

TABLE OF CONTENTS

SCHOOL COMMITTEES' OPERATIONAL GOALS	3
EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES.....	4
NUMBER OF MEMBERS AND TERM OF OFFICE	5
SCHOOL COMMITTEES' POWERS AND DUTIES	6
SCHOOL COMMITTEE MEMBER AUTHORITY.....	7
INDIVIDUAL SCHOOL COMMITTEE MEMBER DUTIES	9
SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE.....	11
SCHOOL COMMITTEE MEMBER RESIGNATION	12
FILLING VACANCIES.....	13
SCHOOL COMMITTEE MEMBER ETHICS	14
SCHOOL COMMITTEE ORGANIZATIONAL MEETING.....	16
SCHOOL COMMITTEE OFFICERS	17
OFFICERS.....	17
SIGNING OF WARRANTS	19
SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP	20
SUBCOMMITTEES OF THE SCHOOL COMMITTEE	21
UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP	22
ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE	23
SCHOOL COUNCILS	25
SCHOOL IMPROVEMENT PLANS.....	26
SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN.....	27
CONDUCT OF SCHOOL COUNCIL BUSINESS.....	28
STUDENT ADVISORY COMMITTEE	29
SCHOOL ATTORNEY	30
SCHOOL COMMITTEE MEETINGS	31
MEETINGS.....	32
SPECIAL MEETINGS	33
EXECUTIVE SESSIONS	Error! Bookmark not defined.
PUBLIC AND EXECUTIVE SESSIONS.....	37
NOTIFICATION OF SCHOOL COMMITTEE MEETINGS.....	38
CONSTRUCTION OF AGENDA.....	39
AGENDA FORMAT	40
AGENDA	41
AGENDA FORMAT	42
QUORUM	43
RULES OF ORDER.....	44
VOTING METHOD.....	45
MINUTES	46
PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS	47
NEWS MEDIA AT COMMITTEE MEETINGS	48
SPECIAL PROCEDURES FOR CONDUCTING HEARINGS	52
SCHOOL COMMITTEE POLICY DEVELOPMENT	53
POLICY ADOPTION	54
POLICY AND BYLAW PROPOSALS, AMENDMENT AND ADOPTION	55
POLICY REVISION AND REVIEW.....	56
SCHOOL COMMITTEE REVIEW OF REGULATIONS	57
POLICY DISSEMINATION.....	58
SUSPENSION OF POLICIES.....	59
SCHOOL COMMITTEE-STAFF COMMUNICATIONS.....	60
USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS	61
SCHOOL COMMITTEE REPORT	62
NEW SCHOOL COMMITTEE MEMBER ORIENTATION	63
NEW SCHOOL COMMITTEE MEMBER ORIENTATION	64
SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS	65
SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES	66

SCHOOL COMMITTEE LEGISLATIVE PROGRAM67

SCHOOL COMMITTEE MEMBERSHIPS.....68

SCHOOL COMMITTEES' OPERATIONAL GOALS

The School Committees are responsible to the people for whose benefit the Schools have been established. The Committees' current decisions will influence the course of education in our schools for years to come. The Committees and each of their 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 Committees' primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committees are charged with accomplishing this while also being responsible for wise management of resources available to the Schools. The Committees must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

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

CROSS REF.: ADA School Districts' Goals and Objectives

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES

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

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

NUMBER OF MEMBERS AND TERM OF OFFICE

- A. The local School Committees shall consist of five (5) members who shall serve a term of three (3) years. The terms will be staggered so as to maintain continuity on the Committee.
- B. The Regional District School Committee shall consist of six (6) members—three (3) from each community - one member shall be elected from each community each year for a term of three years. The terms will be staggered so as to maintain continuity on the Committee.
- C. The Dover-Sherborn Union Superintendency Committee shall consist of six (6) members—three (3) from each of the constituent local Committees. There shall also be, as observers, three non-voting members of the Regional District School Committee.

