

Section B

Board Governance and Operations

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- BGDSchool Committee Review of Regulations
(Also CHB)
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(Also GBD)
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- BIBASchool Committee Conferences, Conventions and Workshops
- BIDSchool Committee Member Compensation and Expenses
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- BKSchool Committee Membership

SCHOOL COMMITTEE OPERATIONAL GOALS

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

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

In accordance with these principles, the School Committee, through its operations, will seek to achieve the following goals:

1. To concentrate the School Committee's collective effort on its policy making and planning responsibilities.
2. To formulate School Committee policies that best serve the educational interests of each student.
3. To provide the Superintendent with sufficient and adequate guidelines for implementing School Committee policies that are adhered to.
4. To maintain effective communication with the public the School Committee serves and with staff and students in order to maintain awareness of attitudes, opinions, desires and ideas.
5. To continually evaluate the objectives the School Committee sets for itself and for other components and personnel in the school system.

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic goals related to School Committee procedures and relationships. At least annually, the School Committee will measure its performance against the stated goals.

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

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

When the School Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of goals. At that time, the School Committee will determine when the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individual School Committee members, and the School Committee as a whole, are capable of improvement. The School Committee believes its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through and careful assessment of results. This assessment/evaluation can be completed through discussion at a School Committee meeting prior to the adoption of a new set of goals.

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SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

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

. . . Three, five, six, seven or nine members of the School Committee
for terms of three years . . .

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

Established by law.

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

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SCHOOL COMMITTEE POWERS AND DUTIES

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

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

1. **Legislative or policy making.** The School Committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. **Appraisal.** The School Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The School Committee is responsible for adoption of a budget that will enable the school system to carry out the School Committee's policies.
4. **Public relations.** The School Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself, and the school staff, informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The School Committee is responsible for establishing educational objectives that will guide the School Committee and staff for the administration and continuing improvement of the educational program. School Committee members, within one year after their initial election or appointment, shall complete at least eight (8) hours of orientation concerning their responsibilities at no cost to individual School Committee members. A certificate of completion is placed on file with a City or Town Clerk.

LEGAL REF.: M.G.L. 71:37 and 71:36A specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: File: BB – School Committee Legal Status

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SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

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

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

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

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

Duties

The duties and obligations of the individual School 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 School Committee members, without trying either to dominate the School 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 he/she is one of a team and must abide by, and carry out, all School Committee decisions once they are made.
8. To represent the School 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.

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SCHOOL COMMITTEE MEMBER QUALIFICATIONS

In order to serve on the 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.

LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107

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OATH OF OFFICE

All newly qualified School Committee members, by law, receive and sign a receipt for a copy of the Massachusetts Open Meeting Law governing the conduct of School Committee meetings in general, and executive sessions in particular, from the Town Clerk.

Established by law.

LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107

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SCHOOL COMMITTEE MEMBER RESIGNATION

An existing School Committee member, who submits his/her resignation to the appropriate certifying authority, terminates his/her duties at the time of his/her resignation unless he/she states in that resignation a specific time at which the resignation will take effect.

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

Established by law.

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

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UNEXPIRED TERM FULFILLMENT

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

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

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the School Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

Established by law.

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

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SCHOOL COMMITTEE MEMBER ETHICS

The Ware School Committee believes the public school systems of Massachusetts and the country play a vital role in providing the basic foundation for democratic living and sustaining the American way of life. Membership on a School Committee represents a challenging responsibility in meeting those goals. To assist each School Committee member as they strive to render effective and efficient service to the community, the Ware School Committee has adopted the Massachusetts Association of School Committee's Code of Ethics as a guide for its members.

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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; and (3) relationships to fellow School 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 School Committee decisions once they are made.
4. Be well informed concerning the duties of the School 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 School Committee member, as means of unselfish service, with no intent to "play politics" in any sense of the word, or to benefit personally from his/her School 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 School Committee meetings if such solutions fail.

