

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 directives for the proper education of the children of the community.

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

1. Legislative or policymaking. The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. Appraisal. The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. Public relations. The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The Committee is responsible for establishing educational goals and policies that will guide the Committee, the administration, and administration staff, for continuing improvement of the educational programs provided by the school district.
6. Personnel appointment and oversight: The Superintendent shall be appointed by vote of the Committee, shall directly report to the Committee as provided by law and shall perform all of the duties that are prescribed by law, and such other duties, not inconsistent therewith, all as directed by a majority of the Committee.

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

CROSS REF.: BB School Committee Legal Status

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the Monson School Committee, an individual must be a registered voter in Monson, be duly elected, and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering upon their official duties as a member of the Committee. Newly qualified Committee members shall 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.

Newly qualified Committee members shall receive and sign a receipt for a copy of the Massachusetts Ethics Commission's "Summary of the Conflict of Interest Laws". School Committee members are deemed by law to be municipal employees. As such, they will receive a copy of the "Summary" annually. All Committee members shall, within 30 days of qualifying for office, and biannually thereafter, complete the Massachusetts Ethics Commission's online ethics training program. Upon completion of the biannual training, members shall provide a certification of completion to the Town Clerk.

Established by law

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

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee shall establish, and appoint members to subcommittees at its annual organizational meeting. Special subcommittees may be created for a specific purpose and to make recommendations for Committee action, in addition to the established standing subcommittees.

1. The Committee chairperson and its members, shall appoint the subcommittee chairperson subject to approval by the Committee.
2. The subcommittee will be provided with a written list of its functions and duties.
3. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
4. The Superintendent will be an ex-officio member of all special subcommittees.
5. A subcommittee may be dissolved by a vote of the Committee at any time.
6. All subcommittees are subject to the provisions of the Open Meeting Law.

CROSS REF.: BEC, Executive Sessions

STANDING SUBCOMMITTEES OF THE SCHOOL COMMITTEE

Curriculum

The mandate of this subcommittee is to develop, adapt, review and consider changes to the curriculum of the Monson Public Schools as needed on behalf of the Monson School Committee, and bring proposed changes and/or new curriculum to the larger committee for vote.

Liaison to Music Boosters, Guidance Advisory Council and Monson Free Library

Facilities & Long-Term Planning

The mandate of this subcommittee is to identify the district's long term capital planning and evaluate building/facility utilization.

Liaison to Athletic Boosters Association, Monson Arts Council, Parks & Recreation

Finance Subcommittee

The mandate of this subcommittee is to facilitate the annual budget development and ongoing review of spending throughout the year in the context of the approved budget.

Liaison to Board of Selectmen, Town Finance Committee

Human Resources/Negotiations

The mandates developed were: to be the first face of the School Committee to interact with union for negotiations or grievances; to lead the School Committee professional growth; to review district policy in regards to positions (job descriptions, contract template, interview process).

Liaison to District Technology Committee

Policy/Diversity Subcommittee

The mandate will be split in half as such: To develop, adapt, review and consider changes to the policies of the Monson Public Schools as needed on behalf of the Monson School Committee, and bring proposed changes and/or new policies to the larger committee for vote and consideration as warranted and to work with administration to audit district diversity, and make recommendations to administration and School Committee to commodify desired protections and standards for diversity in policy and practice in compliance with law and policy book.

Liaison to Council on Aging, Parent Student Teacher Association, Parent Advisory Council

Quarry Hill Community-Early Childhood Center-School Council Representative
Granite Valley-School Council Representative
Monson High-School Council Representative
Wellness Advisory Committee Representative

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, the requirement for the agenda to be posted, with a minimum of 48 hours advance notice remains, and the posting must include a listing of each subject which the chairperson reasonably anticipates will be discussed at the meeting. Notification of a change in a regular meeting time, place or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

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

CROSS REF.: BE, School Committee Meetings

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

1. A calendar of School Committee conferences, conventions, and workshops will be maintained by the Committee secretary. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system.
2. Funds for participation at such meetings will be included in the district budget. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will align with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendation and materials acquired at the meeting.

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

File: CBD

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract, or by vote of the members in the absence of specific contract language, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

LEGAL REFS.: M.G.L. 71:41; 71:42

EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure that the efforts of the Superintendent are focused on district goals and that the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure that all Committee members and the Superintendent agree on the nature and substance of the role of the Superintendent and the immediate priorities among the responsibilities and duties of the position
3. Develop a respectful and productive working relationship between the School Committee and Superintendent.
4. Provide excellent administrative leadership of the school district.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in accordance with the state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with these specified goals and standards. Additional objectives will be established in accordance with the evaluation cycle as agreed to with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session, in accordance with the Open Meeting Law.