LEGAL REFS.: Ann. Laws of Massachusetts
M.G.L. 41:1; School Committee; Number; 71: 63
Agreement between the Towns of Dover and Sherborn with Respect to the
Formation of a Regional School District, as Amended

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEES' POWERS AND DUTIES

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

The Committees take a broad view of their functions. They see them as:

1. **Policy.** The Committees are responsible for the development of policy as guides for administrative action and for evaluating the effectiveness of its policies and their implementation.
2. **Employment of Superintendent.** The Committees are also responsible for employing a Superintendent who will implement its policies.
3. **Provision of financial resources.** The Committees are responsible for adoption of a budget that will enable the Schools to carry out the Committees' policies.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.
M.G.L. 71:16 through 71:161

CROSS REF.: BB, School Committee Legal Status

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

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

The School Committees 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 a Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the Schools or command the services of any school employee.

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

Duties

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

INDIVIDUAL SCHOOL COMMITTEE MEMBER DUTIES

The effective School Committee member:

1. Serves all of the people of a town in both thought and action. He/She conceives of himself/herself as an elected official of all the people of the town, regardless of the vote cast for him/her, and serves accordingly.
2. Realizes that in all his/her actions concerning the operation of the Schools, he/she has one basic philosophy to consider; this philosophy is neither politically nor personally oriented. The philosophy simply is that his/her decisions and actions are predicted solely on his/her best understanding of what is best in the education of children and youth.
3. Approaches each meeting and all his/her responsibilities with an open mind. He/She does not commit himself/herself, mentally or otherwise, in terms of decisions until he/she has studied and analyzed all materials presented to him/her concerning any issue and until he/she has understood the recommendations and has satisfactorily discussed issues to a point at which he/she is able to make a rational decision securely.
4. Treats certain written information from the administration as privileged communication. He/She is aware that unless the aspect of privileged communication exists between the Superintendent and Committee members, the administration can be placed in an untenable position whereby all facts of a situation cannot be presented, and the administration feels it is not able to speak freely and candidly concerning matters upon which the Committee must make final decisions.
5. Holds inviolate the oral discussion and written reports made by the Superintendent and the administration in any executive session of the Committee. He/She is aware that opinions, points of view, and the relating of facts made by the administration in executive session on certain issues, and particularly on personnel issues, are meant for the consumption and understanding of those presently serving on the Committee and who must make a decision and vote on an issue. Unless this point is well understood and well supported, he/she realizes that the effective relations of the administration with staff and citizens cannot be such that they are beneficial to the operation of the Schools.
6. Does not request detailed study or analysis of any particular problem unless he/she chooses to place the item on the Committee agenda for the consideration of his/her fellow members. In this way, the administration is not placed in the position of studying any particular aspects of concern of individual members, but rather, all study, analysis, and recommendations come forth at the request of the entire Committee by vote.
7. Exercises the right and responsibility to explore all problems confronting the operation of the Schools. He/She feels strongly a sense of duty to have complete understanding and discussion of any issue and to vote on the basis of his/her understanding and principle. However, he/she well realizes that the effective Committee, operating democratically, depends on members to unite and understand once a vote in the majority has been cast on any issue.

8. Realizes that the responsibility of the Committee is to vote to establish policy for the operation of the Schools. He/she has an administrative understanding that the establishment of policy normally requires administratively constructed regulations in order to effectively execute policy.

9. Realizes that under the legal structure he/she is a member of a Committee which has broad and all-encompassing authority when it meets as a Committee. He/she is aware that he/she may assist or cooperate in establishing policy which affects the lives of many students. In view of these factors, he/she realizes that as a single Committee member not meeting in official meeting, he/she holds no authority; he/she is careful in all instances to qualify his/her statements and his/her actions and be fully understood when he/she speaks as an individual and not as a Committee member.

10. Accepts service on subcommittees and others special committees willingly, but with a knowledge that such special committees operate solely as fact-finding groups and that actions of any special committee are bound to be ineffective until a vote of approval of the full Committee is gained. With respect to such committees, he/she realizes that the nine points mentioned above are applicable to him/her as a member of a special committee, as they are applicable to him/her as a member of the larger action-oriented Committee.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

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

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

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

Established by law

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COMMITTEE MEMBER RESIGNATION

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

Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

FILLING VACANCIES

- A. If there is a vacancy on a School Committee, the remaining members shall give written notice within one month thereof to the selectmen, who, with the remaining members of the Committee, shall, after one week's notice, fill such a vacancy by ballot. The selectmen shall fill such vacancy if a Committee fails to give notice within the time specified. A majority of the ballots of the officers entitled to vote shall be necessary for such election. The person so appointed or elected shall perform the duties of the office until the next annual election.
- B. If there is a vacancy on the Regional School Committee during the term of office of a member, a successor shall be appointed to serve until the next annual election of such member's town by the remaining members of the Committee from such town, and a successor shall then be elected for the unexpired term, if any.