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

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the School 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 School Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own School Committee or from members of other School Committees who may be seeking help or information on school problems.
5. Make decisions only after all facts on a question have been presented and discussed.

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

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SCHOOL COMMITTEE ORGANIZATIONAL MEETING

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

A majority of the members of the School Committee will constitute a quorum.

The election will proceed as follows:

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

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

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

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The Chairperson of the School Committee has the same powers as any other member of the School 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 School Committee.

In carrying out these responsibilities, the Chairperson will:

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

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

1. Call the meeting to order at the appointed time
2. Announce the business to come before the School Committee in its proper order
3. Enforce the School 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 School Committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote, and result thereof.

Duties of the Vice-Chairperson

The Vice-Chairperson of the School Committee will act in the absence of the Chairperson as presiding officer of the School 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 School Committee meetings; will comply with state law and School Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

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

LEGAL REFS.: M.G.L. 71:36

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APPOINTED SCHOOL COMMITTEE OFFICIALS

The Superintendent shall be appointed, by the School Committee, as provided by law and shall serve as Secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as majority of the School Committee may direct.

SCHOOL COMMITTEE--SUPERINTENDENT RELATIONSHIP

Formulation and adoption of policy is a most important function of the School Committee; the execution of policies is the function of the Superintendent. The School Committee delegates certain of its executive powers to the Superintendent to manage the school within established policy.

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

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

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

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

1. The subcommittee will be established through action of the School Committee.
2. The subcommittee chairperson, and its members, will be appointed by the School Committee Chairperson, subject to approval by the School Committee.
3. The subcommittee may make recommendations for School Committee action, but it may not act for the School Committee.
4. The School Committee Chairperson and superintendent will be ex-officio members of all special subcommittees.
5. A subcommittee will be dissolved by the School Committee upon completion of its assignment, or it may be dissolved by a vote of the School Committee at any time.

SCHOOL SAFETY COMMITTEE

It shall be the responsibility of the School Superintendent to appoint a Safety Committee to provide input and assist in the establishment of procedures to ensure a safe environment in the School System. The responsibility of the Safety Committee shall be to:

1. Discuss safety policies and procedures and recommend their adoption to the Superintendent and School Committee.
2. Address unsafe conditions or practices and recommend their remedies.
3. Work to obtain results by having its recommendations put into practice by school administrators.
4. Receive ongoing input from parents, school councils, staff, and other individuals or groups, who offer suggestions for improvement of safety practices.

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SCHOOL SAFETY COMMITTEE

Guidelines for Safety Committee:

- observe responsibilities delineated in policy BDEA
- adjunct members will attend meetings as necessary relative to discussion topic
- the Superintendent is exclusively responsible to release specific or general information regarding safety concerning the Ware Public Schools
- members may communicate general school safety information, when answering directed questions from school and community members; other information requests should be brought to the Safety Committee for review

Specific Core Members Functions:

Chairperson-

- role filled by Safety Coordinator of district
- facilitate and coordinate meetings
- prepare agendas and minutes
- distribute meeting notifications, assignments to members as needed
- contact adjunct members as follows for meetings as requested:
School Administrator or designee of St. Mary's, Dir. of Instruction and Special Services, Technology Director, Transportation Coordinator(s), Food Services Director, Bus Company representatives, Building Inspector• liaison to Superintendent and School Committee
- provide regular reports to Superintendent regarding discussion and decisions of Safety Committee
- collect and organize all safety information received by any members
- direct requests for safety information from within and outside of district to appropriate committee members or other district personnel as needed

School Committee Member(s)-

- assist with policy/procedure wording to facilitate approval by Superintendent and School Committee
- provide community aspect to discussion
- contact adjunct members as follows for meetings as requested:
- Ware Police personnel, Ware Fire/EMS personnel, Ware Emergency Management Team, Ware Board of Health

