22, 1978

Approved June 19, 1978

Reviewed March, 1983

Revised, First Reading March 28, 2011

Approved April 11, 2011

Revised, First Reading October 16, 2017

Approved November 13, 2017

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

PREPARATION

The Superintendent of Schools shall be responsible for preparing the agenda for School Committee meetings. Committee members may place items on an agenda by contacting the Superintendent or by informing the Committee Chairman who will, in turn, notify the Superintendent.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed and Confirmed December 16, 1991
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

CONSTRUCTION OF AGENDA

All matters to be brought before the School Committee shall be presented to the Superintendent prior to the meeting.

The order of business shall be in a form mutually agreed upon by the Committee and the Superintendent.

Items may be added to an agenda during a meeting by a unanimous vote of Committee members present.

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Reviewed and Confirmed, December 16, 1991
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

DISTRIBUTION OF MATERIALS

The Superintendent of Schools shall mail or deliver the minutes of previous meetings not approved and the agenda of the next meeting to all members of the Committee not later than Friday preceding the Monday meeting. Whenever pertinent and possible, the Superintendent shall include with the agenda detailed and factual information which will aid the Committee in understanding the problems under consideration. The time and place of meeting shall be stated on the agenda.

In the case of special meetings, the subject matter must be delivered to Committee members at least twenty-four (24) hours before the meeting, unless waived.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Revised May 23, 1988
Approved June 6, 1988
Reviewed September, 1995
Revised, First Reading March 28, 2011
Approved April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

RULES OF ORDER

All business of meetings of the North Reading School Committee is conducted according to a modification of Roberts' Rules of Order. All business is conducted through the chairman who is the ultimate judge of what is in order.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

QUORUM

A majority of all members of the Committee shall constitute a quorum.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

AMENDMENT OR SUSPENSION OF RULES AND REGULATIONS

Any rules of the committee may be suspended or revoked by a majority vote of the Committee.

The Superintendent of Schools may, in case of emergency, suspend any part of these rules and regulations as they pertain to the administration of schools, provided, however, that the Superintendent shall report the facts and the reasons for such suspension at the next meeting of the Committee, and provided further that the suspension shall expire at the time of said report unless continued in effect by the Committee.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

VOTING

All votes on motions and all resolutions shall be by "Ayes" and "Nays" and the vote shall be recorded, including the vote of the Chairman. Abstentions shall be recorded as "Abstentions," A member may abstain from voting if he considers his personal position to be in conflict with the ability to make an impartial decision.

Revised May 22, 1978
Approved June 19, 1978
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

MOTIONS MADE AT PUBLIC HEARINGS

Any motion made by a member of the School Committee at an official meeting called for the purpose of investigating public opinion on a particular topic, e.g., bus transportation, school budget, redistricting, grade reorganization, etc., shall require a favorable majority vote of the Committee on two successive meetings before being accepted.

First Reading October 17, 1977
Approved November 7, 1977
Reviewed March, 1983
Revised, First Reading November 25, 1996
Approved December 9, 1996
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

MINUTES OF THE SCHOOL COMMITTEE

Records of all transactions of the Committee shall be set forth in full in the official minutes of the Committee. The records shall be kept on file as the permanent record of school legislation of the School Department. The Superintendent shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during the usual office hours of the School Department. However, the records of any executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer.*

Duplicated copies of the minutes shall be prepared promptly after each Committee meeting and shall be distributed to the members of the Committee, except that lengthy items such as salary lists or copies of other reports included in the official minutes may be excluded.

Minutes shall contain the official wording of policies and other motions as voted by the Committee.

In addition minutes must include:

- A listing of members who are present, as well as members who are absent
- A summary of ALL topics discussed at the public hearing
- Decisions made and actions taken, including a record of all votes
- A list of all documents and other exhibits used at the meeting
- The documents and other exhibits used constitute a component of the minutes

Official minutes shall be entered into the file as corrected. They shall be signed as soon as possible by the secretary who took the minutes and the Secretary of the Committee upon notification that they are ready to be signed.

*Legal Reference: General Laws: Chapter 39, Section 23A, 23B

First Reading August 1, 1972

Approved September 11, 1972

Reviewed March, 1983

Reviewed June 15, 1987

Revised, First Reading March 28, 2011

Approved April 11, 2011

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

PROCEDURES FOR PUBLIC INPUT AT SCHOOL COMMITTEE MEETINGS

The meetings of the School Committee shall be open to the public except when the Committee votes to go into Executive Session. Citizens wishing to present problems, raise questions, or make suggestions concerning the schools may do so under the "Public Input" section of the meeting agenda.

Citizens may also request that a subject be placed on an agenda for a School Committee meeting and may do so by submitting the request in writing to the Superintendent of Schools no less than ten (10) business days prior to the date of the School Committee meeting. Such requests are subject to the approval of the School Committee chairperson. If the situation is deemed by the School Committee chairperson to be critical or urgent he/she may waive the required advanced notice. Rules of decorum applying to Town Meeting shall apply to School Committee meetings. Citizens must be recognized by the Chairman before speaking. Discussion will be limited to the subject under consideration and the length of time may be limited by the demands of the agenda.

First Reading January 6, 1975
Second Reading January 20, 1975
Reviewed March, 1983
First Reading, September 24, 1990
Approved, October 1, 1990
Reviewed and Confirmed December 16, 1991
Reviewed September, 1995
Reviewed April 11, 2011
Revised, First Reading January 7, 2019
Approved January 28, 2019

SCHOOL COMMITTEE OPERATIONS

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 Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. 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.

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.

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

SOURCE: MASC

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

Revised May 22, 1978
Approved June 19, 1978
Reviewed March 1983
Revised January 13, 1997
Revised and First Reading March 28, 2011
Approved April 11, 2011
Revised, First Reading November 19, 2012
Approved December 3, 2012
Reviewed November 8, 2018

MASSACHUSETTS GENERAL LAW, Ch. 30A, Sections 18-25

Executive sessions may be held only for the following purposes:

1. **To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.**

NOTE: The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights: i. to be present at such executive session during deliberations which involve that individual; ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session; iii. to speak on his own behalf; and iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

Suggested Motions-

Move to go into Executive Session to discuss the reputation, character, physical condition or mental health of an individual, and [not] to reconvene in Open Session.

Move to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and [not] to reconvene in Open Session.

2. **To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;**

Suggested Motions-

Move to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, and [not] to reconvene in Open Session.

Move to go into Executive Session to conduct collective bargaining sessions with [bargaining unit], and [not] to reconvene in Open Session.

Move to go into Executive Session to conduct contract negotiations with nonunion personnel [name(s) or position(s)], and [not] to reconvene in Open Session.

3. **To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;**

The Chair should declare that an executive session is necessary to protect the bargaining or litigation position of the body.

Suggested Motions-

Move to go into Executive Session to discuss strategy with respect to collective bargaining, and [not] to reconvene in Open Session.

Move to go into Executive Session to discuss strategy with respect to litigation, and [not] to reconvene in Open Session.

4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;

Suggested Motion- Move to go into Executive Session to discuss the deployment of security personnel or devices, and [not] to reconvene in Open Session.

5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.

Suggested Motion- Move to go into Executive Session to investigate charges of criminal misconduct or to discuss the filing of criminal complaints, and [not] to reconvene in Open Session.

6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

The Chair should declare that an executive session is necessary.

Suggested Motion- Move to go into Executive Session to consider the purchase, exchange, lease or value of real property, and [not] to reconvene in Open Session.

7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

Suggested Motion- Move to go into Executive Session to comply with the provisions of [specify the law or grant-in-aid requirement applicable], and [not] to reconvene in Open Session.

8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

The Chair should declare that an executive session is necessary.

Suggested Motion- Move to go into Executive Session to consider [and interview] applicants for employment, and [not] to reconvene in Open Session.

9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:

(i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session;

Suggested Motion- Move to go into Executive Session to meet or confer with a mediator and [not] to reconvene in Open Session.

10. **To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.**

Suggested Motion- Move to go into Executive Session to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier and [not] to reconvene in Open Session.

April 11, 2011
Reviewed December 3, 2013
Reviewed November 8, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY DEVELOPMENT

The North Reading School Committee will adopt clearly defined written policies based on a thorough understanding of the educational process. In formulating policies the Committee will consult individuals and groups affected by the policies and since changing conditions bring changing needs, policies will be reviewed periodically. The Committee will delegate the execution of policies to the administration.

The policy manual shall be available at every School Committee Meeting.

First Reading, March 26, 1984
Approved May 21, 1984
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed July 27, 2017
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY DEVELOPMENT SYSTEM ADOPTION

The North Reading School Committee has adopted the Educational Policies Service of the National School Boards Association as its official policy development system. Recent modifications have been made in accordance with MASC policy recommendations.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Revised, First Reading March 28, 2011
Approved April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY DRAFT WRITER

The Superintendent of Schools shall be responsible for recasting School Committee consensus about policy recommendations into acceptable prose for further deliberation and/or action.

First Reading June 27, 1972
Approved September 11, 1972
Reviewed March 23, 1987
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY DRAFTING

Drafting of new policies, or changing existing policies, is solely the responsibility of the School Committee. Recommendations for new policies or changes to existing policies may be initiated by the Student Advisory Council or by any citizen. Such recommendations must be submitted in writing to the Committee Chairman.

All policy changes or additions regardless of how they originate shall be submitted to the Superintendent for his recommendation before they are voted on by the Committee.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Updated September 20, 2018

SCHOOL COMMITTEE OPERATIONS

ADOPTION OF POLICIES

Policies are necessary for uniform school governance. To be effective they must be written by a School Committee united for one common purpose: the educational welfare of the pupils of the North Reading Public Schools. Any policy, once adopted by the majority of the Committee, shall become the policy of the Committee as a whole.

Policies shall be read and approved twice by the Committee before going into effect.

Revised May 23, 1978
Approved June 19, 1978
Reviewed March, 1983
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY DISSEMINATION

The Superintendent of Schools shall establish and maintain an orderly plan preserving and making accessible the policies adopted by the Committee and the administrative rules and regulations needed to put them into effect.

Accessibility shall extend to all employees of the school system, to members of the School Committee, the Student Advisory Council and to the community.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed July 27, 2017
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

POLICY REVIEW

The School Committee shall cause its policies to be reviewed at regular intervals so that they may be made consistent with the General Laws relating to Education and so that they may truly reflect the intentions of the Committee.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March 23, 1987
Reviewed and Approved February 24, 1992
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

ADMINISTRATIVE REGULATIONS

The School Committee will delegate to the Superintendent the function of specifying the administrative regulations under which the schools shall be managed and operated. All administrative regulations will be consistent with the policies of the School Committee and will be subject to review by the School Committee. All regulations which require approval under state law will be included in the School Committee's Policy Manual.

It will be the responsibility of the Superintendent to see that the regulations developed to implement School Committee policies are distributed, as needed, to staff, students, and the community. Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of students and teachers which have been adopted." Standards of conduct will be included in staff and student handbooks. Changes to handbooks will be reviewed by the School Committee prior to distribution to students.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
First Reading February 24, 1998
Approved March 9, 1998
Reviewed April 11, 2011
Updated September 20, 2018

SCHOOL COMMITTEE OPERATIONS

SCHOOL COUNCILS

The School Committee believes that each school plays an important role in educational improvement and change and that successful school improvement is facilitated through a school-based decision-making process. In each school, the School Council serves as an effective forum to contribute to site-based decision making. Site-based decision making can help to strengthen the commitment of those most affected by its implementation. The School Council allows teachers and administrators to work with parents, students, and community members to become more responsive to the needs of the particular school.

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 North Reading 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 a School Council 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 the principal in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards as well as the strategic plan and goals of the North Reading Public Schools,
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 needs review and approval of the Superintendent and the School Committee, and
5. Revision of the Student Handbook (High School).

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

First Reading, June 10, 1996
Approved, June 24, 1996
Reviewed April 11, 2011

Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

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 School Council shall meet on a regular basis throughout the school year. Normally, meetings will be held outside of school hours. When feasible, the Council will set its calendar of regular meetings for the year. Where circumstances warrant, the Council may choose to call additional meetings.

Consensus may be used by School Councils as a method to resolve issues and to formulate recommendations, as well as by majority rule. 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.

MEMBERSHIP

The membership of the School Council shall be in accordance with state law. The principal will be responsible for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

An orientation process for newly elected members shall be developed by each School Council.