LEGAL REFS.: Ann. Laws of Massachusetts M.G.L. 41:11; Appointment to fill vacancy.
Agreement between the Towns of Dover and Sherborn with Respect to the
Formation of a Regional School District, as Amended

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

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

Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: (1) community responsibility (2) responsibility to school administration (3) relationships to fellow Committee members.

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

1. Realize that his/her primary responsibility is to the children
2. Recognize that his/her basic function is to be policy making and not administrative
3. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made
4. Be well informed concerning the duties of a Committee member on both a local and state level
5. Remember that he/she represents the entire community at all times
6. 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/her Committee activities

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

1. Endeavor to establish sound, clearly-defined policies which will direct and support the administration
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCES: MASC
Dover-Sherborn Regional Committee

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

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

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

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

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

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

LEGAL REFS.: M.G.L. 71:16A
M.G.L. 71:63

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE OFFICERS

OFFICERS

- A. The officers of the local School Committees shall be a Chair and Secretary, each to be elected by a majority vote of an entire Committee in the organization meeting to continue in office until the next annual organization meeting. The Superintendent will preside at the organization meeting. The first business of the first meeting following the annual town elections shall be the organization of the School Committee.
- B. The officers of the Dover-Sherborn Regional District School Committee shall be a Chair, Vice-Chair, and Secretary, each to be elected by a majority vote of the entire Committee in the organization meeting to continue in office until the next annual election. The Superintendent will preside at the organization meeting. The first business of the first meeting following the annual town elections shall be the organization of the School Committee.

DUTIES OF THE CHAIR

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

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

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.

6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair (Region)

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

Secretary

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

The Secretary will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her for the Dover and Sherborn School Committees.

LEGAL REFS.: Ann. Laws of Massachusetts
 M.G.L. 71:36; Secretary; Records

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

Note: The treasurer of the town serves as treasurer of the School Committee.

SIGNING OF WARRANTS

- A. The Chair, or any other designated member, shall be required to sign the school payroll on behalf of the entire School Committee.
- B. Three members of the Dover School Committee and of the Sherborn School Committee shall be authorized to sign the bill warrants on behalf of each of the local committees.
- C. Four members of the Dover-Sherborn Regional District School Committee shall be authorized to sign the bill warrants on behalf of the entire Committee.

LEGAL REF.: Ann. Laws of Massachusetts M.G.L. 41:41

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committees 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 Schools. While the Committees reserve the ultimate decision of all matters concerning general policy or expenditures of funds, they normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent will have the privilege of asking guidance from a 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 a Committee for advice and direction.
2. The Superintendent will assist Committees in reaching sound judgments and establishing policies, and will place before Committees all relevant facts, information, and reports necessary to keep Committee members adequately informed of situations or business at hand.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

School Committees will have no standing committees. They may, however, establish special subcommittees as needed. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee Chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee Chair and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

CROSS REF.: BEC, Executive Sessions

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP

Dover School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Sherborn School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Dover-Sherborn Regional District School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Committees, as observers to the Dover-Sherborn Union #50 Superintendency Committee.

LEGAL REF.: Ann. Laws of Massachusetts
 M.G.L. 71:37; Duties of School Committee

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

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

1. Advisory committees may be created by a School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to a School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by a Committee; appointment of staff members to such committees will be made by a School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment a School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources a School Committee will provide.
 - d. The approximate dates on which a School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to a School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. School Committees possess certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to a School Committee.

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COUNCILS

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

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

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

The following guidelines define the role of the school council:

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL IMPROVEMENT PLANS

Each 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 a School Committee. The plan should be drafted to include at least the following:

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 a School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every student.
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.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by each Principal to the Superintendent and a School Committee for review and approval annually.