Principals/Asst. Principals-

- lead building-specific crisis team and provide updates of this team's safety findings to committee
- provide specific-building aspect to discussion
- bring forward pertinent safety concerns of building members

Mental Health Professional / School Nurse-

- provide medical and mental health aspect of safety of all building members to discussion
- activate community resources as follows for meetings as requested:
*Valley Human Services, School Physician, Mary Lane Hospital
Disaster Services*

Director of Buildings and Grounds-

- provide current and in-progress safety assets to discussion
- provide feasibility and cost perspective to proposed or recommended safety changes in district

Parent members-

- provide safety ideas from perspective as visitor and parent
- represent 2 or more schools, depending on number of children in system

Faculty members-

- provide safety ideas from perspective as staff member with high degree of student contact
- represent 2 schools

NOTE: 2 Faculty members and 2 Parent members together shall be representative of each of the 3 schools at least once.

SCHOOL SAFETY COMMITTEE

The Ware School Committee recognizes the importance of school safety and firmly establishes a systemwide School Safety Committee to monitor/review and make recommendations to the School Committee and Superintendent regarding standards and procedures to assure school building security and safety of students and school personnel. This School Safety Committee shall have the following composition:

A. *Core Committee (Regular Members):*

- (2) School Committee Members
- (3) School Administrators–
 - (1) Principal OR Assistant Principal from each school
 - (1) Director of Buildings and Grounds
 - (1) School Mental Health Professional
 - (1) School Nurse
- (2) Parents – (1) with student in grade PK-6, (1) with student in grade 7-12
- (2) Faculty Members – (1) from grade PK-6, (1) from grade 7-12
- (1) Ware Police Chief OR designee
- (1) Ware Fire/EMS Chief OR designee

B. *Adjunct Committee (Members as needed)*

- School Administrator or designee from St. Mary's School
- Director of Instruction and Special Services
- Technology Representative
- Food Services Director
- School Physician
- Emergency Resources
 - Ware Fire/EMS personnel, Ware Police personnel,
 - Ware Emergency Management Team, Ware Board of Health
- Community Resources
 - Valley Human Services, Mary Lane Hospital Disaster Services,
 - Bus Company Representatives, Ware Building Inspector

The Safety Coordinator will serve as its Chairperson/Secretary facilitating meetings and acting as a liaison to the Superintendent and the School Committee.

School Safety Committee meetings will be held at a minimum on a bi-monthly basis with the first meeting of the core committee to be held preferably before each school year begins, but at least prior to October 1st of each school year. This School Safety Committee shall be a regular working committee within the Ware School System on a permanent basis, conducting additional meetings throughout the year if/when necessary.

The purpose of the School Safety Committee is to encourage the creation and maintenance of a safe and secure learning environment in every school building and on school grounds. The creation of a safe learning environment will be enhanced by the provision of sufficient resources for procurement and maintenance of appropriate safety personnel and devices. The School Safety Committee shall review these issues and items regularly and submit written reports with recommendations to the Superintendent and the School Committee.

Legal Ref: M.G.L. Chapter 71, Section 37H
M.G.L. Chapter 69, Section 1B

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SCHOOL COUNCILS POLICY

I. Purpose

This policy is designated to implement the provisions of Chapter 71, Section 59C, which requires that 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 intent of this policy is to establish the operating parameters for School Councils, consistent with the law.

II. Relationship to the School Committee

The Ware School Committee is the policy making body for the town's public school system, and School Committee policy is administered through the Superintendent of Schools. The School Council is an advisory group to the principal. The School Committee appreciates and encourages the intent and purpose of School Councils and believes that parents, teachers, high school students and other members of the community working collaboratively to advise the principal will enhance the education of all the children in Ware.

III. Role of the School Council

It is the role of the School Council to:

1. Assist and advise the principal in developing educational goals for the school.
2. Assist and advise the principal in the identification of the educational needs of the children.
3. Assist and advise the principal in the review of the annual school budget.
4. Assist and advise the principal in the formulation of a school improvement plan.

