

SCHOOL COMMITTEE OPERATIONAL GOALS AND OBJECTIVES

The Milton School Committee sets performance standards and long-term goals for the Milton Public Schools. It also sets performance standards for itself on a periodic basis, and in a way that leads to assessment and improvement.

This entails both establishing *goals* (i.e., overarching targets or significant outcomes) and *objectives* (i.e., concrete steps whereby one or more goals may be pursued). To ensure both impact and practicality, goal-setting should involve the broadest possible vision and the shortest possible agenda. Objectives should grow naturally out of agreed-upon goals.

The Superintendent and other key administrators also set goals and objectives for themselves and for the system. The Committee and the Superintendent must work in tandem to ensure that all goals and objectives across the system, including those of the Committee, are congruent. The means and ends described in this policy, however, will be considered distinct from the Superintendent's performance review process.

In accordance with these principles, the Committee will:

1. At the outset of the school year, establish a "short list" of strategic goals and related objectives for the Committee for that year.
2. At the conclusion of the school year, assess the Committee's success in achieving the goals and objectives defined at the beginning of the year.

CROSS REF: B-26 SCHOOL COMMITTEE OPERATIONAL GOALS AND OBJECTIVES

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EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its 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. Fiscal management;
6. School Committee meetings;
7. Performance of subcommittees of the School Committee; and
8. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee 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 Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

REC'D: NESDEC

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SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY

The authority of the Milton School Committee is derived from the General Laws of the Commonwealth.

Specific powers are assigned to the Milton School Committee by provisions of the General Laws which pertain to specific functions and duties related to education. Because the School Committee's powers are derived from the state legislature and not from the governing authorities of the town, the members of the Committee, in the exercise and performance of their powers and duties, act as public officers and not solely as agents of the town. Although the School Committee functions as a duly elected committee of town government, the School Committee, unlike other town boards, has autonomous and absolute authority within limitations established by the laws of the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Within the confines of the General Laws, as noted, the School Committee has complete authority over school affairs when it serves as a legal body. Members of the Committee, however, have no authority over school affairs as individuals.

CROSS REF: AA SCHOOL DISTRICT LEGAL STATUS
B-2 SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY

LEGAL REF: M.G.L. 41:1 AND 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Law

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SCHOOL COMMITTEE POWERS AND DUTIES

The Milton 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 that define an appropriate educational program for the children of Milton.

The Committee takes a broad view of its functions, which include:

1. Policy making: 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 the Milton Public Schools Administration to keep 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 approving annually educational objectives that will guide the Committee and the staff in working together for the continuing improvement of the educational program. This includes, but is not limited to, setting mutually agreed upon annual objectives for the Superintendent based on the strategic plan.

CROSS REF: A-1 School district legal status
BB School Committee legal status and authority

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

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SCHOOL COMMITTEE MEMBER AUTHORITY AND DUTIES

Authority

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

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

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

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, and policies and procedures of the 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 or 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 respect the privacy of internal discussions conducted on the assumption of privacy.
7. To vote and act in committee impartially for the good of the students.
8. To accept the will of the majority vote in all cases, and to remember that he or she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
9. To represent the Committee and the schools to the public in a way that promotes interest and support.

10. To refer questions and complaints to the proper school authorities.
11. To comply with the accepted code of ethics for school Committee members.

CROSS REF: B-3 School Committee powers and duties
BCA School Committee Member Ethics

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SCHOOL COMMITTEE MEMBERSHIP AND TERM OF OFFICE

The Milton School Committee consists of six members chosen at large by ballot from the registered voters of Milton, to serve without compensation. The term of office is three years, and expires at 8:00 p.m. on the day of the third annual town election following the commencement of the term.

In order to serve on the Milton School Committee, an individual must be a registered voter in Milton, and following election or appointment, must take an oath of office as required by law.

Prior to entering upon his or her official duties as a member of the Committee, each new member will present to the School Committee's chairperson (or chairperson pro tem) official certification of having sworn this oath of office before an officer duly qualified to administer such oaths. According to state law, newly qualified Committee members must receive from the Town Clerk (and sign a receipt for) a copy of the Massachusetts Open Meeting Law, which governs the conduct of Committee meetings in general and executive sessions in particular.

School Committee members, within 1 year after their initial election or appointment, shall complete at least 8 hours of orientation concerning the responsibilities of their office at no cost to individual School Committee members. The orientation shall include but not be limited to a review of school finance, the open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations and the roles and responsibilities of school committee members. Upon completion of the orientation notice thereof shall be filed with the town clerk.

Membership on the Milton School Committee is not limited according to race, color, gender, religion, national origin, or sexual orientation.

CROSS REF: B-1 School Committee membership and term of office

LEGAL REF: M.G.L. 39:23B; 41:1; 41:107; 71:36A; 76:5

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SCHOOL COMMITTEE MEMBER RESIGNATION, VACANCIES, EXTENDED ABSENCES, AND UNEXPIRED TERM FULFILLMENT

Resignations from the School Committee shall not become effective until the resignation is filed with the town clerk, or until such later time as may be specified in the resignation.

Should a School Committee member move out of Milton, he or she shall be deemed to have vacated his or her office.

If there is a failure on the part of the town to elect, or if a vacancy occurs on the School Committee, the remaining members of the committee shall meet to authorize the chair to send written notice within one month of this vacancy to the Board of Selectmen. No less than one week after this notice has been given by the School Committee to the selectmen, a period within which interested residents of the town may have the opportunity to state their candidacy, the remaining members of the School Committee and the selectmen will meet jointly to fill the vacancy in accordance with the General Laws. A person so elected shall be a registered voter of the town, must receive a majority of the votes of the officers entitled to vote, and shall serve until the next election or until another is qualified.

The work load of the School Committee requires active participation on the part of its full membership. Members who intend to miss meetings of the Committee should inform the chairperson in advance of that intent. In the event that a member is absent without such notice on a regular or prolonged basis, defined as four regularly scheduled meetings in a row, or half of the Committee's regularly scheduled meetings during any three-month time period, the chairperson shall seek an explanation of those absences from the absent member, and make a report upon them to the full Committee.

CROSS REF: B-7 School Committee member resignation, vacancies, extended absences, and unexpired term fulfillment

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

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SCHOOL COMMITTEE MEMBER ETHICS

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

Service on the Milton School Committee entails additional ethical obligations, above and beyond the strictly legal. This code of ethics delineates three additional areas of responsibility of Milton School Committee members: (1) community responsibility; (2) responsibility to school administration; and (3) relationships to fellow Committee members.

School Committee members in their relations with the community should:

1. Realize that their primary responsibility is to the children
2. Recognize that their basic function is to be policy making and not administrative
3. Remember that they are members 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 they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from Committee activities
7. Serve as effective and positive representatives of public education in general, and of the Milton Public Schools in particular.

School Committee members in their relations with school administrators 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. Make no unnecessary demands of those administrators.
4. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
5. Refer significant complaints to the administrative staff for solution, and only discuss them at Committee meetings if such solutions fail.
6. Refrain from surprising or otherwise attempting to embarrass members of the administrative staff in public settings.

7. Refrain from seeking any type of special consideration for their own children, family members, or friends (or for the children of family members or friends) from any members of the faculty or administration.

School Committee members in their relations with their fellow Committee members should:

1. Recognize that action at official meetings is binding and that no individual member can bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises about how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions, and respect the privileged communications that occur in executive sessions.
4. Respect the privacy of internal discussions that are conducted on the assumption of privacy.
5. Make decisions only after all facts on a question have been presented and discussed.

CROSS REF: AA SCHOOL DISTRICT LEGAL STATUS
BB SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY
BBA SCHOOL COMMITTEE POWERS AND DUTIES
B-7 School Committee member ethics

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SCHOOL COMMITTEE ORGANIZATIONAL MEETING

The first annual meeting for the organization of the School Committee shall be held no more than seven (7) calendar days following the annual town election. The purpose of the organizational meeting is to elect from the Committee's membership a chairman and a vice-chairman, each of whom will hold their respective offices for a term of one (1) year. The Superintendent shall prepare the agenda for the organizational meeting, and, in the absence of a chairman, shall make a reasonable effort to restrict the meeting's agenda to the election of Committee officers. When necessary, however, following the election of officers, the Committee will proceed into such regular or special business as has been placed on the agenda by the Superintendent.