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

CONDUCT OF SCHOOL COUNCIL BUSINESS

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, stipulating 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 a School Committee upon request.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

STUDENT ADVISORY COMMITTEE

The Dover-Sherborn Regional District School Committee shall meet at least once every other month during the months school is in session with the Student Advisory Committee. The Student Advisory Committee shall consist of five representatives from grades 9 to 12.

LEGAL REF.: Ann. Laws of Massachusetts
 M.G.L. 71:38M; Student Advisory Committees to School Committee

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL ATTORNEY

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

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

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COMMITTEE MEETINGS

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

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

MEETINGS

Regular Meetings

- A. Dover School Committee meetings generally will be held on the third Tuesday of each month at 6:30 p.m. at Chickering School.
- B. Sherborn School Committee meetings generally will be held on the second Tuesday of each month at 6:30 p.m. at Pine Hill School or at the Town Hall.
- C. Dover-Sherborn Regional School Committee meetings generally will be held on the first Tuesday of each month at 6:30 p.m. in the middle school or other designated place.
- D. The annual meeting of the Dover-Sherborn Union Superintendency Committee shall be held as prescribed by law at a day and place agreed upon by the Chair of the constituent committees.
- E. The Committees shall meet in joint session at least three times each school year.
- F. It is the intent of each Committee not to consider a new item of business after 10:45 p.m.

Meeting dates and times are subject to change from time to time as determined by the School Committee or administration.

Summer Meetings

The Committees may, at their discretion, discontinue their sessions during the months of July and August.

Adjourned Meetings

Any Committee may adjourn any regular meeting because of the lateness of the hour or other pressing reasons, provided a majority of those attending so vote.

LEGAL REF.: M.G.L. 30A: 20-22

FIRST READING: November 21, 2016

SECOND READING: January 31, 2017

ADOPTED: January 31, 2017

SOURCE: Dover-Sherborn Regional Committee

SPECIAL MEETINGS

Special meetings may be called as necessary by the Superintendent with the advice and consent of the Chair of each Committee.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

_October 21, 2014 Dover School Committee October 28, 2014
Dover-Sherborn School Committee November 4, 2014
Sherborn School Committee November 18, 2014

2 of 2
File: BEC

EXECUTIVE SESSIONS

All meetings of a School Committee are open to attendance by the public and media representatives. However, a 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 Public Schools of Dover and Sherborn

the Committee will reconvene in open session after the executive session.

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

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

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

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

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

A 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 Committees' policy

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

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

FIRST READING: October 21, 2014

SECOND READING:

ADOPTED:

SOURCE: MASC

PUBLIC AND EXECUTIVE SESSIONS

All meetings of Committees shall be open to the public. All actions of a Committee shall be taken openly and the deliberation leading to Committee action shall likewise be conducted openly. The public is invited to attend Committee meetings and will be given limited time to voice opinions or problems.

Committees reserve the right to meet in an executive session as provided for in Section 23B of Chapter 39 of the General Laws of the Commonwealth of Massachusetts. No action shall be taken by any Committee while it is in executive session. All action shall be taken in an open meeting.

Recognizing the desirability of public participation in school affairs, Committees will set aside a portion of the agenda of regular meetings to allow questions and comments from the public audience. Guidelines are as follows:

1. No person shall address a Committee without leave of the presiding officer. A reasonable period of time will be allowed for the presentation with a Committee reserving the right to impose a limit.
2. Citizens should not expect an immediate reply from a Committee since this is a time for citizens to be heard and not the time for decisions to be made.
3. If a citizen, or a Committee, feels the citizen's interest should be further discussed it can be requested that the matter be put on the agenda for a future meeting.
4. If there are many citizens desiring to speak on the same subject they will be asked to limit their presentation so that each different subject be given fair presentation time.

LEGAL REF.: M.G.L. 30A: 20-22

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

LEGAL REFS.: M.G.L. 30A: 20-22
CROSS REF.: BE, School Committee Meetings
FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

CONSTRUCTION OF AGENDA

The order of business at each meeting shall be as set forth in the agenda for the meeting, but it may be suspended by general consent or majority vote of the members present.