All of the above roles shall be pursued with the policies, regulations, standards and goals of the school system.

The principal, in consultation with the School Council, shall be responsible for preparing a written school improvement plan annually. School improvement plans and budgets shall be submitted in accordance with procedures and time lines established by the Superintendent and School Committee.

IV. Composition of the School Council

The principal shall make known the composition of the School Council at the start of each school year. Consistent with the Education Reform Law, the principal shall determine the composition of the School Council subject to the following limitations.

The School Council shall be no less than seven (7) nor more than eleven (11) individuals apportioned as follows:

"School Members" the number of parents shall have parity with the number of educational personnel (e.g. teachers, principal, and any other school staff members) on the School Council.

There shall be a minimum of one student from the high school on the Ware High School Council.

"Non-School Members" shall be neither a parent, teacher, student nor staff member.

V. Submission and Approval of the School Improvement Plan

The written school improvement plan shall be submitted by the principal to the Superintendent and the School Committee for the review and approval by June 1st of each year. If the school improvement plan is not reviewed by the School Committee within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved. If the school improvement plan is not approved by the Superintendent and School Committee, it shall be returned to the principal with specific feedback based on the criteria regarding school improvement plan submission which are as follows:

1. Be consistent with state and federal law, School Department policy, established curriculum, and negotiated agreements.
2. Align with the Ware Public Schools mission, goals and action plans as adopted annually by the School Committee and Administration.
3. Focus on improvement of student learning.
4. Describe expected student outcomes and measurable observable results.
5. Plan of actions to be taken and how changes will be implemented
6. Indicate anticipated costs and available funding source.
7. Identify the method of evaluating and reporting progress and results.

VI. Operational Procedures

A. Selection and Appointment of School Council Members

Principal -- The principal shall be a member of the School Council as stipulated in law. The principal shall establish a schedule for nomination and election of School Council members. The principal must ensure that a uniform nomination form is available to all individuals interested in and eligible for School Council membership and shall publicize widely the nomination process and advance notification of election date(s) through such means as the school newsletter, area newspapers, and/or local access cable television.

Teachers -- The teachers of the school for which the School Council advises shall nominate and elect from their membership the required number of representatives. The teachers in each school shall have responsibility for conducting this election for their school in a fair and equitable manner, using a secret ballot.

Parents -- The parents of the school for which the School Council advises shall solicit nominations from all parents with children attending the school and elect, by secret ballot the required number of representatives. The School Committee assigns responsibility for conducting this election in a fair and equitable manner to the officially recognized PTO/PTC of the school. Where there is more than one such recognized parent group at a school, the School Committee directs the principal to form an election committee composed of one parent leader from each recognized organization to conduct the election of parent representatives.

Students -- The student body at the high school shall nominate and elect from their membership the required number of representatives. Students attending the high school may vote in this election. The Student Council shall have responsibility for conducting this election in a fair and equitable manner, using a secret ballot.

Non-School Members -- A non-school member shall be an individual from the community who nominates himself or herself. The required number of non-school members shall be selected by the principal after an interview has been conducted with each individual who has nominated him/herself to serve on the School Council.

The names of all members of the School Council shall be submitted to the Superintendent and School Committee for appointment no later than the first Monday of October annually.

B. Conduct of School Council Business/Meeting Procedures

All meetings of the School Council are subject to the requirements of the Open Meeting Law. In questions of procedure Roberts Rules will prevail. Meetings shall be posted and conducted accordingly. Upon approval of minutes, copies will be forwarded to the School Committee, the Superintendent of Schools and the School Council members.

Each School Council shall hold a minimum of one (1) meeting monthly. In order to conduct business, majority of membership of the School Council shall be present, with consensus reached on an issue needed to approve any action. Votes (by majority) would be at the discretion of the Principal co-chair. In scheduling meetings, the Principal shall take into consideration members' schedules. An orientation session shall be held each year as part of the first meeting of each School Council, for new School Council members, to be scheduled by the Principal of each school. Liaison meetings between each School Council and the School Committee will be held at a minimum of twice annually (at regularly scheduled School Committee Meetings in December and June).

C. Length of Term on the School Council

Terms of office shall be as follows: Effective September 1, 1993, half the representatives of each group shall be appointed one year terms, half appointed to two year terms. All subsequent appointments shall be for no more than a two year term with no limit to the number of times an eligible member may be reelected to the School Council.

D. Resignations During an Individual Term of Office

In the case of a School Council member resignation, the principal shall appoint an eligible person to fill the unexpired term.

VII. General Legal Compliance

Any provision of this policy that may subsequently be found inconsistent with state law or regulation shall be deemed invalid and the state mandate shall prevail.

STUDENT ADVISORY COMMITTEE TO THE SCHOOL COMMITTEE

The Ware School Committee recognizes the importance of and firmly establishes an annual schedule of meetings in order to maintain a working relationship with a Student Advisory Committee to the Ware School Committee. Such schedule of joint meetings and this working relationship shall be in accordance with Massachusetts General Laws (M.G.L.) Ch.71, Section 38M as follows:

Each such joint meeting between the Ware School Committee and the Student Advisory Committee will be held *on or about the 15th of every other month* during the months school is in session – *5 meetings per year*.

Such meetings will involve the full Ware School Committee membership meeting, with the full Student Advisory Committee membership, as part of the agenda of the regularly scheduled Student Advisory Committee meetings held at a mutually convenient/agreeable location, date and time as a result of communication between this student committee and the Ware School Committee. Such communication between the Student Advisory Committee and the Ware School Committee will be facilitated by the Superintendent of Schools/designee (e.g. Ware High School Principal acting as a liaison between these two committees).

The purpose of such joint meetings, between the Student Advisory Committee and the Ware School Committee, is to establish a working relationship between the two committees in which direct lines of communication are utilized by both parties and the students are provided with a clear opportunity to act in an advisory capacity to the Ware School Committee. Such advisory capacities include providing input of ideas and information to the Ware School Committee for its consideration as the policy making board and governing body of the Ware Public School System.

For purposes of a working relationship with the Ware School Committee, the Student Advisory Committee shall consist of five (5) members to be composed of students elected by the student body of Ware High School.

The members of this Student Advisory Committee at Ware High School shall, by majority vote prior to June 1 in each year elect from their membership a chairperson who shall serve for a term of one year. This chairperson shall be an ex-officio, non-voting member of the Ware School Committee, without the right to attend executive sessions unless such right is expressly granted by the Ware School Committee. This chairperson shall be subject to all Ware School Committee rules and regulations and shall serve without compensation. The Student Advisory Committee may select an alternate in the chairperson's absence.

Adoption Date: July 17, 1997
Revision Date: October 10, 2007
Last Date Reviewed: October 10, 2007

SCHOOL ATTORNEY

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

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

It will be the duty of the counsel for the committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with School 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.

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

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

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the School Committee. These may be either regular, special or emergency 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.
3. **Emergency meeting:** a meeting necessitated by a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

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

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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

EXECUTIVE SESSIONS

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

1. The School Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the School 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 School Committee may enter executive sessions only to deliberate under Massachusetts General Laws (M.G.L.) Chapter 39, Section 23b, Qualifications 1 through 9 as follows:

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

7. And to consider and interview applicants for employment. (The only position 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 an open meeting will have a detrimental effect in obtaining qualified applicants.
8. To meet or confer with a mediator, as defined in section twenty-three C of chapter two hundred and thirty-three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body.

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

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The School Committee may review executive session minutes for possible declassification.

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

Established by M.G.L. and School Committee policy.

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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

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

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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

AGENDA FORMAT

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

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

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

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

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

Agendas will be posted and made available to the press.