The senior member (that is, the member having the greatest number of continuous years of membership on the Committee) shall call that meeting, giving no less than 48 hours notice. If no member qualifies as the senior member, the Superintendent shall call the meeting, giving no less than 48 hours' notice.

The senior member present, as defined above, shall act as chairman pro tem at the organizational meeting, and shall run the meeting until a new chairman is elected, with the Superintendent acting as secretary for the meeting. If no member qualifies as the senior member, the Superintendent shall run the meeting until a new chairman is elected, and shall identify an administrator or other appropriate individual to serve as secretary.

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

1. The chairman pro tem shall call for nominations for the office of chairman. All current Committee members are eligible for nomination. Each member nominated must state whether he or she accepts the nomination. If the nomination is accepted, the candidate may make a statement regarding his or her candidacy. After a nomination is made by each member wishing to do so, nominations for chairman shall be closed by a vote of a majority of the voting members present.
2. The chairman pro tem shall then conduct the voting for chairman by open roll-call vote. Each member shall be called upon by the Superintendent to vote, in alphabetical order by last name. Each member shall openly declare in turn his or her choice for chairman, or shall abstain from voting. The chairman will be elected by a majority 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.
3. Upon election, the new chairman will preside, and shall call for the election of a vice-chairman. The procedure used for the vice-chairman's election will be the same as that for electing the chairman.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the Committee, using the procedures described above.

CROSS REF: B-8 School Committee organizational meeting

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SCHOOL COMMITTEE OFFICERS AND APPOINTED OFFICIALS

Duties of the chairman

The chairman of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to make and second motions, 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 chairman 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. Keep all Committee members fully informed on issues of general concern, including public correspondence, and be responsive to the requests of individual Committee members.
4. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
5. Appoint, or provide for the election of sub-committees in conformance with relevant policies.
6. Call special meetings of the Committee as found necessary.
7. Be public spokesman for the Committee at all times except as this responsibility is specifically delegated to others.
8. Be responsible for the orderly conduct of all Committee meetings.

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order, or seek the Committee's permission to modify that 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 procedural inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the vice-chairman

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

Duties of the Superintendent

The Superintendent shall be appointed by the Committee as provided by law and shall perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as majority of the Committee may direct. He/she 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.

Duties of the secretary

The secretary, who shall be appointed by the Committee and who shall be under the supervision of the Superintendent or his/her designee, will create an accurate journal of all Committee meetings, votes, orders, and proceedings. This journal will be considered part of the permanent records of the Committee, under the care of the Superintendent.

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

CROSS REF: B-15 School Committee officers and appointed officials

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SCHOOL COMMITTEE/SUPERINTENDENT RELATIONS

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

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 Committee for advice and direction.

The Superintendent will assist the School Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

For its part, the School Committee will consult with the Superintendent on all matters concerning the school system. It will recognize his/her responsibility for all executive functions, refrain from handling any administrative details, and recognize the Superintendent's authority commensurate with his or her responsibilities. The Committee will support the Superintendent in actions which conform to proper professional standards and the policies of the Committee, and assist his/her office in defending established lines of authority and channels of communication.

**CROSS REF: BBA SCHOOL COMMITTEE POWERS AND DUTIES
BCA SCHOOL COMMITTEE MEMBER ETHICS
B-6 School Committee/Superintendent relations**

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SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee may establish special subcommittees of the Committee, according to the following guidelines.

Any such subcommittee shall be designated as either a "policy subcommittee" or an "advisory subcommittee." The former category shall comprise subcommittees intended to develop a policy or policies to meet a specific need. The latter category shall comprise subcommittees intended to provide ongoing expertise to the Committee or administration, with the exception of the Student Advisory Committee, which is governed by the terms of the Massachusetts General Laws.

Subcommittees of the Committee may be proposed either by any member of the Committee or by the Superintendent. Any such proposal shall include a clear written statement of purpose for the proposed subcommittee (including its designation as either a policy subcommittee or an advisory subcommittee). The subcommittee will be established for the stated purpose by an affirmative vote by a majority of the Committee.

Upon establishment of a subcommittee, and after consultation with the proponent(s) of the subcommittee's establishment and the Superintendent, the chairman of the School Committee shall nominate its membership. The membership of a policy subcommittee must include at least one School Committee member, who may ultimately bring the work of the subcommittee to the table as a policy proposal. 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.

Included in the chairman's nomination package shall be details (if any) about the length of service of individual members, resources to be provided to the subcommittee either by the School Committee or the administration, and/or approximate dates on which the School Committee expects to see progress reports or other results of the subcommittee's efforts. These nominations and details (if any) also shall be confirmed by a majority vote of the School Committee.

Subcommittees of the School Committee shall work with the chairman of the School Committee to define an effective working relationship with the administration, recognizing that 1) the administration's time is limited, 2) the administration may be able to provide information and other valuable resources, and 3) any recommendations made by the subcommittee are more likely to be acted upon favorably if they have the administration's support.

Subcommittees of the School Committee are subject to all provisions of the Massachusetts "open meeting" law, as well as all relevant policies of the School Committee. A subcommittee may be dissolved by a vote of the School Committee at any time, and will be dissolved by a vote of the Committee upon completion of its assignment.

**CROSS REF: BEDG EXECUTIVE SESSIONS
B-27 Subcommittees of the School Committee**

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FINANCE SUBCOMMITTEE

Goals

The finance subcommittee shall meet regularly to review warrants, advise the Assistant Superintendent for Business in; (1) the identification and presentation of school capital needs, (2) the review of the annual budget, (3) review of appropriate financial reports, and other financial matters as requested by the Chairman or three members of the School Committee.

Membership

This subcommittee shall consist of not less than two (2), or not more than three (3), members of the School Committee. The Chairman shall have the responsibility for defining the composition of and forming the group. Said nominees of the Chairman must be presented at an open School Committee meeting and appointed by a majority vote of the School Committee.

Procedures

This subcommittee shall meet as needed but at least quarterly. This subcommittee shall be a standing advisory committee. It shall be reorganized after annual town elections, but prior to the end of the current school year. This committee can be dissolved only by a majority vote of the School Committee.

CROSS REF: BDE/BDF SUBCOMMITTEES OF THE SCHOOL COMMITTEE
B-27 Subcommittees of the School Committee

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SCHOOL COUNCILS

The School Committee believes 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 that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the Milton Public Schools.

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 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:

1. Assist in the identification of the educational needs of the students attending the school;
2. Make recommendations for the development, implementation and assessment of the curriculum accommodation plan;
3. Assist in the review of the school building budget; and
4. Assist in the formulation of an annual School Improvement Plan.

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

REC'D: NESDEC

1st Reading:

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Proposed reconsideration:

SCHOOL ATTORNEY

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his or 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 Committee may also retain an attorney or law firm to provide additional legal services, including (for example) assistance with labor relations. At the discretion of the Committee, any such retainer relationship with an individual lawyer or law firm may be reviewed on an annual basis.

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him. He/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.

Both the Superintendent and the chairman are authorized to seek legal advice or assistance on behalf of the school system, and shall do so if a majority of the Committee so requests. Individual members of the Committee may request legal advice or assistance only if either the chairman or a majority of the Committee authorizes such action. However, if three (3) members of the Committee request that an issue be presented to legal counsel, the chairman shall do so, and shall report back the results of that inquiry to the full 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 or she will advise the Committee, and seek either initial or continuing authorization for purchasing such services.

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

CROSS REF: B-16 School attorney

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REGULAR AND SPECIAL MEETINGS OF THE SCHOOL COMMITTEE

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

Regular meeting: the usual official legal action meeting. Regular meetings of the Committee are held on the first and third Tuesday of the month during the regular school year, at 7:00 p.m. or such other hour as is designated by the chairman and is acceptable to a majority of the Committee. Meetings will be called as needed over the summer months.