Agenda items are to be received in the office of the Superintendent at least seven days prior to the meeting. Agenda will be set by the Chair and Superintendent and delivered to School Committee members at least one day prior to the meeting with back-up papers from the Superintendent.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

AGENDA FORMAT

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

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

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

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

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

Agendas will be posted and made available to the press.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

AGENDA

Order of Business

1. Call to Order
2. Approval of Minutes
3. Community Comments
4. Reports
5. Special Items
6. Future Business
7. New Business
 - a. Citizen's Comments
 - b. Committee Comments (Sherborn only)
 - c. Staff Comments
8. Routine Business
9. Personnel Matters
10. Executive Session (if needed)
11. Adjournment

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

AGENDA FORMAT

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

QUORUM

A majority of an entire Committee shall constitute a quorum for the transaction of business. A majority of the quorum can take action unless otherwise directed by law.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

RULES OF ORDER

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

VOTING METHOD

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

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

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

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

F0IRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

MINUTES

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

Minutes will include:

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of School Committees shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

School Committees desire citizens of the towns to attend their meetings so that they may become better acquainted with the operations and the programs of our Schools. In addition, Committees like the opportunity to hear the wishes and ideas of the public.

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

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public participation segment shall be determined by the Chair. .
2. Speakers' participation will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individuals' privilege of address.
4. All remarks will be addressed through the Chair of the meeting.
5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session Committees will not hear personal complaints of school personnel nor against any member of a School. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
6. Written comments longer than three (3) minutes may be presented to a Committee before or after the meeting for Committee members' review and consideration at an appropriate time.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

NEWS MEDIA AT COMMITTEE MEETINGS

Representatives of all news media are welcome to attend all open meetings of School Committees. Meeting announcements and agendas will be publicly posted in advance of each meeting.

Summaries of the action for each meeting will be available upon request following each meeting.

All meetings of a governmental body shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by this section.

No quorum of a governmental body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as provided by this section.

No executive session shall be held until the governmental body has first convened in an open session for which notice has been given, a majority of the members have voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes, the presiding officer has cited the purpose for an executive session, and the presiding officer has stated before the executive session if the governmental body will reconvene after the executive session.

Nothing except the limitation contained in this section shall be construed to prevent the governmental body from holding an executive session after an open meeting has been convened and a recorded vote has been taken to hold an executive session. Executive sessions may be held only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the governmental body, at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:
 - a. to be present at such executive session during discussions or considerations which involve that individual.
 - b. to have counsel or a representative of his/her own choosing present and attending or the purpose of advising said individual and not for the purpose of active participation in said executive session.
 - c. to speak on his/her own behalf.
2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

- a. to be present at such executive session during discussions or considerations which involve that individual.
 - b. to have counsel or a representative of his/her own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.
 - c. to speak on his/her own behalf.
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 governmental body, and to conduct collective bargaining sessions. Such order may also include reinstatement without loss of compensation, seniority, tenure or other benefits for any employee discharged at a meeting or hearing held in violation of the provisions of this section. Added by St. 1983, C.648.
 4. To discuss the deployment of security personnel or devices.
 5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
 6. To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.
 7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.

This section shall not apply to any chance meeting, or a social meeting at which matters relating to official business are discussed so long as no final agreement is reached, no chance meeting or social meeting shall be used in circumvention of the spirit or requirements of this section to discuss or act upon a matter over which the governmental body has supervision, control, jurisdiction, or advisory power.

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays, but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the "principal official bulletin board" of such city or town. The secretary of a regional school district committee shall be considered to be its clerk and he/she shall file the notice of meetings of the Committee with the clerk of each city or town within such district and each such clerk shall post the notice in his/her office or on the "principal official bulletin board" of the city or town and such secretary shall post such notice in his/her office or on the "principal official bulletin board" of the district. If the meeting shall be of a regional or district governmental body, the officer calling the meeting shall file the notice hereof with the clerk of each city and town within such region or district, and each such clerk shall post the notice in his/her office or on the "principal official bulletin board" of the city or town. The notice shall be printed in easily readable type and shall contain the date, time and place of such meeting. Such filing and posting shall be the responsibility of the officer calling such meeting.