Councils must have parents, teachers, community members and, at the secondary level, at least two students. The principal must be one of two co-chairs. The number of parent representatives must be equal to the number of teachers plus the principal. Not more than 50% of the council shall be non-school (other than teacher, principal, staff, parent) members.

TERM OF OFFICE

The term of office will be determined by each School Council; however, no single term will exceed three years. There is no limit to the number of times an eligible member may re-elected to the Council.

SCHOOL IMPROVEMENT PLANS

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.

While the School Improvement Plan reflects the individual needs of each school, each plan should provide sufficient detail to support the stated goals and action plan as well as a review of previously stated goals. All final plans should be signed by members of the School Council.

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 needs,
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, and
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.

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

A draft School Improvement Plan shall be submitted by the principal annually to the Superintendent. The Superintendent will review the draft plan and provide feedback to the principal. The completed plan will be submitted to the Superintendent and School Committee by June 30th of each year.

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.

April 11, 2011
Reviewed December 3, 2012
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

ADMINISTRATION IN POLICY ABSENCE

Emergency decisions may be made by the Committee from time to time but should not be considered the official policy of the Committee until so voted. In instances where the School Committee has provided no guidelines for administrative action, the Superintendent shall have powers to act on matters requiring immediate decision. However the Superintendent shall inform the committee of such action at its next meeting and bring to its attention the need for policy.

First Reading January 6, 1975
Approved January 20, 1975
Reviewed March, 1983
Reviewed September, 1995
Revised, First Reading March 28, 2011
Approved April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

SCHOOL COMMITTEE RECORDS

On account of their potential historical, legal, antique and artifactual value, the following School Committee records are to be preserved in their original form:

- Minutes of School Committee Meetings
- Annual School Committee Report
- Annual Report of the Superintendent of Schools
- All records prior to 1870

All other records may be considered for destruction after microfilming provided that written permission has been obtained from the Supervisor of Public Records and that microfilm standards comply with state regulations 950 CMR 39.00.

All records may be microfilmed including those that must be preserved in their original form.

Legal Reference: Chapter 66, Section 8 of Massachusetts General Laws

- First Reading September 23, 1985
- Approved October 7, 1985
- Reviewed September, 1995
- Reviewed April 11, 2011
- Reviewed November 8, 2018

SCHOOL COMMITTEE OPERATIONS

REPORTS

Reports of school department and School Committee activities (other than formal minutes of meetings) are to be made available to the Town whenever the School Committee deems it advisable, but in any case such reports are to be made according to the Town by-laws.

Formal minutes of all School Committee meetings are available in the office of the Superintendent of Schools and Town Clerk.

Legal Reference: Town of North Reading By-laws

First Reading August 1, 1972
Approved September 11, 1972
Revised April 6, 1987
Approved April 27, 1987
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

MEMBERSHIPS

It is the policy of the School Committee to belong to the Massachusetts Association of School Committees and to send a voting delegate to its annual meeting. The Committee further encourages its members to attend Area I meetings and to participate where possible in its activities.

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed April 11, 2011
Reviewed September 20, 2018

SCHOOL COMMITTEE OPERATIONS

CODE OF ETHICS

The School Committee has accepted as policy the Code of Ethics approved at the Annual Meeting, May 22, 1964, of the Massachusetts Association of School Committees. (Approved: December 27, 1965)

Code of Ethics Policy

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 in the preamble: (1) community responsibility; (2) responsibility to school administration; and (3) relationship to fellow committee members.

- (1) A School Committee member in their relations with their community should:
 - (a) Realize that their primary responsibility is to the children
 - (b) Recognize that their basic function is to be policy-making and not administrative
 - (c) Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made
 - (d) Be well informed concerning the duties of a Committee member on both a local and state level
 - (e) Remember that they represent the entire community at all times
 - (f) Accept the office as a Committee member as a means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.
- (2) A School Committee member in their relations with their school administration should:
 - (a) Endeavor to establish sound, clearly-defined policies which will direct and support the administration
 - (b) Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration
 - (c) Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results
 - (d) Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail.

CODE OF ETHICS (continued)

- (3) A School Committee member in their relations with their fellow committee members should:
- (a) Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside of such meetings
 - (b) Realize that they should not make statements or promises of how he will vote on matters that will come before the Committee
 - (c) Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions
 - (d) Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help and information on school problems
 - (e) Make decisions only after all facts on a question have been presented and discussed.

SOURCE: MASC, 5/22/64

First Reading August 1, 1972
Approved September 11, 1972
Reviewed March, 1983
Reviewed July 30, 1991
Reviewed April 11, 2011
Revised, First Reading November 19, 2018
Approved December 3, 2018

Evaluator: _____ Date: _____

BIA

North Reading School Committee Self-Assessment Tool

Instructions

The Evaluation Subcommittee of the North Reading School Committee was established to develop a systematic approach to assessing its own performance. Feedback from the assessment will be used by the Committee to develop its goals and activities on an annual basis. The process is meant to occur on an annual basis the month before Town election.

This tool was developed based on the MASC School Committee Self-Assessment and Diagnostic Assessment Tool. This form presents domains of performance that each member of the Committee rates using a four-point system. Definitions for each point are below:

Definitions

Not Yet Addressed - 1	Needs Improvement - 2	Proficient - 3	Exemplary - 4
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Please turn in your School Committee Self-Assessment to _____ on _____.

Domain and Item under Evaluation		1	2	3	4	NA	Comment
Leadership and Governance							
1	Knowledge of roles and responsibilities						
2	Understanding of state and federal laws						
3	Establishes district policies						
4	Engages in professional development among school committee members						
5	Adopted a mission statement						
6	Maintains an ongoing self-assessment to determine effectiveness of the board						
7	Effective meeting process						
8	Demonstrated commitment to teamwork and collegiality within School Committee						
9	Shares pertinent information with each other to prevent surprises and promoted informed decision-making.						

Evaluator: _____ Date: _____

BIA

Domain and Item under Evaluation		1	2	3	4	NA	Comment
Leadership and Governance							
10	“Does homework” and comes prepared to make decisions.						
11	Understands the role of the individual as part of the whole group						
12	Effective communication and productive working relationships among board members and with the Superintendent						
13	Shared governance through aligned subcommittees and distributive leadership						
14	Establishes and assesses goals for district						
15	Supports the development of a strategic plan for elevating student achievement						
16	Hire and retain an effective Superintendent						
17	Establishes and assesses goals for Superintendent						
18	Maintains an appropriate School Committee self-assessment tool						
19	Provides rational and effective evaluation of the Superintendent						
20	Establishes strong relationship with municipal leadership						
21	Works effectively with municipal personnel						
Educational Program							
22	Demonstrates high levels of collaboration with Superintendent to establish excellence in curriculum and instruction						
23	Refrains from involvement in the administration of the school system.						
24	Maintains policies to address curriculum and instruction to sustain student achievement						
25	Collaborates with Superintendent to assess programs and services as part of strategic planning and budget process						
26	Negotiates and implements an effective educator evaluation system						
27	Ensures adequate allocations for professional development needs						

Evaluator: _____ Date: _____

BIA

Domain and Item under Evaluation		1	2	3	4	NA	Comment
Financial and Asset Management							
28	Collaborates with Superintendent to obtain and assess best available data for district finance and planning						
29	Maintains a system to effectively hire and retain a highly qualified school Business Officer and uses the expertise of this administrator						
30	Follows a clear and transparent budget process to establish fiscal roadmap for district						
31	Establishes a clear, coherent budget with a financial plan for one or more fiscal years						
32	Integrates policy making into budget process						
33	Exercises due diligence to fulfill the fiduciary responsibility of locally elected legislative body						
34	Uses good judgment in allocating and reallocating fiscal resources to promote student achievement						
35	Receives regular reports with budget and financial status for the system						
36	Engages the municipal government(s) to provide the most effective efficiencies and economies of operations						
37	Uses available data to inform budget decision making						
38	Engages in capital and long range planning linked to the financial plan of the district						
39	Exercises due diligence by reviewing and signing warrants						
Family and Community Relations							
40	Establishes a communications strategy to promote public schools and student achievement						
41	Advocates to promote public policy for the advancement of public schools and student achievement						
42	Working with Superintendent, establishes a communications strategy for consistent message to promote student achievement						
43	Receives feedback from the public and stakeholder interests						
44	Receives and addresses school improvement plans						
45	Performs outreach to improve community relationships						

Reviewed November 8, 2018

Reviewed November 8, 2018