The Committee will consider no new topics after 10:30 p.m., unless a majority of the Committee votes to extend a particular meeting upon the introduction of the first new agenda item after 10:30 p.m. In the event that a majority of the Committee fails to approve such an extension, the Committee shall complete the ongoing business at hand, and then consider a motion to adjourn.

The members of the Committee and the Superintendent shall conduct the business of the meeting as expeditiously as prudence and good order permit. Committee members shall refrain from introducing new or unrelated topics into discussions of items on the formal agenda. Items under New Business shall be referred to the School Committee chair, or the Superintendent, by noon on the day of the meeting. Items may be deferred to the next meeting at the discretion of the chair. Committee members and members of the administration shall focus on the discussion at hand, addressing their comments and questions to those present at the table. They shall refrain (for example) from engaging members of the audience in dialogue, "playing to the cameras," or otherwise failing to promote the efficient conduct of the Committee's business.

Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics. The chairman may, and at the request of three (3) members of the Committee shall, call special meetings of the Committee.

In the case of both regular and special meetings, a quorum of the Committee must be present for a meeting to be convened and for business to be conducted. A majority of the Committee shall constitute a quorum.

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.

CROSS REFERENCE: B-9 Regular and Special Meetings of the School Committee

LEGAL REF: M.G.L. 39: 23A, B, C

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EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The chairman (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 chairman or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only for the following purposes which are more thoroughly set forth in Chapter 39, Section 23B of the Massachusetts General Laws:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, provided that the individual involved has been notified by the Committee at least 48 hours prior to the executive session. Such an individual may be present with counsel. At the request of such an individual, however, such deliberations must be held in open session.
2. To consider the discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee or student, or other individual, provided that the individual involved has been notified by the Committee at least 48 hours prior to the executive session. At the request of such an individual, however, such deliberations must be held in open session.
3. To discuss strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect on the bargaining or litigating position of the governmental body. Collective bargaining may also be conducted.
4. To discuss the deployment of security personnel or devices.
5. To investigate allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. To consider proposed transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee and another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for the Superintendency, but only if it can be determined that an open meeting for this purpose would have a detrimental affect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Such minutes will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification at least once each year.

CROSS REF: B-14 Executive Sessions

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

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Proposed reconsideration:

**NOTICE OF SCHOOL COMMITTEE
AND SUBCOMMITTEE MEETINGS**

As required by law, a minimum of 48 hours' (not to include Sunday) advance notice will be given for any meeting of the School Committee, and all subcommittee meetings. This comprises both notification of Committee and subcommittee members and notification of the public.

Notification of the dates, times, and places of regular and special meetings will be accomplished by periodic publication of the schedule for the ensuing months in appropriate media and according to procedures developed by the Superintendent, and also by notifying the Milton Town Clerk at least 48 hours in advance of each regular and special meeting.

The only exception to the procedures outlined above is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

CROSS REF: B-10 Notice of School Committee meetings

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

Original adoption: November 1997

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

AGENDA FORMATS AND CONTENT

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

The Committee will follow the order of business established by the agenda, except in cases where the chairman secures the Committee's permission to rearrange the order for the convenience of individuals appearing before the Committee, or to otherwise expedite Committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items will be at the discretion of the chairman, who shall not use this discretion unreasonably. (Policy proposals made by School Committee members shall be exempted from this restriction.) A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda, together with supporting materials, will be distributed to Committee members at least three days prior to the meeting to permit adequate time to prepare for the meeting. Through procedures developed by the Superintendent, agendas will be posted and made available to the press.

CROSS REF: B-11 Agenda formats and content

Revised: November 1997
1st Reading:
2nd Reading:
Adoption:
Proposed reconsideration:

AGENDA FORMAT

Placeholder for sample agenda

1st Reading:
2nd Reading:
Adoption:
Proposed reconsideration:

RULES OF ORDER AND VOTING METHOD

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

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

All votes of the Committee in open session will be taken by means of a show of hands. Any member of the Committee, however, may request a call of the roll so that the ayes and nays will be recorded in the minutes. This privilege shall not be used, however, to impede the conduct of the public's business.

All votes of the Committee in executive session shall be by roll call vote and recorded in the minutes.

All actions will require a majority vote of all members present and voting except as state law or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

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

CROSS REF: B-12 Rules of Order

Original adoption: November 1997

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of those actions. Therefore, the secretary of the 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 minutes from the last regular and each subsequent special meeting.
2. Names of the members present or absent.
3. A complete record of official actions taken by the 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 the Committee. Minutes of public meetings will be in the custody of the Superintendent who will make them available to interested citizens upon request.

CROSS REF: B-13 Minutes

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

Original adoption: November 1997

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

The Milton School Committee invites Milton residents to attend its meetings so that they may become better acquainted with the operations and the programs of the Milton Public Schools. All regular and special meetings of the Committee are open to the public. (Executive sessions will be held only as prescribed in Policy BEC and by the Statutes of the Commonwealth of Massachusetts.)

In addition, the Committee wants to hear the ideas and suggestions of Milton residents. In keeping with this goal, the Committee reserves up to the first 15 minutes of each of its regular meetings for "Citizens Speak."

In order to hear from as many Milton residents as possible, and also to enable the Committee to conduct the business of the Milton Public Schools in an orderly manner, the following rules and procedures are adopted:

1. The length of Citizens Speak shall not exceed fifteen (15) minutes, unless it is extended by the chairman. It shall not exceed thirty (30) minutes except by a vote of the majority of the Committee.
2. At the beginning of each regularly scheduled Committee meeting, Milton residents shall be invited to address the Committee. The chairman of the Committee shall instruct those Milton residents who wish to speak to sign in on the "Citizens Speak" sign-up sheet. He/she shall call to the attention of prospective speakers this policy, copies of which shall be available next to the sign-up sheet, and emphasize both that:
 - the Committee is interested in hearing citizens' views; and
 - Citizens Speak is not intended to serve as a dialogue.
3. Citizens signing up to speak shall provide both their names and Milton addresses.
4. Speakers will be allowed up to three (3) minutes to present their material, although the chairman may extend this time limit. Speakers may offer such opinions of school operations and programs as concern them. In public session, however, the Committee will not hear personal complaints about any member of the school community.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order, and shall be ruled so by the chairman. If a speaker persists in improper conduct or remarks, the chairman may terminate that individual's privilege of address.
6. All remarks from citizens will be addressed to the chairman of the meeting.
7. Because policy-making requires time for deliberation and input from many sources, Committee members and administrators shall normally refrain from responding "on the spot" to citizens' remarks. If a Committee member feels compelled to make such a response, however, he or she shall address that response (normally not to exceed a minute in length) to the chairman of the meeting. From time to time the chair may ask administrators present to respond.

8. Written comments that would require more than three (3) minutes to read should be presented to the Committee either before or after the meeting for review and consideration at an appropriate time.

CROSS REF: B-18 Public Participation at School Committee Meetings

Original adoption: January 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS

Through the facilities of public television, the School Committee seeks to meet the needs of the community and to better educate citizens about the schools by televising School Committee meetings whenever possible.

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special School Committee meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used; and
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Committee members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given.

The Milton Public Schools will also utilize the facilities of cable television in interpreting and promoting its various programs.

REC'D: NESDEC

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SPECIAL PROCEDURES FOR CONDUCTING PUBLIC HEARINGS

In conducting all public hearings required by law, as well as any other public hearings it deems advisable, the School Committee will:

1. Give due and public notice in conformance with statutory requirements, and publicize the meeting in the media.
2. Make available printed information regarding the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy, as stated below.

The chairman of the Committee (or in the absence of the chairman, the vice chairman) will preside at the hearing.

The public will be informed at the beginning of the hearing about the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed in order to give citizens in attendance a reasonable chance to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee or by others for the Committee. To comment, citizens must be recognized by the chair. Their remarks must be addressed to the chair, and must be germane to the topic. To assure that all who wish get a chance to speak, the chair will make every reasonable effort to recognize persons who have not yet commented during the hearing before recognizing persons who have already spoken.

LEGAL REF: M.G.L. 71:38M

CROSS REF: B-19 Special Procedures for Conducting Public Hearings

Original adoption: February 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

POLICY DEVELOPMENT

The Milton School Committee develops written policies to serve as guides for discretionary action by Milton Public Schools administration and staff.