A governmental body shall maintain accurate records of its meetings, setting forth the date, time, place, members present or absent and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret as long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive sessions shall be recorded by roll call votes and shall become a part of the record of said executive sessions.

A meeting of a governmental body may be recorded by any person in attendance by means of a tape recorder or any means of sonic reproduction except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting.

Upon qualification for office following an appointment or the election to a governmental body, as defined in this section, the member shall be furnished by the city or town clerk with a copy of this section. Each such member shall sign a written acknowledgment that he/she has been provided with such a copy.

The district attorney of the county in which the violation occurred shall enforce the provisions of this section.

Upon proof of failure by any governmental body or by any member or officer thereof to carry out any of the provisions for public notice or meetings, for holding open meetings, or for maintaining public records thereof, any justice of the supreme judicial court or the superior court sitting within and for the county in which such governmental body acts shall issue an appropriate order requiring such governmental body or member or officer thereof to carry out such provisions at future meetings. Such order may be sought by complaint of three or more registered voters, by the attorney general, or by the district attorney of the county in which the city or town is located. The order of notice on the complaint shall be returnable no later than ten days after the riling thereof and the complaint shall be heard and determined on the return day or on such day thereafter as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders with respect to any of the matters referred to in this section may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of this section. In the hearing of such complaints the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by section eleven A 1/2 of chapter thirty A, by section nine G of chapter thirty-four or by this section. All processes may be issued from the clerk's office in the county in which the action is brought and, except as aforesaid, shall be returnable as the court orders.

Such order may invalidate any action taken at any meeting at which any provision of this section has been violated, provided that such complaint is filed within twenty-one days of the date when such action is made public. Any such order may also, when appropriate, require the records of any such meeting to be made public, unless it shall have been determined by such justice that the maintenance of secrecy with respect to such records is authorized. The remedy created hereby is not exclusive, but shall be in addition to every other available remedy. Such order may also include reinstatement without loss of compensation, seniority, tenure or other benefits for any employee discharged at a meeting or hearing held in violation of the provisions of this section.

The rights of an individual set forth in this section relative to his/her appearance before a meeting in an executive or open session, are in addition to the rights that an individual may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements, and the exercise or non exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual. Added by St. 1958, c.626, s.4; amended by St. 1960, c.437, s.4; St. 1975, c.303, s.3; St. 1976, c.397, s.6; St. 1977, c.527; St. 1977, c.829, s.3; St. 1978, c.372, s.10, s. 11, s. 12; St. 1980, c.220, s.3; St. 1983, c.648.

No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him/her to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.

LEGAL REFS.: Ann. Laws of Massachusetts M.G.L. 39:23 B, 23 C

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others as they deem advisable, School Committees will:

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

The Chair of each Committee will preside at the hearing.

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE POLICY DEVELOPMENT

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

The formulation and adoption of these written policies will constitute the basic method by which School Committees will exercise their leadership in providing for the successful and efficient functioning of the Schools. Through the study and evaluation of reports concerning the execution of their policies, School Committees will exercise their control over Schools' operations.

School Committees accept the definition of policy set forth by the National School Boards Association:

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

POLICY ADOPTION

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

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

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

POLICY AND BYLAW PROPOSALS, AMENDMENT AND ADOPTION

Policy proposals or suggested amendments to or revisions of existing policies shall be submitted to all members of a school committee and to the Superintendent in writing prior to a regularly scheduled School Committee meeting in which such proposal policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next succeeding regular School Committee meeting unless a Committee wishes to take action at once by unanimous vote.

Bylaw proposals and suggested amendments to or revisions of existing bylaws shall be by two-thirds vote of all members of a School Committee at two meetings held not more than thirty-one days apart and in the calls for which the proposed additions, amendments, or revisions shall have been described in writing.

A Committee may, by unanimous vote of all its members, waive such a rule when it wishes to take action immediately.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

POLICY REVISION AND REVIEW

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

Committees will evaluate how the policies have been executed by the school staff and will weigh the results. They will rely on the school staff, students, and the community to provide evidence of the effect of adopted policies.

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

School Committees direct the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committees' review.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the Superintendent and administrative staff will need to issue regulations implementing School Committees' policies. 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 a Committee.

Committees may review the regulations developed by the Superintendent for the Schools whenever they appear inconsistent with policy, goals, or objectives of the Schools, but they will revise or veto such regulations only when, in a Committee's judgment, they are inconsistent with policies adopted by a Committee.

Committees 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 a Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

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

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

CROSS REF.: CHB

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

POLICY DISSEMINATION

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

Accessibility is to extend at least to all employees of the Schools, to members of School Committees, and, insofar as conveniently possible, to all persons in the towns of Dover and Sherborn. A policy concerning a particular group or groups in the Schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of each 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.

School Committees' policy manuals will be considered a public record and will be available for inspection at the Superintendent's office.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SUSPENSION OF POLICIES

The operation of any section or sections of School Committees' 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.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

School Committees wish to maintain open channels of communication between themselves and staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to School Committees

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

School Committees' Communications to Staff

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

Visits to Schools

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

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

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

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE REPORT

School Committees shall annually make a detailed report of the condition of the Schools. The local and regional School Committees shall transmit said reports to the appropriate boards of selectmen for inclusion in the annual town reports. The Superintendent shall transmit two copies thereof to the commissioner and shall deposit one copy in the office of each town clerk.

LEGAL REF.: Ann. Laws of Massachusetts M.G.L. 72:4; Report of School Committee

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

School Committees and the Superintendent will assist each newly elected member to understand the Committee's functions, policies and procedures.

In discussions with new members, each Chair and/or Superintendent will clarify procedures that involve:

1. How a community member (parent, teacher, etc.) may make a request of a Committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her.
2. How School Committee members may make arrangements to visit schools, and the protocol associated with such visits.
3. How School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How a School Committee receives and examines complaints relating to personnel.
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given a copy of the School Committees' policy and regulations manual and selected materials on School Committees, including the *Massachusetts Association of School Committees' Handbook* for members and the *General Laws of Education Relating to School Committees*.

The School Committees and Superintendent will review the Committees' functions, policies, and procedures after each Committee has reorganized after annual town elections. The discussion will address the following topics: policy making and oversight; contract negotiations; budget review and development; relationships with the Superintendent, Principals/headmasters, teachers, parents, finance Committees, public, and media; code of ethics; meetings: agenda, role of chair, role of members, role of administrators, public participation, open session/executive session; communication.

Each member will be given a copy of the School Committees' policy manual, *MASC Handbook for Massachusetts School Committee Members*, *General Laws of Education Relating to School Committees*, *Becoming a Better Board Member*, "School Law for School Committee Members," "Advisory on School Governance," and any other recommended documents.

New members will be expected to attend meetings or workshops specifically designed for new School Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

CROSS REFS.: BBA,BAA,BB AA,BCA,BG,BDB/1540,BEDH/1664,BEC,BDD

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

The Public Schools of Dover and Sherborn

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new School Committee is required to complete, within one year of his/her 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.

School Committees and the Superintendent shall assist each new member in understanding Committee functions, as well as policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

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

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

The Chair and/or Superintendent shall also clarify policy:

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

The Public Schools of Dover and Sherborn

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for their members, School Committees encourage 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, Committees establish these principles and procedures for their guidance:

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

School Committees shall serve without compensation, except that a member of a School Committee of a city, town, regional school district, or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

School Committees, as agents of the state, must operate within the bounds of state and federal laws affecting public education. If Committees are to meet their responsibilities to the residents and students of the towns, they 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. Committees will keep themselves informed of pending legislation and actively communicate their concerns and make their position known to elected representatives at both the state and national level.
2. Committees will work with their 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 Committees' legislative program will be to seek full funding for all state and federally mandated programs.
3. Committees will annually designate a person, who may or may not be a member of a Committee, to serve as their legislative representative. This person will be authorized to speak on a 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, a Committee's representative will be bound by the official positions taken his/her School Committee.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SCHOOL COMMITTEE MEMBERSHIPS

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

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

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

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC