

SCHOOL COMMITTEE OPERATIONAL GOALS – File 2.1

The school committee is responsible to the people of Quincy, 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 process.

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

1. To concentrate the committee's collective effort on its policy making and planning responsibilities.
2. To formulate committee policies that best serve the educational interests of each student.
3. To provide the superintendent with sufficient and adequate guidelines for implementing committee policies.
4. To maintain effective communication with the public it serves and with staff and students in order to *maintain awareness* of attitudes, opinions, desires, and ideas.

Current practice codified 1990

Adopted: Date of Manual Adoption

SCHOOL DISTRICT LEGAL STATUS – File 2.2

The school committee consists of seven members, and is the governing board of the Quincy Public School System. Although it functions as a duly elected committee of city government, it owes its existence to the Massachusetts General Laws, which decree that each public school system will be governed by a school committee.

The school committee possesses all powers and duties conferred upon it by state law. Certain legislative powers are also granted to the committee by the city charter and code. The committee alone may determine policies and practices to implement its direction for the proper education of the children of Quincy.

Established by law

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

CROSS REF.: AA, School District Legal Status

SCHOOL COMMITTEE POWERS AND DUTIES – File 2.2.1**POWERS OF THE SCHOOL COMMITTEE**

The school committee shall act as the general agent of the state in carrying **out the will of** the people of its system in the matter of public education. It shall be responsible for carrying out certain mandatory laws, and shall consider and accept or reject the provisions of the permissive laws. In all cases where the state laws do not provide or prohibit, the school committee shall consider itself the agent responsible for establishing and appraising the educational activities.

Each school committee shall appoint a Program Advisory Committee for each Chapter 74 vocational-technical program under its control. The Program Advisory Committee shall consist of representatives of local business and industry related to the program, organized labor, postsecondary institutions, parents/guardians, students, and representatives from registered apprenticeship programs if the program area has such registered programs; provided however, that no member of the school committee, or other school official or school personnel shall serve on the committee.

The school committee will establish such policies for the conduct and administration of the schools as are prescribed by law and such other policies as may seem advisable and have them prepared in such form that all concerned will be aware of them.

The school committee will select a superintendent of schools who shall be the head of the school system and be directly responsible to the committee for the total administration of the school system. The committee will vest in him the necessary authority and provide him with appropriate personnel to carry out such administration.

The school committee will endeavor to give counsel and advice to the superintendent of schools regarding the administration of the schools as it deems necessary or expedient, remembering always that committee members as individuals have no authority, and only policies voted by the committee have force. The committee will adopt policies only after consulting with the superintendent of schools.

The school committee will require of the superintendent of schools such periodic reports as the committee deems necessary to keep it properly advised on the administration of the school system. The superintendent of schools must be frank, honest, concise, and complete in his reports to the school committee. Important school matters requiring committee action should be presented by the superintendent of schools to the committee as required, not in a semiprivate way to individual members.

The school committee will expect from the superintendent of schools recommendations for the welfare of the school system. His role is to provide educational leadership for the public schools of his community.

The school committee will require of the superintendent of schools attendance at all committee meetings except at times when his own employment may be under consideration, or by mutual consent he is absent for a reason authorized by the committee.

SCHOOL COMMITTEE POWERS AND DUTIES – File 2.2.1 (continued)

In the matter of collective bargaining with the various associations and unions representing the employees of the Quincy School System, the superintendent shall act as an advisor to the school committee on the feasibility of proposals submitted on behalf of the employees.

The authority to accept or reject a collective bargaining proposal shall be vested solely with the school committee unless this authority is delegated to a representative.

The school committee will employ, promote, transfer, suspend, or dismiss personnel after consultation and upon recommendation of the superintendent of schools and in compliance with General Laws, and will issue all school committee orders affecting employees through the superintendent of schools.

The school committee will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program, with the advice and cooperation of the superintendent of schools as their executive officer and professional advisor.

The school committee will endeavor thoroughly and constructively to orient new committee members into the work of the committee and the educational programs of the schools with the assistance of the superintendent of schools.

In the community, the school committee should expect the superintendent to assume his place as a citizen with all the responsibility which the concept of citizenship conveys. He should use his position of leadership to present the cause of public education honestly and forthrightly, and to further community activities compatible with and complementary to those of the schools.

The school committee reserves unto itself all of its legal responsibilities for the operation of a good public school, including the right to reject any and all recommendations and the right to revise its policies, rules and regulations from time to time to meet changing conditions.

Under the laws of the State of Massachusetts, the school committee is the final authority on any controversial issue which cannot be resolved through the regularly constituted administrative channels.

All meetings and records of the committee shall be open to the public except those matters which, if made public, might adversely affect or jeopardize the financial interest of the system, or the reputation of any person. All decisions must be made in open meetings.

The school committee and the superintendent of schools shall have as the basic criterion for evaluating any issue, its effect upon the educational welfare of boys and girls.

The school committee, together with the superintendent of schools, have a moral obligation to provide such leadership and render such service as will give dignity to the teaching profession and the learning process, as will engender trust and confidence on the part of all citizens in American public education. It is their obligation and responsibility to work together for an increasingly effective

SCHOOL COMMITTEE POWERS AND DUTIES – File 2.2.1 (continued)

program of education for all our people, and insofar as is required of each, to submerge personal ambition, prejudice, and desires to that end.

FUNCTIONS OF THE SCHOOL COMMITTEE

Four functional activities are recognized in respect to the school committee's administering public education with the system:

A. POLICY-MAKING

Planning is basic to all activity. Policy-making is that function which determines what shall be done, establishes procedures for accomplishing the tasks, selects an executive officer and delegates to him the placing of plans and policies into operation, and provides the financial means for their achievement.

B. EXECUTIVE

The executive is that function which is concerned with placing into operation the plans and policies, keeping the school committee informed, and furnishing creative leadership to the committee and to the profession.

C. ADMINISTRATIVE

Certain administrative-type decisions are by law required to be made by the school committee. Committee minutes should show that the committee acted upon administrative decisions requiring their approval.

The school committee shall at its discretion determine the salaries of the superintendent and the assistant superintendents and shall set up for other classifications of personnel suitable salary schedules and provisions.

The school committee shall annually submit to the city council a budgetary request for expenditures for the public schools for the ensuing year.

General Laws of the Commonwealth of Massachusetts Chapter 71, Section 38N

SCHOOL COMMITTEE POWERS AND DUTIES – File 2.2.1 (continued)**SCHOOL COMMITTEE TO HOLD HEARING ON PROPOSED ANNUAL BUDGET**

The school committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget.

Added by St. 1972, c. 136.

D. APPRAISAL

Appraisal is that function which attempts through careful examination and study of facts and conditions to determine:

1. the efficiency of operation of the general activities, and
2. the worth and value of results of the activities in relation to the efficiency and value of instruction.

Revised: 2005

Adopted: Prior to 1990

LEGAL REFS.: M.G.L.603 4.03 (1) c.

Names of all school committee members must be listed on all Quincy Public School publications.

Section 38m, Chapter 71, General Laws. School committee meets at least once every other week, during months school is in session-with student advisory committee to consist of five (5) members elected by student body.

SCHOOL COMMITTEE MEMBER AUTHORITY – File 2.2.2Authority

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 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 the 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 community's public schools.
4. To work harmoniously with other committee members without trying either to dominate the committee or neglect his 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 community.

SCHOOL COMMITTEE MEMBER AUTHORITY – File 2.2.2 (continued)

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.

Current practice codified 1990

Adopted: Date of Manual Adoption

SCHOOL COMMITTEE ELECTIONS – File 2.2.3

The will of the people of Quincy is expressed at the regular biennial municipal election held in accordance with Chapter 43, Sec. 31, of the General Laws of Massachusetts. Six members are elected to four year terms, three members at one election and three others, two years later. The mayor serves as chair. The school committee generally meets on the first and third Wednesday of the month during the school year, with the exception of November, December, February, and April, in which the Committee may hold only one meeting.

Revised: 2005

Adopted: Prior to 1990

LEGAL REFS: M.G.L. 71:35; 71:37

G.L. Ch. 41, Sec. A, 197, 109

CROSS REFS: School District Legal Status

School Committee Powers and Duties

SCHOOL COMMITTEE MEMBER QUALIFICATIONS – File 2.2.4

In order to serve on the school committee, an individual must be a registered voter in the city and must take an oath of office. Residency requirement established by City of Quincy Charter 1888.

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 in his official duties as a member of the committee. From the city clerk, newly qualified committee members—bylaw—receive, and sign a receipt for, a copy of the Massachusetts law governing the conduct of committee meetings in general and executive sessions in particular.

Established by law
Revised: 2005
LEGAL REF: M.G.L. 39: 23B

SCHOOL COMMITTEE MEMBER RESIGNATION – File 2.2.5

No resignation of a School Committee members shall be deemed effective unless and until such resignation is filed with the City Clerk.

LEGAL REF: M.G.L. 41:109.

UNEXPIRED TERM FULFILLMENT – File 2.2.6

Vacancies within the school committee membership occurring during the year will be filled as provided in Chapter 43, Section 36 of the Massachusetts General Laws, to wit:

“Except as provided in this section, if a vacancy occurs in the school committee by failure to elect, or otherwise, the city council and the remaining members of the school committee shall meet in joint convention and elect a suitable person to fill the vacancy until the first Monday in January following the next regular municipal election; and, if there would be a vacancy on said first Monday, it shall be filled at such regular municipal election for the balance of the unexpired term. The mayor, if present, shall preside at the convention.”

Current practice codified 1990

Adopted: Prior to 1990

SCHOOL COMMITTEE MEMBER ETHICS – File 2.2.7**A SCHOOL COMMITTEE MEMBERS CREED**

As a member of a school committee, I hold a great public trust. I am responsible for providing the means whereby our American Way of Life is to be improved and to endure. I freely give the necessary time to this great service, but most important, and knowing the responsibilities vested in me, I give and use my best judgement in considering and deciding the welfare of the school.

As a lay citizen, representing the people, I do not know, nor do I need to know, the complex details of education or administration. I am not expected to do this work, but I am responsible for seeing that the work is done. My work as a committee member consists of choosing competent personnel to do the work, deciding within the provisions of law what is to be done and appraising the work to see that it is done competently and economically. I believe in lay control but in professionally competent teaching and administration.

My foremost specific responsibility as a committee member is to choose a competent superintendent and make him generally responsible for the entire school system. I look to him for leadership; I expect him to keep me informed as to the needs and accomplishments of the schools, based upon the facts in the case. I must make my own decisions realizing I have no authority except when I sit as a member of the committee.

I do not assume authority not granted by the committee such as offering a position, asking for a resignation, or promising a contract to anyone. I abide by majority decisions of the committee. I carefully consider petitions, resolution, and complaints; and I dispose of them in the best interest of the schools. I do not seek special privileges for myself, my relatives, and friends. I do not criticize school employees publicly. I desire to provide such conditions as will increase and reward competent service to the schools. I desire that the people of the community shall have an education that is complete and adequate as is possible to provide.

With dignity and honor, I serve the people; with humility and to the best of my ability, I discharge my great public trust.

Revised: 2005
Adopted: Prior to 1990

SCHOOL COMMITTEE MEMBER ETHICS – File 2.2.7 (continued)

(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 Law 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 the school administration
- (3) Relationship to fellow committee members

A school committee member in his relations with his community should:

Realize that his primary responsibility is to the children.

Recognize that his basic function is to be policymaking and not administrative.

Remember that he is one of a team and must abide by, and carry out, all committee decisions once they are made.

Be well-informed concerning the duties of a committee member on both a local and state level.

Remember that he represents the entire community at -all times.

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 his committee activities.

A school committee member in his relations with his school administration should:

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

Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel.

Give the chief administrator full responsibility for discharging his professional duties and hold him responsible for acceptable results.

SCHOOL COMMITTEE MEMBER ETHICS – File 2.2.7 (continued)

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

A school committee member in his relations with his fellow committee members should:

Recognize that action at official meetings is binding and that he alone cannot bind the committee outside of such meetings.

Realize that he should not make statements or promises of how he will vote on matters that will come before the committee.

Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.

Not withhold pertinent information on school matters or personnel problems, either from members of his own committee or from members of other committees who may be seeking help and information on school problems.

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

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

SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST – File 2.2.8

Members of the Quincy School Committee are considered 'special municipal employees.' Special municipal employees may have a contract or second position with the City of Quincy if the employee does not participate in, or have official responsibility for any of the activities of the agency with which he or she has a second position. School Committee members holding a second position with the City must file with the City Clerk notice of his or her financial interest as an employee of the City.

A committee member shall not be interested directly or indirectly in any contract with the school system. He shall not perform any labor or furnish equipment and supplies for remuneration.

Revised: 2005
Adopted: Prior to 1990

COMMITTEE ORGANIZATIONAL MEETING – File 2.3

The school committee shall meet to organize, in the even years, in the school committee rooms or in some other previously announced place on the first Monday in January at 7:00 p.m. or at such other hour as may be set by the school committee, and each new member before acting shall be sworn to the faithful performance of his duties.

Adopted: Prior to 1990
Revised: 2/8/2006

SCHOOL COMMITTEE OFFICERS – File 2.3.1

The school committee at its organization meeting shall elect by ballot one of its members as vice-chairman and a secretary who shall not be a member of the committee. The mayor ex-officio shall be chairman of the school committee. A member of the superintendent's staff will serve as clerk.

Each officer of the school committee shall continue in office for two years or until his successor is appointed or until his term as a school committee member expires.

The vice-chairman of the school committee, upon completion of a two year term, cannot succeed himself.

Each officer shall perform the legal duties of the office and such other functions as are designated by the school committee.

OFFICERS PRO TEMPORE

The chairman or, in his absence, the vice-chairman shall preside at all meetings of the school committee except that in the absence of the chairman and the vice-chairman the committee shall be called to order by the secretary, and no business shall be transacted until a chairman pro tem has been chosen. In the absence of the secretary the committee shall choose a secretary pro tem.

Current practice codified 1990

Adopted: Prior to 1990

*September 27, 1972

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP – File 2.3.2

The committee will leave to the superintendent all matters of decision and administration that come within his 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 he wishes. 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.

Current practice codified 1990

Adopted: Date of Manual Adoption

SUBCOMMITTEES OF THE SCHOOL COMMITTEE – File 2.3.3

The school committee shall serve as a committee of the whole in the study and investigation of problems except that the vice-chairman may appoint subcommittees for special tasks.

SPECIAL COMMITTEES

The school committee shall authorize such standing subcommittees and special committees as are deemed necessary. Unless otherwise voted by the school committee, the vice-chairman will make such appointments. Committees shall report recommendations to the school committee for appropriate action.

Revised: 2005
Adopted: Prior to 1990

ADVISORY COMMITTEES – File 2.3.4

Each school committee shall appoint a Program Advisory Committee for each Chapter 74 vocational-technical program under its control. The Program Advisory Committee shall consist of postsecondary institutions, parent/guardians, students and representatives from registered apprenticeship programs if the program area has such registered programs; provided however, that no member of the school committee, or other school official or school personnel shall serve on the committee.

A general advisory committee for vocational-technical schools must also be established and consist of (but not be limited to) the chairpersons of the program advisory committees. The state purpose of the general advisory committee is to: advise the school committee on the planning, operation, and evaluation of career and instruction provided by programs.”

Revised: 2005

Adopted: Prior to 1990

LEGAL REF. M.G.L.603 CMR 4.03 (1) © and M.G.L. 74.6.

Advisory Committee: please see Section 1.2.3.

School Councils: Please see Section 1.2.2.

SCHOOL ATTORNEY – File 2.3.5

The school committee may use the services provided by the city solicitor. The committee and the superintendent may seek the solicitor's 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.

No one has authority to make direct contact with legal counsel, be it the city solicitor or attorneys retained by the school committee without the permission of the superintendent of schools.

Adopted: Date of Manual Adoption
LEGAL REFS.: M. G. L. 71: 37E; 71:37F
Approved: Prior to 1990
Revised: 2005

SCHOOL COMMITTEE MEETINGS – File 2.4**REGULAR MEETINGS**

The regular meetings of the committee shall be held on the days and at the hour as provided by the committee at its organization meeting. The committee usually meets on the first and third Wednesdays of the month. If the regular meeting date falls on a legal holiday, the meeting shall be held on such other date as may be set by the school committee.

PLACE OF MEETING

Regular meetings of the school committee shall normally be held.

START OF MEETING

The chairman shall start all meetings promptly at the appointed hour. The chairman shall not wait for discussion of motions if no discussion is readily forthcoming, but shall proceed to call the vote.

Revised: 2005

Adopted: Prior to 1990

LEGAL REFS: M.G.L. 39:23A7 39:23B; 39:23C

CROSS REFS: Executive Sessions
Notification of School Committee Meetings

SPECIAL SCHOOL COMMITTEE MEETINGS – File 2.4.1**SPECIAL MEETINGS**

Special meetings of the school committee shall be called by the secretary either when so directed by the chairman or vice-chairman or at the written request of three (3) members. At least forty-eight hours' notice of special meeting shall be given each member unless a waiver of notice is signed by all members and made a part of the record of the special meeting. Only business specified in the call shall be transacted unless a waiver of notice of other business is signed by all members and made a part of the record of the special meeting.

Current practice codified 1990

Adopted: Prior to 1990

LEGAL REFS: M.G.L. 39:23A7 39:23B; 39:23C

CROSS REFS: Executive Sessions

Notification of School Committee Meetings

EXECUTIVE SESSIONS – File 2.4.2

Chapter 39, Section 23B mandates that in order to go into executive session the school committee must:

1. Do so on a roll call vote.
2. State purpose for the executive session.
3. Indicate whether the body will reconvene in public session after the roll call vote.

Current practice codified 1990

Adopted: Prior to 1990

LEGAL REFS: M.G.L. 39:23A1 39:23B

SCHOOL COMMITTEE MEETING PROCEDURES – File 2.4.3

TRANSACTION OF BUSINESS

The school committee shall transact all business at a legal meeting of the committee. No member of the school committee shall have power to act in the name of the school committee outside of committee meetings.

At the request of any member, action on any matter shall be deferred until the next regular meeting unless an emergency demands immediate action. A two-thirds vote of the committee shall be required to determine whether in fact an emergency exists. Amended by the school committee September 27, 1972. To read:

At the request of any member, a vote on any matter coming before the school committee for the first time shall be deferred until the next regular meeting unless an emergency demands immediate action. A two-thirds vote of the committee shall be required to determine whether in fact an emergency exists. Tabling of the discussion of an issue is subject to Roberts Rules of Order.

The action of the school committee on any question may be reconsidered at the same meeting or at the next meeting by a majority vote, provided that the motion for reconsideration is presented by a member who voted with the prevailing side upon the original action, or a member who was absent at the time of the original action.

ADJOURNED MEETINGS

Any legal meetings of the committee may be adjourned to a specific time and place. Only problems on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

TIME LIMIT

The time of regular meetings of the school committee shall be limited to approximately three (3) hours. Items on the agenda requiring extended deliberations shall be taken up at a subsequent meeting.

Revised: 2005
Adopted: Prior to 1990

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS – File 2.4.4

As required by law, a minimum of 48 hours advance notice will be given for any meeting of the school committee. The only exception permitted is in case of emergency, which the law defines as "a sudden, general unexpected occurrence or set of circumstances demanding immediate action."

Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the city clerk at least 48 hours in advance, as required by law.

Current practice codified 1990

Adopted: Date of Manual Adoption

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

AGENDA FORMAT – File 2.4.5

Business shall be conducted from an agenda prepared by the vice-chairman during his or her term of office if he or she so desires and the superintendent, unless by committee decision another order is preferred. Any committee member who wishes a specific item to appear on the agenda should notify the superintendent at least 48 hours in advance of the meeting.

Any committee member wishing to have the superintendent discuss an item on the annotated agenda should so notify the superintendent at least five days in advance of the meeting.

Every agenda will provide a place for discussion of any matter of concern to the committee. As soon as a quorum is present, the chairman shall take up matters of business in the following order:

- I. Approval of minutes
- II. Superintendent's Report
- III. Open Forum
- IV. Old Business
- V. New Business
- VI. Additional Business
- VII. Communications
- VIII. Reports of Special Committees
- IX. Executive session
- X. Adjournment

Current practice codified 1990

Adopted: January 2003

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

General Laws of Education Relating to School Committees, January 1, 1978

AGENDA PREPARATION – File 2.4.6

PROCEDURE

1. Items must be forwarded to the office of the superintendent in completed form no later than 8:30 a.m. on the Friday before a school committee meeting.
2. Originator of agenda items must assume responsibility for having had the item referred to and approved by the necessary contractual or administrative group.
3. Copies of written reports should also be in by Friday morning.

Approved: Prior to 1990
Revised: 2005

QUORUM – File 2.4.7

Four members shall constitute a quorum for the transaction of school committee business, but a smaller number may call the roll, record the names of the absentees, and adjourn to a fixed date.

A quorum shall be considered the committee for the transaction of all business at regular school committee meetings.

Revised: 2005
Adopted: Prior to 1990
LEGAL REF: M.G.L. 39:23A

RULES OF ORDER – File 2.4.8

The rules of parliamentary procedure comprised in Roberts' Rules of order shall govern the committee in its deliberations. Rules may be suspended by a majority vote of the school committee.

Discussions by committee members shall be made to the whole group by having the member first address the chair, then the entire membership in an audible voice.

The chairman shall stop any discussion which does not apply to the motion last made or the subject under discussion. He may also stop the discussion of the matter if the committee has previously agreed to confine discussion to a definite period of time and that period has been used up. Aside from such limitation, the chairman shall not interfere with debate as long as a member wishes to speak.

A motion is out of order while another motion is being discussed, unless it is an amendment to the motion under consideration. Exceptions are the motion to adjourn, motion to table a previous motion, motion to refer the motion being discussed, and the motion to vote immediately (on the previous question) are always in order.

Current practice codified 1990

Adopted: Prior to 1990

VOTING METHOD – File – 2.4.9

A MAJORITY vote of all members present is required for the election of officers, or for any other action, unless otherwise indicated in the rules and regulations. The ayes and nays on any vote shall be recorded whenever any member of the committee present requests it. Any vote passed by the majority, although no unanimous, thereby because the WILL OF THE COMMITTEE.

Current practice codified 1990

Adopted: Date of Manual Adoption

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

CROSS REFS: Rules of Order
Suspension and Dismissal of Professional
Staff Members
Textbook Selection and Adoption

MINUTES – File 2.4.10

The secretary shall mail to each member of the school committee at least forty-eight hours in advance a notice of each meeting, and accompanying the notice he shall forward an agenda together with related material covering as completely as is practicable the business that is to come before the committee.

The secretary shall attend all meetings of the school committee and its special committees and shall assume responsibility for the recording of all votes, orders, and proceedings of the same in permanent record books.

The secretary shall keep on file in the school committee rooms all reports, communications, papers, and documents relating to the business of the committee or belonging to the committee.

The secretary shall as soon as practicable prior to the next regular meeting forward to each committee member copies of written communications directed to the committee.

Motions shall be submitted in writing if any member so requests, and the vote on any particular measure shall be by roll call of yeas and nays when requested by one or more members of the committee.

All records of the school committees shall be available to citizens for inspection or copying at the school committee rooms only in the presence of the superintendent of schools or his designated assistant during regular working hours and after reasonable notice of the desire to inspect records. All such requests to examine or copy records shall be made to the superintendent's office.

Current practice codified 1990

Adopted: Prior to 1990

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

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS – File 2.4.11**Citizen Participation**

The school committee shall seek the advice and counsel of citizens in planning and operating the schools. Meetings of the school committee shall be open to the public except when the committee votes to go into executive session. All citizen communication to the committee shall be addressed to the school committee. Citizens who wish to place on the agenda any matter of concern to the schools shall make a request to the superintendent of schools at least seven (7) days prior to the meeting.

School committee meetings shall open with a fifteen (15) minutes open forum when any citizen may speak to the school committee on any matter concerning the Quincy Education System. The committee may vote to extend the fifteen minute open forum policy time period.

Revised: 2005

Adopted: Prior to 1990

LEGAL REFS: M.G.L. 39:23A; 39:238; 39:23C

SCHOOL COMMITTEE POLICY DEVELOPMENT – File 2.5

It is the intent of the school committee to develop policies and put them in writing to serve as guidelines and goals for the successful and efficient functioning of the public schools.

The committee considers policy development, along with appraisal of the results achieved through its policies, as its basic methods for exercising its leadership and control in the operation of the school system. It is the committee's intention that its written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all person who are interested in, and affected by the public schools. All policies are framed, and meant to be interpreted, in the light of state and federal laws and regulations.

Changes in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future committees. Thus policy development is an ongoing process.

Current practice codified 1990

Adopted: Date of Manual Adoption

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POLICY ADOPTION - File 2.5.2

Recognizing that the nation's future is dependent upon the education of the youth; that the Quincy School Committee has the legal responsibility to provide adequate school opportunity for the youth of the Quincy Public Schools; that the committee also has a civic, a social, an economic, and a moral and ethical responsibility to the community it represents; and believing that the kind of policy which a committee adopts and the way in which it is developed, inevitably determines the ability of a school system to yield maximum performance and service; the Quincy School Committee adopts the procedures and policies in this manual in order to meet its obligation to the children of the Quincy Public Schools and to the community.

The committee shall administer its affairs in accordance with the laws of the State of Massachusetts and the rules and regulations of the school committee. This policy manual shall not attempt to duplicate or replace these laws, rules and regulations, but shall embody the policy of the Quincy School Committee within the framework of such laws, rules and regulations.

Current practice codified 1990

Adopted: Prior to 1990

SCHOOL COMMITTEE REVIEW OF REGULATIONS – File 2.5.3

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

The committee will review the regulations developed by the superintendent for the school system prior to their issuance, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee.

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

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the committee. Those officially approved by the committee will be so marked; all others appearing in the manual will be considered approved provided they are in accordance with the accompanying committee policy.

Revised: 2005
Adopted: Date of Manual Adoption
LEGAL REF: M.G.L. 71:37H

POLICY DISSEMINATION – File 2.5.4

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

The superintendent shall publish the district's policies pertaining to the conduct of teachers and students. 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.

Revised: 2005
Adopted: Date of Manual Adoption

ADMINISTRATION IN POLICY ABSENCE – File 2.5.5**DECISIONS IN ABSENCE OF COMMITTEE POLICY**

Situations arise within the schools where the committee has not provided guides for administrative action. On these occasions, the superintendent shall have power to act, subject to review by action of the school committee at a special or regular meeting. It shall be the duty of the superintendent of schools to inform the school committee promptly of any such action and the need for a statement of policy.

Adopted: Date of Manual Adoption

SUSPENSION OF POLICIES – File 2.5.6

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.

Adopted: Date of Manual Adoption

POLICY REVIEW AND EVALUATION – File 2.5.7**Revision of Policy**

Proposals for revision or amendments in policies shall be made at a regular meeting and voted upon at a subsequent meeting and action to be by majority vote.

The operation of any section or sections of these policies, not established by law, may be temporarily suspended by a majority vote of the school committee at a regular or special meeting.

The rules of the school committee shall go into effect upon their passage and shall make void all prior rules, regulations, resolutions, and orders conflicting with the same.

Questions of interpretation or complaints arising under these rules, or under any order of the school committee, may, if necessary, be brought to the school committee, and the decision of the majority of the committee shall be final. All such questions or complaints shall be submitted in writing.

These policies and rules may be amended by a majority vote of the school committee, provided a copy of the proposed amendment is given to each member of the committee at a regular meeting prior to the meeting at which the proposed amendment is voted on.

Revised: 2005
Adopted: Prior to 1990

SCHOOL COMMITTEE-STAFF COMMUNICATIONS – File 2.5.8

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.

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.

Current practice codified 1990

Adopted: Date of Manual Adoption

Quincy Public Schools**NEW SCHOOL COMMITTEE MEMBER ORIENTATION – File 2.6**

School committee members, within one year after their initial election or appointment, shall complete at least eight hours of orientation concerning the responsibilities of their office at not cost to individual school committee members. The orientation shall include but not be 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 orientation shall be provided by the Massachusetts Association of School Committees, Inc. or any other entity approved by the commissioner of education after consulting the Association. The Association and any other entity providing such orientation shall offer every year at least 2 orientation sessions at no required cost to eligible school committees. A certificate shall be awarded to each participant upon completion of the orientation and notice thereof shall be filed with the clerk of the city or town where the school committee member resides. *Added by St.2002, c,416.*

Each newly elected member will receive a copy of the committee's policy and regulations manual and selected materials on school committees, including the Massachusetts Association of School Committees' Handbook for Members and the Selected General Laws for School Committees & School Personnel.

New members will be encouraged to attend meetings or workshops specifically designed for new members. Reasonable expenses (transportation, meals, lodging, registration fees) incurred to attend these meetings will be reimbursed.

Adopted: Date of Manual Adoption

Revised: 2005

CROSS REF: School Committee Conferences and Workshops

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES – File 2.6.2

Members of the school committee are expected to attend meetings planned for school committee members, and they are encouraged to attend civic meetings where those in attendance might reasonably expect the committee members to be present and to make their services available to organized groups working for the betterment of education.

Committee members will be reimbursed from school funds for all expenses at such meetings provided an itemized statement of expenses is submitted for approval. When an advance is made toward such expenses, the payment will be adjusted in accordance with the expense statement. When family of a member accompanies the member to a meeting, the reimbursement will be based on a statement of expenses for the member attending alone.

Members of the school committee may receive compensation for their services. Such compensation must be approved by a majority vote of both the committee and the city council.

Revised: 2005

Adopted: Prior to 1990

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

SCHOOL COMMITTEE LEGISLATIVE PROGRAM – File 2.7

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, 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 levels.
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. As needed, the committee will 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.

Adopted: Date of Manual Adoption.
Revised: 2005