

# **SECTION B-BOARD GOVERNANCE AND OPERATIONS**

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## **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

Adoption: January 24, 2005

## **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

Original Adoption: November, 1997  
Adoption: January 5, 2005  
Reapproved: November 28, 2012

## **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 and practices and to employ a staff to implement its directions for the proper education of the children of the community.

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

1. Legislative or 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 goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational program.

### **Personnel Matters**

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

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

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.

SOURCE: MASC

Original Adoption: November, 1997

Reapproved: September 27, 2017

## **SCHOOL COMMITTEE MEMBERSHIP QUALIFICATIONS/OATH 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.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Town Clerk.

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

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.

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

Original Adoption: November, 1997

First Reading: September 6, 2017

Second Reading: September 27, 2017

**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. Interested residents of the town may have the opportunity to state their candidacy no less than one week after this notice. 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.

The workload 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

Original Adoption: November, 1997

Adoption: January 24, 2005

Reapproved: November 28, 2012

## **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. 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
6. 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. Respect the time and workload of the administration with whom we interact.
4. Give the Superintendent 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 must preface any meeting or transaction with staff where they are advocating for their own child that they are not there in the capacity as a School Committee member but to advocate for his/her own child.

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

Original Adoption: November, 1997  
Adoption: January 24, 2005  
Reapproved: November 28, 2012

## **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

Original Adoption: November, 1997

Adoption: January 24, 2005

Reapproved: November 12, 2012

**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 Chairman of the School Committee, 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

Original Adoption: December, 1997

Adoption: January 24, 2005

Reapproved: March 27, 2013

**SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

The Milton School Committee shall appoint members to subcommittees following their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. A majority of the subcommittee members shall constitute a quorum. Subcommittees consist only of school committee members.
5. The tenure of approved subcommittee members shall end at the next annual School Committee organization meeting. However, subcommittee members may be reappointed.
6. The subcommittee may make recommendations for School Committee action, but it may not act for the School Committee.
7. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

SOURCE: MASC

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [BEC](#), Executive Sessions

First Reading: October 25, 2017

Second Reading: January 3, 2018

## **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

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

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable. At least one School Committee member shall be appointed to each advisory committee.
4. The School Committee chairperson, subject to the approval by the Committee, will appoint the advisory committee chairperson and its members. The advisory committee chair shall be a School Committee member. Appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. A majority of the advisory committee shall constitute a quorum. For an advisory committee to conduct business a quorum containing at least one School Committee member must be present.
6. The tenure of approved advisory committee members shall end at the next School Committee annual organization meeting. However, advisory committee members may be reappointed.
7. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.

- d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
8. Recommendations of committees will be based upon research and fact.
9. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.
10. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

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

SOURCE: MASC

LEGAL REF.: M.G.L. [30A:18](#)-25

CROSS REF.: [JIB](#), **BDE**

First Reading: October 25, 2017

Second Reading: January 3, 2018



**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

Reapproved: March 27, 2012

**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 will be held twice monthly during the regular school year. 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

Original Adoption: November, 1997

Adoption: January 24, 2005

Reapproved: March 27, 2013

## **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 by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The 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 ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
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 public body.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;

6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or specific law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however that this cause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
  - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
  - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided:
  - a. in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164;
  - b. in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164; or
  - c. in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164;
  - d. when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

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 Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

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

SOURCE: MASC

LEGAL REFERENCE: MGL 30A:21; 30A:22

CROSS REFERENCE: BDE, Subcommittee of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

Original Adoption: December, 1997

Adoption: January 24, 2005

Reapproved: December 5, 2012

## **BEDA**

### **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, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). 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.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

**NOTE: Notification to the public as well as to School Committee members can be included under this code.**

First Reading: September 27, 2017

Second Reading: October 4, 2017

Approved: October 4, 2017

## **BEDB-E**

### **AGENDA FORMATS AND CONTENT**

The Superintendent, conferring with the chairman of the School Committee, will arrange the order of items on meeting 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.

**NOTE: When a 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.**

CROSS REF: B-11 Agenda formats and content

Original Adoption: January 24, 2005

Reapproved: October 4, 2017

**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

Adoption: January 24, 2005

Reapproved: March 27, 2013



## **BEDG**

### **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.

The Open Meeting law requires public bodies to approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next three meetings or 30 days, whichever occurs latest, will have approved the minutes in a timely manner.

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

Reapproved: April 3, 2013

1<sup>st</sup> Reading: January 17, 2017

2<sup>nd</sup> Reading: February 7, 2018

Reapproved: February 7, 2018

## **BEDH**

### **PUBLIC COMMENT 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. Speakers will be allowed up to three (3) minutes to present their material, although the chairman may extend this time limit.
3. 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.
4. Citizens signing up to speak shall provide both their names and Milton addresses.
5. Speakers may offer such opinions of school operations and programs as concern them but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff member.
6. 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.

7. All remarks from citizens will be addressed to the chairman of the meeting.
8. If a Committee member feels compelled to make a response to a citizen's speak, 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 at the end of the meeting.
9. 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 appropriated time.

Original Adoption: January 1998

Reapproved: October 4, 2017

**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

Adoption: January 24, 2005

Reapproved: April 3, 2013

## **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

Adoption: January 24, 2005

Reapproved: April 3, 2013

## **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.

In general, policy revisions or new policies are suggested for adoption by the Policy Subcommittee of the School Committee. Any member of the Committee may submit either a written revision to an existing policy or a new policy for consideration to the Subcommittee. Policies also may be proposed at the initiative of the administration.

CROSS REF: B-20 Policy development

Original Adoption: February, 1998

January 24, 2005

Reapproved: April 3, 2013

## **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

First Reading May 11, 2016

Second Reading May 25, 2016

Approved: May 25, 2016

**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



## **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

**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

**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. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand 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.

SOURCE: MASC - Reviewed 2022

First Reading: May 10, 2023

Second Reading: May 24, 2023

## **BHE**

### **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), text messages, social media postings, 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 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 Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. 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.

SOURCE: MASC July 2016

LEGAL REF.: M.G.L.[4:7](#); [30A:18-25](#), [23B](#); [66:10](#)

First Reading: October 25, 2017

Second Reading: November 9, 2017

**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 elected or in special cases appointed members of the Committee will receive from the Town Clerk, and sign a receipt for, a copy of the Massachusetts Open Meeting Laws.

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\

Adoption: January 2005

**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

Adoption: January 24, 2005

## **BID**

### **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

Adoption: January 24, 2005

**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.

Adoption: January 24, 2005



## **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.

Adoption: January 24, 2005