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

WARE SCHOOL COMMITTEE MEETING

AGENDA

- I. APPROVAL OF WARRANTS & PAYROLL
- II. APPROVAL OF MINUTES
- III. COMMENTS AND CONCERNS OF CITIZENS
- IV. POLICY DISCUSSION
- V. REPORTS/UPDATES
- VI. OLD/UNFINISHED BUSINESS
- VII. NEW BUSINESS
- VIII. COMMUNICATIONS
- IX. OTHER BUSINESS

QUORUM

A simple majority of three members is required for a quorum of the Ware School Committee.

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

RULES OF ORDER

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

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

VOTING METHOD

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

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

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

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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

MINUTES

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

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the School 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.
5. A video recording of public meetings **may** take place as part of the regular School Committee meeting. Video recordings will be kept for a minimum of one year unless litigation is pending.

Copies of the minutes will be sent to all School Committee members ***no later than three business days prior to the meetings.***

The approved minutes will become permanent records of the School 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

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

Citizens may address the School Committee on items of school business under the following procedures:

1. The person should inform the Chairperson of the Ware School Committee or Superintendent/Designee of his/her desire to speak and the topic. If a group is present, a principal speaker shall be chosen to represent the entire group. Such speaker shall identify himself/herself by name and place of residence in the community.
2. Each individual or principal speaker will be allowed five minutes for the presentation and two minutes for rebuttal at the discretion of the Chairperson. No person will be allowed to present or rebut more than once on any topic. An exception will be made to allow response to a direct question from a School Committee member or Superintendent. If there is a principal speaker, other members of the group will be allowed up to two minutes to support and/or present new evidence. The Chairperson will have the right to limit the number of secondary speakers if the remarks seem to be repetitive.
3. Persons appearing before the School Committee are reminded that although requests may be directed to the School Committee, action and answers to any question may be deferred pending School Committee investigation and placement on a future agenda or, possibly, not acted on at all. There will not be dialogue between School Committee members and public, except to clarify the nature of comments and questions. All pertinent concerns will be answered verbally, or in writing at a later time, by the Chairperson of the Ware School Committee, Superintendent and/or another appropriate member of the administration.
4. The School Committee vests in the Chairperson or other presiding officer the authority to recognize and/or terminate the remarks of any individual when they do not adhere to general rules of order and/or the procedures established above.

**NEWS MEDIA SERVICES
AT COMMITTEE MEETINGS**

The School Committee welcomes the participation of the news media at all of its regular, special and emergency meetings held in open session. Tape recordings, photographic records, broadcasting equipment and video taping of open meetings are permitted, provided there is no active interference with the conduct of the meeting. The School Committee reserves the right to designate the location of the equipment.

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

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

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

The Chairperson of the School Committee will preside at the hearing.

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

In conformance with customary hearing procedures, statements and supporting information will be presented first by the School Committee, or by others, for the School 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 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.

SCHOOL COMMITTEE POLICY DEVELOPMENT AND ADOPTION

Policy Development

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

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

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

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

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

While reserving for itself the responsibility and authority to determine policy, the School Committee recognizes the need to seek the counsel of others. Proposals for new policies or revision for existing policies may be submitted, in writing, at a regular School Committee meeting by any School Committee member, administrator, employee, employee organization, citizen, community group and ad hoc committee. The School Committee will proceed with the submitted policy in accordance with its adoption procedures.

New or revised policies may be determined through recommendations made by the Superintendent of Schools and his/her staff as needs become apparent. It is very important the School Committee, Superintendent and staff be sensitive to the problems, issues and needs of the school system so policies can be developed and adopted in an orderly fashion rather than during a crisis.

The School Committee has established a Policy Review Sub-Committee, consisting of two members. When a policy is needed to set a new direction, or when a proposed policy would substantially alter a major program or method of operation, an ad hoc committee may also be formed to assist this Sub-Committee to examine policy needs and make recommendations to the full School Committee.

Policy Adoption

The Policy Review Sub-Committee will forward its recommendations for adoption of new policies or changes to existing policies to the School Committee. Policy adoption is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee, when such action has been scheduled on the agenda of a regular or special meeting.

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

- 1. Information item – distribution with agenda
- 2. Discussion item – first reading of proposed policy or policies; response from Superintendent; response from Policy Review Sub-Committee, report from any advisory committee assigned responsibility in the area; School Committee discussion and directions for any redrafting for further review.
- 3. Action item – discussion, adoption or rejection.
- 4. Amendments to the policy at the action stage will not require repetition of the sequence, unless the School Committee so directs.

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

All Policies prior to adoption must have a 1st and 2nd Reading. All policies will show the following in the lower left hand corner:

Adoption Date: _____
 Revision Date: _____
 Last Date Reviewed: _____

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

Adoption Date: July 17, 1997
 Revision Date: September 12, 2007
 Last Date Reviewed: September 12, 2007

POLICY REVISION, DISSEMINATION AND SUSPENSION

Policy Revision

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

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

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

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

Policy Dissemination

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

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

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

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

Suspension of Policies

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of School 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.

SCHOOL COMMITTEE REVIEW OF REGULATIONS

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

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

The School Committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the School 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 no later than four weeks prior to the start of school by the School Committee.

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

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

School Committee/Superintendent Communications

When an issue or event occurs within the District where, because of the seriousness of the issue or event, law enforcement agencies, emergency services and/or the press are being notified about student(s), personnel, or activities of the School District, the protocols described below will be followed so that all members of the School Committee will be aware of the issue or event reported.

The protocols are as follows:

1. The administrator shall report the issue or event to the Superintendent. If the Superintendent is absent, it shall be reported to the Acting Superintendent.
2. That individual shall report the issue or event to the Chairperson of the School Committee. In the event of his/her absence, it shall be reported to the Vice Chairperson.
3. That individual shall report the issue or event to each member of the School Committee by telephone as soon as each member can be reached.

Staff Communications to the School Committee

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

School Committee Communications to Staff

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

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the principals of the various schools, utilizing the visitor sign-in/sign-out procedure. 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 School Committee members will be carried on only under School Committee authorization.

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

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

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

1. How a community member (parent, teacher, etc.) may make a request of the School 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 the School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the 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 Committee's 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.

M.G.L. Chapter 71, section 36A, requires all School Committee members elected after March 24, 2003 to receive within their first year a minimum of eight hours of training that addresses the following topics: school finance; open meeting law; public records law; conflict of interest; special education law; collective bargaining; school leadership standards and evaluations; and roles and responsibilities. The law further stipulates that a report of attendance at workshops be filed with a member's Town or City Clerk who will track hours until the requirement is met.

New members will be encouraged to attend meetings or workshops specifically designed for new School Committee members. Expenses at these meetings will be reimbursed in accordance with established policy/practices.

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS AND WORKSHOPS

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

1. School Committee members should request permission at a regularly scheduled meeting prior to attendance at any conference/meetings/workshops other than the required “new member” training.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the School Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to School Committee members for their travel expenses will be in accordance with the travel expense policy/practices for staff members.
4. When a conference, convention or workshop is not attended by the full School 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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school system or superintendence 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 system or school superintendence 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 school union or superintendence union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the School 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 visitation, when such attendance and expense payment has had prior School Committee approval.

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

Adoption Date: July 17, 1997

Revision Date: September 12, 2007

Last Date Reviewed: September 12, 2007

**SCHOOL COMMITTEE MEMBERS
INSURANCE/LIABILITY**

School Committee members will be indemnified under the School Leaders Errors and Omissions Policy maintained by the Town of Ware. The amount of indemnification will be determined annually.

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

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

To this end:

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

Adoption Date: July 17, 1997
Revision Date: September 12, 2007
Last Date Reviewed: September 12, 2007

SCHOOL COMMITTEE MEMBERSHIPS

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

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

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