The formulation and adoption of these written policies will constitute the basic method whereby the 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 Committee will exercise its statutory authority.

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

Any member of the Committee may submit either a written revision to an existing policy or a new policy for consideration by the Committee. Alternatively, any member of the Committee may seek the approval of a majority of the Committee to direct the administration to prepare a new or revised policy for consideration by the Committee. Policies also may be proposed at the initiative of the administration. Finally, policies may be suggested for adoption by duly constituted subcommittees of the Committee, but such policies must be presented either by members of the Committee or the administration.

CROSS REF: B-20 Policy development

Original adoption: February 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

POLICY ADOPTION

The adoption of new policies or the amendment of existing policies governing the Milton Public Schools is solely the responsibility of the Milton School Committee.

Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Committee, and only when such action has been scheduled on agendas of regular or special meetings of the Committee as described below.

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 included in Committee members' informational packets, and will be presented to the Committee for two readings as an agenda item, in the following sequence:

First reading

Under "School Committee reports, requests, and unfinished business," the proponent(s) of the proposed policy will explain its purpose. If there is a report from an advisory Committee or subcommittee, it will be heard at this time. The Superintendent may be called upon to offer a preliminary response to the proposed policy. Members of the Committee shall pose questions and make suggestions for any redrafting as necessary.

Second reading

The second reading shall normally be designated an "Action item" on the agenda of the first regular meeting of the Committee after the first reading of the proposed policy. (Exceptions may be made if the proponent of the policy, the Superintendent, and the chairman jointly agree to such a delay.) At this meeting, the Committee will discuss the proposed policy, ask for and consider the Superintendent's recommendation regarding adoption of the policy, and then either adopt or reject the policy. Amendments to the policy at this action stage will not require repetition of the sequence, unless a majority of the Committee so directs.

The Committee may dispense with the above sequence only to respond to an "emergency condition," as defined by the Superintendent. In such cases, the second-reading procedure outlined above shall be followed, and policy adoption shall still require an affirmative vote of a majority of the members of the Committee.

Policies will be effective upon the date of their adoption unless otherwise noted by the Committee. On the recommendation of the Superintendent, the Committee will consider deferring the effective date of a given policy if, in the opinion of the Superintendent, persons affected by the policy need an opportunity to become familiar with its contents prior to its implementation.

CROSS REF: B-21 Policy adoption

Original adoption: March 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

POLICY REVIEW AND REVISION

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-making, the Committee will review its policies on a regular basis.

The 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 and the Committee share a continuing responsibility to keep policies complete and up to date. The chairman (or his/her designee) shall take responsibility for ensuring that policy updates from the Massachusetts Association of School Committees or other sources are brought to the attention of the Committee for review and action (as necessary).

The School Committee directs the Superintendent to maintain an up-to-date electronic version of the policy book, to periodically recall all outstanding printed policy books for administrative updating and Committee review, and in the interim to provide copies of newly adopted or revised policies for inclusion in all outstanding policy books.

CROSS REF: B-22 Policy review and revision

Original adoption: March 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SCHOOL COMMITTEE REVIEW OF REGULATIONS

The Superintendent and administrative staff are charged with issuing regulations as needed to implement policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee will not formally approve regulations except 1) as required by state law, or 2) requested to do so by the Superintendent, or 3) upon referral from a school site council when regulations are thought to deviate from existing school policy. The Committee may review the regulations developed by the Superintendent for the school system when they appear to be inconsistent with policy, goals, or objectives of the school system. It will direct the Superintendent to revise such regulations, however, only when in the judgment of a majority of the Committee those regulations are inconsistent with policies adopted by the Committee.

Under Massachusetts law, the Superintendent is required to publish the school system's rules and regulations pertaining to the conduct of teachers and students. 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, which will be made available to Committee members upon request.

CROSS REF: B-25 School Committee Review of Regulations

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

Original adoption: March 1998
1st Reading:
2nd Reading:
Adoption:
Proposed reconsideration:

POLICY DISSEMINATION

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

The Committee's policy book will be considered a public record and will be available for inspection at the Superintendent's office, and in any other public place where the Superintendent may choose to put a copy. *In addition it will be posted on the Milton Public Schools web page.* Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. The Committee's intent, subject to interpretation by the Superintendent, is that the policy book shall be accessible at least in every school building, either in published or electronic form.

All policy books remain the property of the Committee. They will be considered "on loan" to the individuals or organizations in whose possession they might be at any time. Policy books are subject to recall at any time deemed necessary for purposes of updating.

At the discretion of either the Committee or the Superintendent, a policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

CROSS REF: B-23 Policy dissemination

Original adoption: March 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

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.

Staff communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the 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 Committee's 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 Committee authorization.

CROSS REF: B-28 School Committee/staff communications

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

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 the 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 sparingly and 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, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the 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 REF: M.G.L 4:7; 39:23A, 23B; 66:10

REC'D: NESDEC

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

Each newly elected member of the Committee will be given a copy of the Committee's policy book, as well as selected materials on School Committees, including the Massachusetts Association of School Committees' handbook for members, the General Laws of Education Relating to School Committees and, as noted in policy BBB, newly qualified members of the Committee will receive from the Town Clerk, and sign a receipt for, a copy of the Massachusetts Open Meeting Laws..

New members also will be encouraged to attend meetings or workshops specifically designed for new School Committee members. School Committee members, within one (1) year after their initial election or appointment, shall complete at least 8 hours of orientation concerning the responsibilities of their office at no cost to individual School Committee members. The orientation shall include but not be limited to a review of school finance, the open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations and the roles and responsibilities of school committee members. Upon completion of the orientation notice thereof shall be filed with the clerk of the city or town where the School Committee member resides. The School Committee and Superintendent will help each newly elected member learn the Committee's functions, policies, and procedures.

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

LEGAL REF: MGL 71:36A

CROSS REF: B-31 New School Committee Member Orientation

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

The School Committee encourages its members to participate in appropriate School Committee conferences, workshops, and conventions, as part of a larger emphasis on providing training and development for its members. But public dollars and the time of individual members are limited. Therefore, the Committee observes the following principles and procedures:

1. A calendar of School Committee conferences, conventions, and workshops in Massachusetts and at the national level will be maintained jointly by the chairman and the Superintendent or their designees. Based on this calendar, the Committee will periodically decide which meetings appear to offer the greatest potential benefits to the school system.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When cost is a serious constraint, the Committee will designate which of its members would be the most appropriate to participate at a given meeting. Conversely, if a member or members have the opportunity to attend an out-of-state conference at little or no cost to the Milton taxpayer, they are encouraged to do so. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
3. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.
4. At least annually, the Committee will identify those new ideas or procedures that can be ascribed to participation at such meetings.

CROSS REF: B-29 School Committee conference, conventions and workshops

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

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The members of the School Committee shall serve without compensation, unless the Milton Town Meeting should determine otherwise. No member of the School Committee shall be eligible for employment in the Milton Public Schools, or in any collaborative or other regional programs in which Milton participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from funds budgeted for that purpose, so long as the expense is approved in advance by the School Committee chair.

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.

CROSS REF: B-32 School Committee member compensation and expenses

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

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The School Committee, as an agent of the state, necessarily operates within the bounds of state and federal laws affecting public education. But in order to meet its responsibilities to the residents and students of Milton, the Committee works vigorously for the passage of new laws designed to advance the cause of good schools, and also for the repeal or modification of existing laws that impede this cause.

To this end, the 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.

Work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.

Annually designate a person or persons to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts legislature or the United States Congress or their respective Committees. In all dealings with individual elected representatives, the Massachusetts legislature, or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

SCHOOL COMMITTEE MEMBERSHIPS

The Committee may maintain memberships in the national, state, and regional School Committees (boards) associations and (within the constraints of time and budget) take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Superintendent or the Committee finds to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be disseminated and used to the best advantage of the Committee and the staff. At least annually, the Committee will identify those new ideas or procedures that can be ascribed to such memberships.

Original adoption: April 1998

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration: