

Berkley Public Schools

OFFICIAL NAMES AND CLASSIFICATIONS

Policy #1000

1. The Official Policy Manual is applicable to the Berkley Public Schools.
2. The official names of the school buildings are as follows:

Berkley Community School

Berkley Middle School

Adopted: May 8, 1973
Amended: September 9, 1991
Amended: March 19, 2001
Reviewed: Jan. 26, 2009

Berkley Public Schools

LEGAL BASIS OF TOWN SCHOOLS

Policy #1100

1. Towns in Massachusetts are required by law to establish and maintain elementary schools. In addition towns of “five hundred families or householders” or more are required to establish and maintain a high school.
2. If a waiver of the law requiring a high school is desired, there is a vote of the School Committee to do so.

Adopted: May 8, 1973
Amended: September 9, 1991
Amended: March 17, 1997
Reviewed: Jan. 26, 2009

Berkley Public Schools

PHILOSOPHY STATEMENT OF BERKLEY SCHOOLS

Policy #1130

The MISSION of the Berkley Public Schools is to provide each student with the values, knowledge and skills needed to reach his or her full potential, maximize achievement and show responsibility in interacting with others in our diverse society. Berkley students will learn that accountability earns respect and that respect leads to dignity. We will provide a learning environment in which each child is provided with many opportunities to become lifelong learners, to solve problems, and encouraged to think creatively.

Approved: July 1, 1986

Revised: June 1990

Amended: March 19, 2001

Amended: March 16, 2009

Berkley Public Schools

Objectives

Policy #1131

Goal #1: To support budgets that provide for the educational needs of Berkley Public Schools including:

- a) reduction and maintenance of small class size,
- b) addition of programs,
- c) integration of technology.

Goal #2: To provide time to allow all instructional staff to develop best practice strategies for curriculum and assessment pedagogy.

Goal #3: To improve MCAS performance as specified in the 2008/09 School Improvement Plans.

Goal #4: To increase communication with parents and all staff associated with the Berkley Public Schools.

~~1. To continue to emphasize the basic skills.~~

~~2. To continue to review and revise curricula on a rotating five-year cycle.~~

~~3. To continue to foster a sound educational climate.~~

~~4. To further develop a sense of school community and to draw more parents into an active role in his/her child's education.~~

~~5. To continue to develop a program to improve pupil self-image, a concern for the rights of others, and an acceptance of a respect for authority.~~

~~6. To work toward an easy transition and adjustment between grade levels for both regular and special education students, with particular care paid to the transition from eighth grade in Berkley to ninth grade in other school systems.~~

~~7. To continue to coordinate effectively the efforts of support and resource personnel.~~

~~8. To provide enrichment programs in order to enhance the instructional environment for all students.~~

~~To continue to foster open communication among staff members and administration through the department head model.~~

| Approved: June 1990

| Adopted: October 21, 1991

| Amended: March 16, 2009

Berkley Public Schools

COMMITMENT TO ACCOMPLISHMENT

Policy #1135

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, the School Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

Approved: Dec. 18, 2006

Reviewed: Jan. 26, 2009

Berkley Public Schools

NEGOTIATION AGREEMENTS AND SCHOOL COMMITTEE POLICIES*

Policy #1140

1. The term “*negotiations*” generally refers to any discussion between two or more parties for the purpose of settling some matter or otherwise reaching agreement. For the purpose of this policy, however, “*negotiations*” is defined as bilateral bargaining, *i.e.*, formal discussions between two parties for reaching agreement.
 - a) The Committee will negotiate in good faith on appropriate concerns. It will deal with staff negotiating units openly and fairly, and will sincerely endeavor to reach agreement on items being negotiated, that are proper for negotiation. Nothing in negotiations will abridge the Committee’s legal responsibilities nor will any staff member’s rights and privileges under state statutes be impaired.
 - b) It is the intent of the Committee to utilize negotiations procedures which achieve the following goals:
 - i) To guarantee employees that they will receive a thorough study of their proposals as well as full considerations in reaching decisions related thereto.
 - ii) To meet all legal requirements of this state’s statutes.
2. Principles Guiding Negotiating Procedures
 - a) All policies, plans, and regulations, as well as the work of every employee of the school district, are directed toward the main goal of the system--the education of the individual child.
 - b) The purpose of the School Committee is to provide education of the highest character for the residents of the district in which the Committee operates, taking into account the needs and desires of the people of the district and their ability and willingness to support such a program of education.
 - c) The Committee’s legal authority issues directly from the state constitution as it is expressed through the state legislature and through the votes of the qualified electors within the boundaries of the school district.
 - d) It is the School Committee’s responsibility to negotiate in good faith with respect to wages, fringe benefits, contracts, hours, working conditions, and grievance procedures.

- e) The Committee will deal openly and fairly in a sincere endeavor to reach agreement on terms and items being negotiated.
3. Under the laws of Massachusetts, the School Committee has final responsibility for establishing the educational policies of the public schools, for the management of said schools, and for directing their operation--a responsibility which includes the following:
- The duty to maintain public elementary and secondary schools and such other educational activities as it finds will best serve the interests of the community;
- a) To decide the need for school facilities, to determine the care, maintenance, and operation of buildings, lands, apparatus, and other property used for school purposes;
 - b) To employ a superintendent to manage the school system in a manner consistent with state law and School Committee policy;
 - c) To prescribe rules for the management, studies, classification, and discipline for the public schools;
 - d) To prepare and submit budgets to the Town Meetings, and, in its sole discretion, expend monies appropriated by the Town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem necessary;
 - e) To exercise such other authority, rights, and powers conferred upon the Committee by the laws of Massachusetts and the rules and regulations of any pertinent agency of the Commonwealth.
4. As to every matter expressly not covered by any agreement with an employee group, and except as expressly or directly modified by clear language in a specific provision of any agreement, the School Committee retains exclusively to itself all rights and powers that it has or may hereafter be granted by law and shall exercise the same without such exercise being made the subject of the grievance and arbitration provisions of any agreement.
5. The School Committee has the sole and exclusive right and responsibility to promulgate reasonable rules and regulations pertaining to the employees covered by any negotiated agreement, except that such rights will not be exercised so as to conflict with any provision of any negotiated agreement.

Reference

*Adapted from policy suggested by Massachusetts Association of School Committees, January 5, 1973, and National School Board Association information, 1991.

Adopted: November 18, 1991

Amended: March 17, 1997

Reviewed: Oct. 3, 2005; Jan. 26, 2009

Berkley Public Schools

SEXUAL HARASSMENT/HARASSMENT

Policy #1145

It is the policy of the Berkley Public Schools, as well as state and federal law, that sexual harassment of a student, present or prospective employee, visitor, or any other individual associated with the school system, shall not be tolerated.

It shall be a violation of this policy for any employee of the Berkley Public Schools to harass another employee, adult member of the school community, student, applicant for employment, or other person with business to conduct with the Berkley Public Schools, through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students, employees, adult members of the school community, applicant for employment, or other persons with business to conduct with Berkley Public Schools, through conduct or communication of a sexual nature as defined below.

Berkley Public Schools recognizes that harassment can also include verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, or disability. The standards outlined in this policy apply with equal force to such harassment. Any person who believes that he/she has been the victim of sexual harassment/harassment may seek redress through the Sexual Harassment/Harassment Complaint Procedure.

Please note that while this policy sets forth the goals of promoting a workplace and school environment that is free of sexual harassment/harassment, the policy is not designed or intended to limit the authority to discipline or to take remedial action for workplace or school conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment/harassment.

1. DEFINITION

Title IX of the Federal Education Amendments of 1972 (20 USC 1681) states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”*

Chapter 151C s. 1(e) of the Massachusetts General Law defines sexual harassment as follows:

“Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges, or placement services, or as a basis for the evaluation of academic achievement; or (2) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating, or sexually-offensive educational environment.”

As such, sexual harassment can be viewed as unwelcome advances, requests for sexual favors, and other inappropriate conduct of a sexually harassing nature.

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or success as a student;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- verbal harassment or abuse,
- pressure for sexual activity,
- repeated remarks or phone calls to a person, with sexual or demeaning implications,
- unwelcome touching,
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.
- display of posters, graffiti, gestures, and inappropriate use of jokes or language of a sexual nature,
- discussions of an individual's sexual activity.

The above definitions apply both to the educational environment and workplace environment. Both males and females may be subject to sexual harassment/harassment. Sexual harassment/harassment, as defined above, may occur student-to-student, staff-to-student, student-to-staff, or staff-to-staff.

2. RESPONSIBILITIES

It is the duty of all students and staff of Berkley Public Schools to assist in creating a positive school climate of respect and decency and to model valued behaviors, attitudes, and beliefs. To maintain a learning and working environment that is free from sexual harassment/harassment, each member of the school community is responsible for the following:

- Ensuring that his/her behavior does not sexually harass/harass any other member of the school community, as outlined above;
- Cooperating in the investigation of alleged sexual harassment/harassment by providing information concerning the matter; and
- Actively participating in the Berkley Public Schools' efforts to prevent sexual harassment/harassment in the schools.

Employees are responsible for monitoring the workplace to keep it free from sexual harassment/harassment, and for reporting to the Sexual Harassment/Harassment Officers any complaint of sexual harassment/harassment reported to them. Any individual covered by this policy who is aware of sexual harassment/harassment and fails to act in accordance with school policy and procedure will be subject to verbal and/or written warning and/or reprimand.

Any employee or student bringing a complaint or otherwise reporting sexual harassment/harassment or cooperating in an investigation is assured that such action will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

3. SEXUAL HARASSMENT/HARASSMENT OFFICERS

Each school will have a sexual harassment/harassment officer that is appointed by the Superintendent. Each officer will be vested with the authority and responsibility of

processing sexual harassment/harassment complaints in accordance with the procedures outlined below. If any sexual harassment/harassment officer is the subject of a complaint, the complainant should report the complaint directly to the Superintendent.

4. SEXUAL HARASSMENT/HARASSMENT COMPLAINT PROCEDURES

It is important to remember that sexual harassment/harassment, or the existence of a sexually-hostile environment is determined from the viewpoint of a reasonable person in the victim's situation. When an individual complains about sexual harassment/harassment or a sexually-hostile environment, school officials will assess all the facts and circumstances from that viewpoint.

A formal complaint may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights, as outlined in this policy, have been violated.

A written complaint shall be filed with one of the Sexual Harassment/ Harassment Officers. In the case of a student, the complaint may initially be discussed with any responsible adult with whom the student is comfortable. This adult will then serve as the liaison between the student and the Sexual Harassment/Harassment Officer. Any complainant has the option of filing his/her complaint directly with the Superintendent of Schools.

Any written complaint shall be investigated promptly. Within a maximum of 10 school days from the receipt of the complaint, the Sexual Harassment/Harassment Officers will conduct an investigation which will consist of, but not be limited to, the following actions:

- Interview(s) with the complainant,
- Interview(s) with the individual alleged to be the harasser,
- Interview(s) with other employees, students, or witnesses,
- Interview(s) with other individuals at the discretion of the Sexual Harassment/Harassment Officers,
- Review of pertinent records.

5. FALSE COMPLAINTS

False complaints of sexual harassment/harassment are treated seriously by the Berkley Public Schools. It should, therefore, be noted that anyone making false or malicious complaints may have disciplinary action taken against him/her up to and including dismissal or expulsion.

6. SANCTIONS

If the Sexual Harassment/Harassment Officers determine that sexual harassment/harassment has occurred, they will take action to end the harassment and to ensure that it is not repeated. Remedial actions will depend upon the severity of the incident(s).

Because of the private nature of certain incidents, and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems, where appropriate, on an informal basis.

At the informal level, efforts will be aimed toward sensitizing the person at fault to the effects of such behavior, to be constructive, and not unduly punitive, in disciplinary action. An informal resolution may consist of an admission of guilt, an acknowledgment of verbal warning, a promise to not commit such abuse again, and/or a letter of apology.

If informal resolutions are not adhered to, or if allegations involve conduct for which informal resolutions are not appropriate, the Sexual Harassment/Harassment Officers may deem it necessary to take formal actions that may include but are not limited to police/court involvement (for violations of Massachusetts General Law, Chapter 272 and Chapter 119, Section 51A). For formal actions involving students, the Sexual Harassment/Harassment Officers will provide results of the investigation and recommendations for suspension and/or expulsion to the principal. For formal actions involving employees, the Sexual Harassment/Harassment Officers will provide results of the investigation and recommendations for a letter of reprimand, suspension, or termination of employment to the Superintendent.

The Superintendent of Schools will be notified in writing by the Sexual Harassment/Harassment Officers of all formal investigations and sanctions to be imposed. If the complainant is not satisfied with the results of the complaint, he/she may appeal to the Superintendent.

Crisis Team intervention and/or referral for counseling can be recommended by the Sexual Harassment/Harassment Officers at any time during the procedures outlined above.

7. CONFIDENTIALITY

To the greatest extent possible, all complaints and subsequent proceedings will be held in confidence by all persons directly or indirectly involved in them. The right to confidentiality, both of the complainant and the accused, will be respected, consistent with the Berkley Public Schools' legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The Superintendent shall keep the School Committee apprised of all complaints and sanctions imposed as he/she deems appropriate.

8. RETALIATION

Retaliation in any form against any person who has filed a complaint and/or cooperated in an investigation relating to sexual harassment/harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student.

9. TRAINING

Training Sessions on this policy and the prevention of sexual harassment/harassment shall be held for all employees, students, and other members of the school community on an annual basis. This training will be conducted by the Sexual Harassment/Harassment Officers.

10. DISSEMINATION AND EVALUATION OF POLICY

Notice of this policy and any procedures or regulations related to it, as well as the names of the Sexual Harassment/Harassment Officers will be circulated to all school, department, and offices of the Berkley Public Schools and incorporated, as appropriate, in teacher, employee, and student handbooks. This notice will also be distributed to all organizations or persons in the community who have cooperative agreements with or provide any services to the Berkley Public Schools.

11. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe that you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these

agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

The United States Equal Employment Opportunity Commission (EEOC)

10 Congress Street - 10th Floor

Boston, MA 02114

617-565-3200

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place

Room 601

Boston, MA 02108

(617) 727-3990

Adopted: April 10, 1995

Amended: May 17, 1997

Amended: April 9, 2001

Amended: March 18, 2002

Amended: March 16, 2009

Berkley Public Schools

NON-DISCRIMINATION ON THE BASIS OF ETHNICITY AND RACE

Policy #1146

1. The district elementary and secondary schools exist, as part of the publicly-supported school system, to serve the educational needs and aspirations of a culturally-diverse community.
2. "In recognition of its public responsibility and the confidence placed in the system, the School Committee establishes as its educational goal the provision of opportunities, and an educational atmosphere that fosters a positive self-concept and directs the academic, spiritual, social, aesthetic, and physical growth of all students to enable them to live and contribute as responsible citizens in any society and so attain their eternal destiny."
3. It is a violation of justice, when it infringes on the basic rights of any person, rights which are guaranteed by law.
4. The Committee is aware that racism and ethno-cultural discrimination are societal problems. However, it realizes that it has a key role in achieving the objective of racial equity within its jurisdiction and in contributing to positive relationships among people of different backgrounds in the wider society.
5. The School Committee affirms its commitment to the following:
 - a) The pursuit of racial and ethno-cultural equity for all of its students and staff; and
 - b) the promotion of positive attitudes which respect the cultural diversity of our society.
6. In pursuit of this equity, the Committee is committed to the following:
 - a) The development and promotion of racial harmony among students and staff, and within the community it serves;
 - b) Respect for the principle of racial and ethno-cultural equity in its personnel practices;
 - c) Provision in its programs of opportunities for students to develop positive attitudes toward people with diverse racial, religious, and cultural heritages; and
 - d) The acquisition of learning materials which are free of racial and cultural stereotyping.

Adopted: October 21, 1992
Reviewed: October 3, 2005
Reviewed: February 24, 2009

Berkley Public Schools

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Policy #1147

1. It is the policy of the district to adhere to the concept of nondiscrimination on the basis of disability. In doing so the Committee will
 - a) Not discriminate against qualified persons with disabilities in any aspect of school employment solely on the basis of disability;
 - b) Make facilities, programs, and activities accessible, usable, and open to qualified persons with disabilities;
 - c) Provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, to qualified persons with disabilities;
 - d) Not exclude any qualified person solely on the basis of disability from participation in any preschool education or day care program or activity or any adult education or vocational program or activity;
 - e) Provide each qualified person with disabilities with the same health, welfare, and other social services as are provided other non-disabled persons.
2. Since the School Department receives federal financial assistance, it must comply with the above requirements. The Committee holds the general view that
 - a) Discrimination against a qualified person solely on the basis of disability is unfair;
 - b) To the extent reasonable possible, qualified persons with disabilities should be in the mainstream of life in a school community.
3. Accordingly, employees will comply with the above requirements of the law and any regulations approved by the Committee or its administration for ensuring a policy of nondiscrimination on the sole basis of disability. The Committee designates the Superintendent as the individual to act as the compliance officer for employees and students.

Adopted: October 21, 1992
Amended: March 17, 1997
Reviewed: October 3, 2005
Reviewed: February 24, 2009

Berkley Public Schools

COMMITTEE MEMBER AUTHORITY

Policy #1150

1. Because all powers of the School Committee derived from the state statutes are granted in terms of action as a group, individual Committee members exercise authority over district affairs only as they vote to take action at a legal meeting of the Committee. In other instances an individual Committee member, including the Chairperson, will have power only when the Committee, by vote, has delegated authority to him or her. The School Committee will make its members, the district staff, and the public aware that the Committee acting as a whole has authority to take official action.
2. The Committee, primarily a policy-making body, is legally authorized to delegate the administration of policies to the Superintendent of Schools. Delegating the administrative function makes the Committee responsible for evaluating the effectiveness of the execution of Committee policies as well as effectiveness of the general administration.
3. It is contrary to the spirit of the statutes for any Committee member to seek individually to influence the official functions of the school district. The School Committee and its members will deal with administrative services through the Superintendent and will not give orders to any subordinates of the Superintendent, either publicly or privately, but may make suggestions and recommendations.
4. To assist the Committee members in fulfilling this public trust with dignity and mature leadership, the following policies are presented by the Committee for the consideration of its individual members as guidelines for effective parliamentary rule and to inform the public of the Committee members' role.
 - a) Within the capacity of Committee membership, the individual Committee members will represent the best interests of all schools in the district. They will suggest problems for Committee consideration, inform themselves on school matters, take part in Committee deliberations, arrive at opinions independently, and vote as they choose.
 - b) Each Committee member will be committed to reaching and supporting group decisions which represent the best judgments of the Committee as a whole. This does not preclude a Committee member from voicing a minority viewpoint, but such should be indicated as personal, not Committee, opinion.
 - c) In order to arrive at mature and functional decisions, Committee members recognize the need for information and materials. All formal requests for information should be directed to the Superintendent.

However, it is understood that certain informal lines of communication exist between the staff and Committee members; this policy is not meant to interfere with these lines of communication.

- d) When dealing with public issues outside official Committee sessions, Committee members should strive at all times to represent the Committee to the public in a discerning and statesmanlike manner. The following suggestions are offered to help individual Committee members maintain this posture:
 - i) If questioned by someone about a matter on which policy has been clearly defined, an individual Committee member should answer based on policy.
 - ii) If approached by someone about a matter on which the Committee has no established policy, individual Committee members should not commit themselves to any position or promise other than to discuss the matter with the Superintendent or to present it to the Committee for consideration.
 - iii) Individual Committee members should refer all complaints or requests directly or indirectly relating to instruction, personnel, or services to the Superintendent of Schools who is chief executive officer and is charged with the responsibility of correcting deficiencies in these areas.

Reference

Adapted from National School Boards Association, Education Policy Reference Manual, Sixth Edition, 1991.

Adopted: December 9, 1991
Reviewed: October 3, 2005
Reviewed: February 24, 2009

Berkley Public Schools

RESPONSIBILITIES OF THE SCHOOL COMMITTEE

Policy #1200

There are a number of dimensions of the School Committee's responsibilities:

1. By law the School Committee is given "general charge" over the public schools within the district.¹
2. The School Committee with its Superintendent is responsible for establishing the philosophy and setting the purposes of education for the school district.
3. The School Committee as a policy-making body has specific duties and areas of responsibilities.
4. Individually, School Committee members have ethical and legal responsibilities.²
5. On the organizational chart of the district, the School Committee is shown as representing the people of the school district to whom they are directly responsible.

Reference:

¹General Laws, Chapter 71, Section 37

²General Laws, Chapter 268A (Conduct of Public Officials and Employees)

Adopted: May 8, 1973

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Reviewed: February 24, 2009

Berkley Public Schools

RELATIONSHIP TO STATE BOARD OF EDUCATION¹

Policy #1210

1. The state Board of Education exists to support, serve, and plan general education in the public schools, and through its division of occupational education to administer and supervise the administration of vocational education programs by every agency in the Commonwealth. It develops plans for education to meet state needs and shall be the planning and approving authority for federal programs to be undertaken in the Commonwealth.
2. The state Board of Education appoints the Commissioner of Education who serves as secretary to the Board, its chief executive officer, and the chief state school officer for elementary and secondary education.
3. The Department of Elementary & Secondary Education, functioning under the state Board of Education, is organized into divisions, such as Curriculum and Instruction, Administration and Personnel, Research and Development, School Facilities and Related Services, State and Federal Assistance, and Occupational Education.
4. The state Board of Education is responsible for seeing to it that all school committees comply with all laws relating to the operation of the public schools. In the event of noncompliance, the Commissioner of Education is responsible for referring all such cases to the Attorney General for appropriate action. The state Board of Education may withhold state and federal funds from school committees which fail to comply with the provisions of law relative to the operation of the public schools.

Reference

¹General Laws, Chapter 15, Section 1, 1F, and 1G

Adopted: May 8, 1973

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Berkley Public Schools

DUTIES AS A POLICY-MAKING BODY*

Policy #1230

A School Committee is given extensive powers under state law with regard to the governance and control of education within the district. The Committee exercises these powers most effectively when it functions as a policy-making body--establishing basic guidelines for discretionary action on the part of the Superintendent and his professional staff. Specifically, a School Committee establishes basic guidelines and makes decisions in matters such as the following:

1. Employs Superintendent;
2. Adopts salary schedules for all personnel;
3. Determines the number of teachers and other employees in the school district after considering the recommendations of the Superintendent;
4. Determines all policies relating to personnel including sick leave, leaves of absence, and special benefits;
5. Determines the policies of general personnel management;
6. Determines the general scope of the instructional program in accordance with state laws and regulations;
7. Discusses and evaluates reports presented to it by the professional staff members relative to the instructional program;
8. Recommends areas requiring additional evaluation for study by the staff;
9. Approves and adopts an annual budget to recommend for approval at Town Meeting;
10. Adopts regulations for purchasing supplies and equipment;
11. Adopts standards and passes upon the procedures of financial accounting;
12. Approves all purchases over minimum specified by law;
13. Recommends to Town Meeting when major construction is necessary and decides what other construction should be undertaken;
14. Decides upon major building renovations, maintenance policies, and additions after considering recommendations from the Superintendent;

15. Employs consultants to advise it on plant needs;
16. Determines general policies affecting students;
17. Authorizes the establishment of special classes or schools for children with special needs;
18. Determines general requirements for graduation in accordance with the law;
19. Provides for the protection of health through school lunch programs, medical examinations, and employment of nurse and medical advisors;
20. Makes regulations regarding behavior, truancy, vandalism, and attendance;
21. Represents community attitudes and values in educational planning and policy development;
22. Supports the school administration's implementation of School Committee policies to groups in the community.
23. Represents the schools in various community functions;
24. Evaluates annually with the Superintendent the work of the Superintendent;
25. Evaluates all other programs of the school system based upon the Superintendent's reports and reports of other staff members.

Reference:

*Adapted from Jack L. Davidson, *Effective School Board Meetings*, Parker Publishing Co., Nyack, New York, 1970, pp. 161-165.

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Berkley Public Schools

RELATIONSHIP TO SUPERINTENDENT¹

Policy #1240

1. A natural area of difficulty in maintaining smooth Superintendent-School Committee relationships is in dealing with problems that arise within a school district. Citizens of the community often will mention problems to members of the School Committee. The Committee member then faces the question of how he or she should deal with this problem. If the Committee member takes action to solve the problem, he or she infringes upon the administrative function of the Superintendent. If, instead, the member calls the problem to the attention of the Superintendent, he or she has fulfilled his/her initial responsibility. The Superintendent then has the responsibility of dealing with the problem and reporting the consequences of his/her actions. Individual Committee members can promise no particular solution to a problem, but can only promise that the problem will be investigated and handled by the administration.
2. The Superintendent has a responsibility to inform the School Committee whenever an administrative decision or problem appears to be of such significance that the Committee might ultimately become involved in the situation. It is generally difficult to predict these situations accurately, but the Superintendent should make every effort to do so in these particular cases.
3. The School Committee should have contacts regarding school matters with the professional staff only through the Superintendent. The Superintendent should be in a position to make all necessary contacts directly with the professional staff. As the executive officer of the School Committee, the Superintendent is the point of contact between the professional staff and the School Committee. All problems connected with the members of the professional staff should be handled by the Superintendent and reported to the School Committee.
4. The School Committee, as the agency designated by the states and the local citizenry, is charged with the responsibility for serving the interests of the people of the local school district and the state. The School Committee is charged also with the responsibility for the welfare of the teachers and other staff members whose lives are dedicated to the teaching of children and youth. The Superintendent shares these charges and these dedications.
5. The School Committee has a unique responsibility in determining the broad general policies under which the school system will function. The Committee's principal function, other than adopting operational policies, is the selection of the Superintendent.
6. The Superintendent is the executive officer of the School Committee and the professional staff. His or her primary professional responsibility is the welfare of the children of the school system.

7. The School Committee delegates to the Superintendent the responsibility for School Department administrative functions.
8. The School Committee holds the Superintendent responsible for the administration of the schools through regular, constructive, written, and oral evaluations of the Superintendent's work. Effective evaluation is an ongoing effort and should be linked to goals established by the Committee with the assistance of the Superintendent.
9. The School Committee is to support the Superintendent in decisions that conform to professional standards and Committee policy.
10. The School Committee is to provide the Superintendent with a written employment contract.
11. The School Committee is to give the Superintendent the benefit of the Committee's counsel in matters related to individual Committee member's expertise, familiarity with the local school system, and community interests.
12. The School Committee is to hold all Committee meetings with the Superintendent or designee present, among others, except when addressing matters involving the Superintendent's employment relationship or on advice of legal counsel.
13. The School Committee is to consult with the Superintendent on matters that concern the school system and on which the Committee may take action.
14. The School Committee is to develop a plan for Committee-Superintendent communications.
15. The School Committee is to take action on matters only after hearing the Superintendent's recommendations.
16. The School Committee is to provide the Superintendent sufficient administrative help, especially in the area of monitoring teaching and learning.

The School Committee is to encourage and support the Superintendent in his or her efforts to participate in professional in-service education through the local, state, and national professional associations.

Reference:

¹Adapted from Jack L. Davidson, *Effective School Board Meetings*, Parker Publishing Co., Nyack, New York, 1970, pp. 165-167; and A.A.S.A. and N.S.B.A. "Talking About the Superintendent's Employment Contract," Arlington, VA, 1990, pages 10-11.

Adopted: May 8, 1973

Amended: November 18, 1991; Amended: March 17, 1997;

Reviewed: October 3, 2005; Reviewed: February 24, 2009

Berkley Public Schools

SCHOOL COMMITTEE - STAFF COMMUNICATIONS

Policy #1241

The success of any school system requires effective communication between the School Committee and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel problems which may arise.

The main goal of both the Committee and the staff is to provide the best possible educational opportunities for the entire community. To achieve this end, good committee-staff relations must be maintained in a climate of mutual trust and respect. At the same time, the Committee, in exercising its public trust to provide thorough and efficient public education, cannot dissipate or transfer its responsibilities.

In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated. The Superintendent, as professional leader of the staff and the chief executive of the School Committee, will establish the avenues for Committee-staff communication.

All effective means of facilitating channels of communication between the Committee and staff will be explored in order to promote close and cooperative action for the continuing improvement of the educational program and the mutual benefit of the school system and the community.

Staff Communications to the School Committee:

All communications or reports to the School Committee or any subcommittee from principal(s), supervisors, teachers, or other staff members shall be submitted through the Superintendent. This necessary procedure will not be construed as denying the right of any employee to appeal to the Committee from administrative decisions on important matters, provided that the Superintendent will have 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 the School Committee meetings are public meetings. 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, and the Superintendent will employ such media as are appropriate to keep the staff informed of the Committee's problems, concerns, and actions.

Visits to Classrooms/School(s):

Individual School Committee members interested in visiting classrooms or schools will make arrangements for visitations through the principal(s) of the school(s). 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 School Committee authorization and with the full knowledge of staff, including the Superintendent, principal(s), and other supervisors.

Social Interaction:

Staff and School Committee members share a keen interest in the schools and in education generally; and it is expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual Committee members have no special authority except when they are convened at a legal meeting of the School Committee or vested with special authority by Committee action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct.

Adopted: December 9, 1991
Reviewed: March 13, 2006
Reviewed: April 6, 2009

Berkley Public Schools

CODE OF ETHICS: SCHOOL COMMITTEE MEMBERS

Policy #1250

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

1250.1 A School Committee member in his/her relations with his/her **community district** should:

- a. Realize that his/her primary responsibility is to the children;
- b. Recognize that his/her basic function is to policy-making and not administrative;
- c. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made;
- d. Be well informed concerning the duties of a Committee member on both a local and state level.
- e. Remember that he/she represents the entire community district at all times;
- f. Accept the office as a Committee member as a means of unselfish service with no intent to "play politics" in any sense of the word, or to benefit personally from his/her Committee activities.

1250.2 A School Committee member in his/her relations with his/her **school administration** should:

- a. Endeavor to establish sound, clearly-defined policies which will direct and support the administration;
- b. Recognize and support the administrative chain of command and refuse to act on complaints as in individual outside the administration;
- c. Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel;
- d. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
- e. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

1250.3 A School Committee member in his/her relations to his/her **fellow Committee members** should:

- a. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings;

- b. Recognize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee;
- c. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Sessions;
- d. Not withhold pertinent information on school matters or personnel problems;
- e. Make decisions only after all facts on a question have been presented and discussed.¹

Reference

¹Adopted at the annual meeting of the Massachusetts Association of School Committees, May 22, 1964.

Adopted: May 8, 1973

Reviewed: October 21, 1991

Amended: March 17, 1997

Reviewed: March 13, 2006

Reviewed: April 6, 2009

Berkley Public Schools

INDEMNIFICATION OF MEMBERS

Policy #1260

- 1260.1 The town may, subject to appropriation, indemnify School Committee members for expenses or damages incurred in the defense or settlement of a claim.¹
- 1260.2 The amount of indemnification ~~for School Board is, is not to exceed \$1,000 \$1,000,000 annual~~ aggregate ~~of \$3,000,000 with deductible of \$10,000 for each claim.~~
- 1260.3 The claim must have arisen while such School Committee member was acting within the scope of his/her official duties.
- 1260.4 The defense or settlement of such claim shall have been made by the Town Counsel, or by an attorney legally employed for the purpose by the town, or by an attorney furnished by the insurer obligated under the terms of a policy of insurance to defend the town against such claim.

Reference

¹ General Laws, Chapter 41, Section 100E

Adopted: May 8, 1973
Amended: November 18, 1991
Reviewed: March 13, 2006

Amended: Oct. 19, 2009

Berkley Public Schools

PUBLIC RECORDS POLICY

Policy #1270

- 1270.1 All records of the school district are open public records except for the following:
- a. Minutes of Executive Sessions under conditions set forth in Policy #1560, Section 3;
 - b. Employee personnel files;
 - c. Individual student records and files;
 - d. Sealed bids prior to formal opening;
 - e. Tentative agreements achieved between the School Committee and employee groups during collective bargaining and prior to signing of formal agreement.
- 1270.2 In compliance with the Massachusetts General Laws, Chapter 66, Section 10, as most recently amended, a Public Records Policy revision was adopted by the Berkley School Committee by their vote at the regularly-scheduled meetings.
- 1270.3 The School Committee shall designate by its vote the Superintendent of Schools to have custody of the district's public records (Chapter 66, Section 6).
- 1270.4 Public records shall be those as defined in Chapter 7, Section 7, clause twenty-six, as most recently amended.
- 1270.5 In order that reasonable times be established for any person requesting to inspect and examine public records, that person shall have the opportunity to schedule an appointment within ten (10) days following receipt of a request of inspection of a public record. A fee shall be charged for search of public records.
- 1270.6 One (1) copy of a public record shall be furnished for any person within ten (10) days following receipt of a request for a copy of a public record and upon payment of a fee.
- 1270.7 The fees charged shall be as follows: (Reference: Rules and Regulations filed in the Office of the Secretary, State House, Boston, Massachusetts, January 14, 1977, and published January 20, 1977, Sections 2.5)

Copying fee: \$.20 per page

Research fee: The hourly wage of the lowest paid person capable of doing the research may be charged for the amount of time it takes to complete the job, including research and copying of information.

- 1270.8 Except where fees for copies of public records are prescribed by law, and except as may be provided in any schedule of fees from time to time approved by the Supervisor, a governmental agency shall charge no more than twenty cents (\$.20) per page for copies of public records which may be located and copies by standard office procedures except that where the actual cost for reproduction is greater than twenty cents (\$.20) per page, the agency shall charge the actual expense of the reproduction. Where a request requires services to be performed in addition to standard office procedures, an additional fee may be charged that reasonable reflects the costs of the additional services. For purposes of the section, "the reproduction of records not susceptible to photocopying (e.g. oversized documents, punch cards, magnetic tapes, and services performed by an employee upon a request to furnish access or reproduce copies) where the employee expends more than twenty (20) minutes to fulfill the request shall not be included in "standard office procedures."
- 1270.9 This policy and fees charges will be posted in the office of the Superintendent of the Berkley Public Schools, located at 21 No. Main Street, Berkley, Massachusetts (Chapter 262, Section 46).
- 1270.10 Upon request of the person paying fees, a written receipt shall be provided specifying the amount of them and for what they respectively accrued (Chapter 262, Section 18).
- 1270.11 All fees received for inspection or copy of public records shall be turned over the respective town treasurer.

References

Chapter 66, Sections 1, 6, 10

Chapter 262, Sections 18, 38, 43, 44, 45

Chapter 4, Section 7, Clause 26

Rules and Regulations Promulgated by the Supervisor of Public Records under the provisions of Chapter 30A as most recently amended.

Adopted: May 8, 1973

Amended: June 1978

Reviewed: October 21, 1991

Amended: December 13, 1999

Approved: November 20, 2000

Approved: November 18, 2002

Reviewed: March 13, 2006

Reviewed: April 6, 2009

Berkley Public Schools

QUALIFICATIONS FOR SCHOOL COMMITTEE MEMBERSHIP Policy #1300

- 1300.1 A School Committee member must be a registered voter and a resident of the town.¹
- 1300.2 Should a School Committee member move out of town, he or she shall be deemed to have vacated the position.²
- 1300.3 Membership on the School Committee is not limited by gender, race, color, creed, or religious or political conviction.³
- 1300.4 The members of the School Committee shall receive compensation for expenses as approved by town meeting.⁴

References

- ¹ Massachusetts General Laws, Chapter 41, Section 1
² Massachusetts General Laws, Chapter 41, Section 109
³ Massachusetts General Laws, Chapter 41, Section 1
⁴ Massachusetts General Laws, Chapter 71, Section 52

Adopted: May 8, 1973
Amended: November 18, 1991
Amended: March 17, 1997
Reviewed: March 13, 2006
Reviewed: April 6, 2009

Berkley Public Schools

NUMBER AND TERMS OF OFFICE

Policy #1320

- 1320.1 The School Committee is composed of five members.
- 1320.2 Provision is made in state law for increasing or reducing the number of members of the School Committee.
- 1320.3 The term of office is three years.
- 1320.4 In every year when the term of office of the School Committee member expires, the town shall hold an election for that office.
- 1320.5 An incumbent, as any other registered voter, may file for candidacy for School Committee.
- 1320.6 The Berkley School Committee membership is five (5) members elected for three-year terms in rotation; two members for (3) years; the next year two members for three (3) years; and the third year, one member for three (3) years.
- 1320.7 A School Committee member begins his or her term of office on the day after the election, or as soon thereafter as he or she is qualified.
- 1320.8 A School Committee member holds office for the term fixed by law and until another person is qualified in his or her stead. ¹

Reference

¹ Massachusetts General Laws, Chapter 41, Sections 1, 2, and 107

Adopted: May 8, 1973
Amended: November 18, 1991
Amended: March 17, 1997
Reviewed: March 13, 2006
Reviewed: April 6, 2009

Berkley Public Schools

OATH OF OFFICE OF SCHOOL COMMITTEE MEMBERS

Policy #1340

After election and prior to assuming office, a new School Committee member is sworn to the faithful performance of his or her duties by the Town Clerk or Moderator of the Town in which he/she resides. ¹ The following oath of office for public officials of the Commonwealth of Massachusetts should be used:

“I, _____ (name), do solemnly swear and affirm, that I will faithfully and impartially discharge and perform all the duties incumbent on me as School Committee member according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution and the laws of this Commonwealth--So help me, God.” ²

Reference

¹ Massachusetts General Laws, Chapter 41, Section 107

² Constitution of Massachusetts, Chapter VI, Article 1

Adopted: May 8, 1973

Reviewed: November 18, 1991

Reviewed: March 13, 2006

Reviewed: April 6, 2009

Berkley Public Schools

TERMINATION OF OFFICE AND FILLING VACANCIES

Policy #1350

- 1350.1 An existing School Committee member terminates his or her duties upon the qualification of the newly-elected or appointed member to the School Committee.¹
- 1350.2 A vacancy on the School Committee may occur for a number of reasons: failure of a town meeting to elect a member, resignation, moving out-of-town, vacating the office, death, or removal from office.²
- a. Resignation from the School Committee is by letter to the Town Clerk. It is the duty of the Town Clerk to inform the remaining School Committee members, as well as the executive officers of the town of the receipt of a resignation.
 - b. As used in this section, the term “*vacancy*” includes a failure to elect. If there is a vacancy on the School Committee, the remaining members shall give written notice thereof, within one month of said vacancy, to the Selectmen, who with the remaining members of the Committee shall, after one week’s notice, fill such vacancy by roll-call vote. The Selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.³
 - c. A person who has been appointed to fill a vacancy in the membership of the School Committee terminates his or her duties at the time of the next annual meeting or when another member is qualified.
- 1350.3 If a School Committee member serves as a consequence of a vote by the town to increase the membership on the School Committee, he or she will terminate duties according to the tenure of the class to which he or she was chosen; that is, a member chosen to one, two, or three-year class terminates his or her duties at the end of one, two, or three years respectively.

Reference:

¹ Massachusetts General Laws, Chapter 41, Section 2

² Massachusetts General Laws, Chapter 41, Section 109

³ Massachusetts General Laws, Chapter 41, Section 11

Adopted: May 8, 1973

Amended: November 18, 1991

Amended: March 17, 1997

Reviewed: March 13, 2006

Reviewed: April 6, 2009

Berkley Public Schools

ANNUAL MEETING FOR ORGANIZATION

Policy #1400

The Annual Meeting for organization will be held at the first regular meeting following the Annual Town Election.

- 1400.1 Notice of the meeting is filed with the Town Clerk and is posted on the official bulletin board at least 24 hours before the meeting, not including Sundays and legal holidays.¹
- 1400.2 As appropriate, present officers and the Superintendent will conduct the meeting and record the minutes during the election of the new officers.
- 1400.3 The initial item of business at the meeting for organization will be the election of the following officers for the coming year: chairman and secretary. A majority of the votes of the whole committee shall be necessary for election of officers.
- 1400.4 The Committee may, at its meeting for organization or at any subsequent meeting, make a change in the day of the week and/or the starting time of its regular meetings.
- 1400.5 The School Committee may, at its meeting for organization or at any subsequent meeting, appoint members to subcommittees.

Reference:

¹Massachusetts General Laws, Chapter 39, Section 23A

Adopted: May 8, 1973
Reviewed: November 18, 1991
Amended: March 17, 1997
Amended: April 10, 2006
Reviewed: April 6, 2009

Berkley Public Schools

DUTIES OF CHAIR

Policy #1420

The following, in general, are the duties of the chair of the School Committee. The Secretary will perform these duties in the absence of the chair.

- 1420.1 Call the meeting to order at the appropriate time.
- 1420.2 Preside at all meetings. “*Presiding*” includes the following:
 - a. Announcing the order of business
 - b. Stating and putting to a vote all questions regularly moved
 - c. Allowing for adequate discussion and debate on all matters which properly come before the Committee
 - d. Enforcing the observance of order and decorum
 - e. Announcing the result of any vote taken
 - f. Subject to appeal, deciding all questions of order and procedure.
- 1420.3 Anticipate, by his or her signature when necessary, all the acts, orders, and proceedings of the School Committee.
- 1420.4 Represent and stand for the School Committee, declaring its will, and in all things obeying its decisions.¹
- 1420.5 The power to appoint representatives to external committees rests with the chair, unless the School Committee votes to elect representatives. The chair shall notify the School Committee of such appointment at the next regular School Committee meeting.

Also note Policy #1510 - #1:

A special meeting of the School Committee may be called by the chair of the School Committee acting alone or by the chair upon written request from two members of the School Committee.

Reference:

¹ Adapted from *Robert's Rules of Order - Newly Revised*, pages 376-377.

Adopted: May 8, 1973
Reviewed: November 18, 1991
Amended: November 17, 1997
Reviewed: March 13, 2006
Reviewed: April 6, 2009

Berkley Public Schools

DUTIES OF SECRETARY

Policy #1440

- 1440.1 The School Committee shall appoint a secretary who shall keep a permanent record book in which all its votes, orders, and proceedings shall be recorded. 1
- 1440.2 If the office of secretary is vacant or if the secretary is unable to perform his or her duties because of disability, the Committee may appoint a temporary secretary to hold such office and exercise the powers and perform the duties thereof until a secretary is duly appointed or the secretary who was disabled or absent resumes his or her duties. 2
- 1440.3 The secretary will perform the duties of the chairman of the School Committee in the absence of the chairman.

Reference:

¹ Massachusetts General Laws, Chapter 71, Section 36

² Massachusetts General Laws, Chapter 71, Section 16A

Adopted: May 8, 1973

Amended: November 18, 1991

Reviewed: March 13, 2006

Reviewed: April 6, 2009

Berkley Public Schools

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

Policy #1460

The School Committee may appoint its members to subcommittees to be responsible either for one specific problem or for a general area of School Committee concern. Members may be appointed to subcommittees at the meeting for organization or at anytime it becomes desirable to do so during the year. When formed, subcommittees should be designated as either "*continuing*" (or "*permanent*") or "*ad hoc*" in nature.

- 1460.1 The function of a subcommittee is to investigate, to become informed, and to report back to the School Committee.
- 1460.2 A subcommittee may make recommendations to the School Committee, but it has no power to make decisions that bind the School Committee as a whole.
- 1460.3 The power to appoint representatives to external committees rests with the chair, unless the School Committee votes to elect representatives. The chair shall notify the School Committee of such appointment at the next regular School Committee meeting.

Adopted: May 8, 1973
Reviewed: November 18, 1991
Amended: November 17, 1997
Reviewed: March 13, 2006
Reviewed: Sept. 3, 2009

Berkley Public Schools

REPRESENTATION ON EXTERNAL COMMITTEES

Policy #1470

The School Committee may appoint its members to represent it on committees and for functions and activities of other organizations and groups. The power to appoint representatives to external committees rests with the chair, unless the School Committee votes to elect representatives. The chair shall notify the School Committee of such appointment at the next regular School Committee meeting.

- 1470.1 Members may be appointed to external committees or functions at the meeting for organization or at any time during the year it becomes desirable to do so.
- 1470.2 An appointee should express the interests of the School Committee and be an information source for the School Committee.
- 1470.3 On the basis of his or her experience as a representative to an external group, the member may propose recommendations to the School Committee, but he or she may not take any action that binds the School Committee.

Adopted: May 8, 1973
Reviewed: November 18, 1991
Amended: November 17, 1997
Reviewed: March 13, 2006
Reviewed: Sept. 3, 2009

Berkley Public Schools

SCHOOL COMMITTEE MEETINGS

Policy #1500

- 1500.1 The School Committee can exercise its power only at properly called and advertised meetings. ¹ Notice of the time, date, and place of School Committee meetings will be filed with the Town Clerk and posted on the official bulletin board at least 48 hours before the meeting, not including Sundays and legal holidays. ² Court action can be brought against the School Committee if it fails to carry out its responsibility for providing public notice of its meetings. ³
- 1500.2 The regular meetings of the School Committee will be held monthly with the exception of July.
- 1500.3 All School Committee meetings shall be open to the public and press unless the Committee votes to move into Executive Session. ⁴

Definitions:⁵

The following terms shall have the following meanings:

Meeting - Any corporal convening and deliberation of a governmental body for which a quorum is required in order to make a decision at which any public business or public policy matter over which the governmental body has supervision, control, jurisdiction, or advisory power is discussed or considered; but shall not include any on-site inspection of any project or program.

Quorum - A simple majority of a governmental body unless otherwise defined by constitution, charter, rule, or law applicable to such governing body.

Emergency - A sudden, generally-unexpected occurrence or set of circumstances demanding immediate action.

Executive Session - Any meeting of a governmental body which is closed to certain persons for deliberation on certain matters.

Adopted: May 8, 1973

Amended: November 18, 1981

Reviewed: March 13, 2006

Reviewed: Dec. 3, 2009

Reference:

¹ Massachusetts Association of School Committees, *A Handbook for School Committees*, 1972, page 18.

² Massachusetts General Laws, Chapter 39, Section 23A

³ Massachusetts General Laws, Chapter 39, Section 23C

⁴ Massachusetts General Laws, Chapter 39, Section 23A

⁵ Massachusetts General Laws, Chapter 39, Section 23A

Berkley Public Schools

SPECIAL MEETINGS

Policy #1510

- 1510.1 A special meeting of the School Committee may be called by the chairman of the School Committee, acting alone or by the chairman upon written request from two members of the School Committee. Note: Forty-eight (48) hours' posting is required except in an emergency situation. ¹
- 1510.2 The Superintendent will notify School Committee members by telephone, electronic mail (e/mail), or by mail at least 24 hours in advance of the time and place of the special meeting. If any member of the School Committee is not properly notified about a special meeting, the legality of any action taken could be subject to challenge.
- 1510.3 The agenda for special meetings is restricted to only such business that appears in the call of the meeting, unless words such as the following are included in the call: "and such other business as may properly come before it." ²
- 1510.4 An informal meeting of the School Committee is one at which no quorum is required and no formal action may be taken. An informal meeting may be called for a number of reasons:
- To listen to a presentation by an individual or a group;
 - To meet with an individual or a group on an informal basis;
 - To discuss a new and complex problem at length;
 - To gain additional perspective before taking action on a complicated and difficult problem.
- 1510.5 The law provides that if a special meeting is called because of an emergency, public notice need not be given. "Emergency" is defined as "a situation where immediate, undelayed action is deemed by the board to be imperative." ³
- 1510.6 All special meetings are open to the public and press unless the Committee votes to go into Executive Session. ⁴
- 1510.7 All procedures and rules for the conduct of special meetings shall be the same as those used in the regular meetings.

Reference:

¹ Massachusetts General Laws, Chapter 39, Section 23B

² Robert's Rules of Order, Newly Revised, page 78

³ Massachusetts General Laws, Chapter 39, Section 23A

⁴ Massachusetts General Laws, Chapter 39, Section 23A

Adopted: May 8, 1973

Amended: November 18, 1991

Amended: April 10, 2006

Amended: Jan. 11, 2010

Berkley Public Schools

AGENDA PREPARATION

Policy #1530

- 1530.1 The Superintendent working with the chairman of the School Committee has the responsibility of planning the agenda and gathering all background materials that pertain to items to be considered by the Committee.
- 1530.2 It should be recognized that for some matters it is necessary for the Superintendent and the professional staff to have time to investigate and prepare materials. Adequate time should be provided for this.
- 1530.3 Any person or group wishing to address the School Committee shall file a written request with the Superintendent to be placed on the agenda at least four days prior to the meeting. The request should contain the following:
- Name and address of the person or group;
 - Nature of the matter;
 - Copies of background material (if there are any);
 - Specific questions to be asked or the specific action required of the Committee.
- 1530.4 The agenda and supporting materials will be mailed or delivered so that this material is in the hands of School Committee members at least 24 hours in advance of the meeting.

Adopted: May 8, 1973
Amended: April 10, 2006
Reviewed: Dec. 3, 2009

Berkley Public Schools

CONDUCT OF MEETINGS

Policy #1540

- 1540.1 The School Committee will conduct its meeting in an efficient, orderly manner so as to expedite the business of the agenda. All meetings of the School Committee shall be conducted in accordance with the rules prescribed in *Robert's Rules of Order, Newly Revised*.¹
- 1540.2 Rules (except for rules not related to parliamentary procedure which require a majority vote) may be suspended by a two-thirds vote.²
- 1540.3 No rule shall be amended or repealed or new rule added except by a vote of the majority of the full committee, the proposed addition or amendment having been introduced in writing at the previous regular meeting and the notice of the proposed change having been included in the call of the meeting at which action is to be taken.³
- 1540.4 School Committee meetings, except for Executive Sessions, are open to the public.⁴ Citizens of the district are invited to attend the meetings of the School Committee. A citizen or employee desiring a formal place on the agenda should submit such request to the Superintendent at least four days prior to the meeting.
- 1540.5 The chairman may ascertain, prior to the opening of the meeting, whether any visitor who has not requested to be on the agenda wishes to bring anything to the attention of the Committee. Under most circumstances, the Committee will permit a brief statement at an appropriate time by any citizen requesting to be heard.
- 1540.6 Cases of discipline, school management, instruction, or administration of any sort shall come before the School Committee only when reported by the Superintendent of Schools or on appeal of a pupil, parent, teacher, or other person from a decision of the Superintendent, which shall be addressed to the chairman of the committee.
- 1540.7 No person shall address a meeting of the School Committee without permission of the chairman of the School Committee. All persons shall, at the request of the chairman, be silent. If, after warning of the chairman, a person persists in disorderly behavior; the chairman may order him to withdraw or the chairman may order a law enforcement officer or any other person to remove him and confine him in some convenient place until the meeting is adjourned.⁵

Reference:

¹ Henry M. Robert, *Robert's Rules of Order, Newly Revised*, Scott Foresman and Company, Glenview, IL, 1970, 594 pages.

² *Robert's Rules of Order, Newly Revised*, pages 222-227

³ *Robert's Rules of Order, Newly Revised*, page 258

⁴ Massachusetts General Laws, Chapter 39, Section A

⁵ Massachusetts General Laws, Chapter 39, Section 23B

Adopted: May 8, 1973

Reviewed: March 13, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

PUBLIC PARTICIPATION AT MEETINGS

Policy #1541

Regular, special, and emergency meetings of the School Committee are open to the public. The School Committee, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend School Committee meetings.

School Committee meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except Executive Sessions, will be open to the public. The minutes of each meeting will record the action taken at each meeting and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with state law.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations, or proposals to the Committee will be provided that opportunity.

Unless an item has been posted as an official agenda item, discussion and action may be considered inappropriate. In order that the Committee may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific Committee meeting should direct requests to the Superintendent of Schools.

Requests for an item to be placed on the agenda will be submitted in writing no later than 4:00 P.M. on the fourth working day prior to a scheduled meeting of the School Committee. That request will state the name of the individual or group submitting the request, the address, the purpose of the request, and the topic to be addressed. (Also see Policy #1530)

The Superintendent will confer with the Chair of the Committee concerning approval to place the requested item on the agenda, and to determine the appropriate meeting for such discussion. The requesting party will be advised of the meeting at which the item will be a part of the agenda. Presenters may be scheduled by the Superintendent of Schools to address subjects which are already included on the agenda.

Citizens desiring to address subjects which are included on the agenda of a meeting of the School Committee will advise the Superintendent of Schools prior to the scheduled starting time of the meeting. The request will be made in writing and will include the name of the speaker, address, telephone number, name of organization represented (if any), the specific agenda item to be addressed, and whether the speaker is in support or in opposition to the proposal.

A single spokesperson will be selected by groups or organizations to address the Committee on an agenda item. Speakers will be introduced by the Chair of the Committee at the appropriate time during the agenda and invited to make comments on the agenda topic. Speakers may offer objective comments of school operations and programs that concern them. The Committee will not permit in public session any expression of personal complaints about school personnel nor against any person connected with the school system. Persons with personal complaints or personnel will utilize the Administrative Complaint Resolution Process as a means of bringing concerns for consideration and disposition.

Initial presentations by speakers are limited to five minutes, although the School Committee may wish to extend the time through question-answer time, or through discussion. Individuals or groups desiring additional information about any item on the agenda should direct such inquiries to the Office of the Superintendent. Appropriate response will be initiated by the Superintendent, or the Superintendent's designee.

Persons making presentations at a Committee meeting will address remarks to the chair of the Committee, and may direct questions or comments to Committee members or other officers of the school system only upon approval of the chair. Members of the Committee and the Superintendent may have the privilege of asking questions of any person who addresses the Committee.

The agenda for each regular meeting of the School Committee will include Public Input. The purpose of the business item is to permit members of the public to speak, within the limitations, on matters of immediate concern within the jurisdiction of the Committee. Citizens desiring to address the Committee during Public Input will advise the Superintendent or Chairman prior to the scheduled starting time of the meeting. The request will be made in writing.

A time allocation, not to exceed 20 minutes at a meeting, will be provided for the Public Input agenda item. The Chairman will advise the audience at the beginning of the Public Input of the policy concerning the procedure to be observed.

Speakers will be advised that their comments are limited to three minutes of speaking time. Speakers will not be permitted to participate in gossip, make defamatory comments, or use abusive or vulgar language. Speakers will be advised that comments must be limited to items which directly relate to the school district. The Chair will maintain the prerogative to discontinue any presentation which violates any of the public participation guidelines.

A single spokesperson will be selected by groups or organizations desiring to address the Committee under the Public Input agenda topic in order to avoid hearing repetitious information. In accordance with provisions of state law, discussion or action by the Committee on an item presented under the Public Input agenda topic is not permitted. The chair will advise speakers that no response of any kind will be made by any member

of the School Committee or administration either during or at the conclusion of the speakers' remarks.

The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the Superintendent to take action when policies have been established by the Committee on the subject of the request, to provide adequate time for the Committee to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Committee.

Adopted: November 18, 1991

Reviewed: March 13, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

ORDER OF BUSINESS FOR REGULAR MEETINGS ¹

Policy #1550

1550.1 The order of business for a regular meeting of the School Committee is as follows:

1. **Call to Order**
2. **Guests**
3. **Approve Bills and Payrolls**
4. **Approval of the Minutes** of the last regular and any intervening special meetings.
5. **Correspondence and Enclosures** as reported by the secretary. Motions arising out of correspondence can be taken up immediately or held for "new business."
6. **Public Input**
7. **Educational Reports** would include any items directly concerned with the instructional program, such as the adoption of a new textbook or a preliminary report of a curriculum committee. Some educational reports will require action; others will be for information to the Committee.
8. **Administrative and School Committee Reports** would include items from the Superintendent and chairman or any member of the School Committee. Some items will require action; others will be for information.
9. **Unfinished Business** will include all items left over from previous meetings.
10. **New Business** will include items of business new to the Committee and may include items from the correspondence reported at this meeting.
11. **Personnel Action** includes any of the following kinds of action pertaining to any employee of the school district: appointment, renewal of contract, granting or denying tenure, promotion or demotion, salary adjustments, suspension and reinstatement, resignation, dismissal, and retirement. In addition formal complaints against any employee would be included in this section. (Personnel action is consolidated at one point in the agenda in the event that the Committee finds it necessary to go into Executive Session.)
12. **Adjournment** closes the meeting.

1550.2 During the meeting, the School Committee will confine its business to the items of the prepared agenda, except that, by majority vote, additions and changes can be made during the meeting.

Reference:

[†] Adapted from *Robert's Rules of Order, Newly Revised*, pages 20-22.

Adopted: May 8, 1973

Reviewed: November 18, 1991

Reviewed: September 12, 2006

Amended: March 15, 2010

Berkley Public Schools

EXECUTIVE SESSIONS ¹

Policy #1560

An Executive Session is a meeting, which is closed to all, except members of the School Committee, except in such cases as directed by the Superintendent.

Executive Session will be held for purposes defined by Massachusetts state laws.

Reference:

¹ Massachusetts General Laws, Chapter 39, Section 23A

Adopted: May 8, 1973

Amended: November 18, 1991

Amended: May 21, 2001

Reviewed: September 12, 2006

Amended: March 15, 2010

Berkley Public Schools

QUORUM AND VOTING

Policy #1570

- 1570.1 The quorum for calling a meeting to order and for the transaction of business shall be a majority of the Committee, but a number less than the majority may adjourn a meeting. ¹
- 1570.2 All voting at School Committee meetings must be by voice or roll call vote and no secret ballot shall be used. ² Votes relayed by telephone or written votes by absent members are not valid.
- 1570.3 The chairman shall normally call for a voice vote for the transaction of business. If he or she or any other member questions the voice vote, the chairman shall call for a show of hands. Votes by show of hands shall be counted as affirmative, negative, or abstaining and shall be so recorded. It shall be the privilege of any member to have his or her vote on any motion recorded by name.
- 1570.31 Any member who announces that he or she will abstain from voting will be counted as having voted against the motion or resolution. If a member announces a conflict of interest with regard to the issue, the member may leave the meeting until voting on the issue is concluded and the member who abstains from voting thereby will not be counted as having voted. Any member who does not announce that he is abstaining from voting but who remains silent at the call for the vote by the Chairman will be counted with the majority.
- 1570.4 No action shall carry unless it shall receive the vote of a majority of the members present.
- 1570.5 The School Committee may, under certain circumstances and for certain kinds of action, require more than a majority vote to carry. ³
- 1570.6 The Chairman of the School Committee always has the right to vote, but he or she may (to preserve the neutrality of the chair) choose to vote only when his vote will affect the result. ⁴ Examples:
- 1570.61 On a 2-2 tie vote, the chairman may choose to vote affirmatively so that a motion will pass. The Chairman need not vote at all if he or she is negatively inclined in that a tie vote does not carry.
- 1570.62 On a 2-1 vote, the chairman may choose to cast a negative vote in order to create a 2-2 tie and thus block action.
- 1570.7 Any policy whose provisions are taken directly from the agreement with the municipalities may be amended only as provided for in that same agreement.

1570.8 The official bylaws of the School Committee are included in the Policy Manual as Sections 1300, 1400, and 1500; and shall be duly posted on the official bulletin board. The official bylaws of the School Committee may be amended by vote of a majority of the full committee at a regular meeting provided the proposed amendment has been introduced in writing at the previous regular meeting and the notice of the proposed change is included in the call of the meeting at which action is to be taken.⁵

Reference:

¹ *Robert's Rules of Order, Newly Revised*, pages 3-4

² Massachusetts General Laws, Chapter 39, Section 23A

³ *Robert's Rules of Order, Newly Revised*, page 340

⁴ *Robert's Rules of Order, Newly Revised*, page 343

⁵ *Robert's Rules of Order, Newly Revised*, page 258

Adopted: May 8, 1973

Reviewed: March 15, 2010

Berkley Public Schools

MINUTES OF THE MEETING¹

Policy #1580

- 1580.1 The School Committee shall maintain accurate records of its meetings, setting forth the date, time, place, members present or absent, and action taken at each meeting, including Executive Session.
- 1580.2 The records of each meeting shall become a public record and shall be available to the public upon being approved. (See Policy #1560, Paragraph 3, with regard to records of Executive Sessions.)
- 1580.3 Minutes of the School Committee meeting will be posted on the Bulletin Board in the Superintendent's Office, after they have been approved by the Committee.

Reference:

¹Massachusetts General Laws, Chapter 39, Section 23A

Adopted: May 8, 1973
Amended: November 18, 1991
Amended: October 16, 2006
Reviewed: Jan. 25, 2010

Berkley Public Schools

ADJOURNMENT TIME FOR MEETINGS

Policy #1590

- 1590.1 The School Committee seeks to adjourn each meeting no later than 10:00 P.M.
- 1590.2 Business which is “unfinished” at that time may be placed on the agenda of the next regular or special meeting of the School Committee.
- 1590.3 This statement of desired adjournment time in no way affects the validity of formal action taken after 10:00 P.M. should the School Committee be unaware of or choose to ignore the passage of time.

Adopted: May 8, 1973
Reviewed: November 18, 1991
Reviewed: September 12, 2006
Amended: March 15, 2010

Berkley Public Schools

PROFESSIONAL AND CONSULTANT SERVICES

Policy #1600

If a consultant is necessary, the Superintendent of Schools or the School Committee may appoint, retain, or employ persons for consulting or other professional services to the school system. Consulting services may be either on a per diem or contractual basis. Consultants shall have no administrative authority over any facet of the district's schools, but shall act solely as advisors to the School Committee and its officers and employees. Such services may be provided from professions other than education, as well as from the educational profession.

Adopted: May 8, 1973
Amended: Oct. 16, 2006
Reviewed: Jan. 25, 2010

Berkley Public Schools

SERVICES OF LEGAL COUNSEL

Policy #1610

1610.1 The School Committee may employ legal counsel for the general purposes of the Committee and may expend money therefore from the funds appropriated by the Town for school purposes.¹

The following are among the general duties of legal counsel with reference to educational matters:

1610.11 To advise and furnish the School Committee legal opinions, verbally and in writing, as directed, on all matters and questions of law, including interpretations of old and new statutes.

1610.12 To attend all meetings at the request of the School Committee.

1610.13 To prepare legal instruments and contracts, including resolutions, advertising of bids, and all other legal papers as directed by the School Committee.

1610.14 When needed, to commence and prosecute all legal action brought by the School Committee.

1610.15 To represent and defend School Committee members and school district employees in any legal action against them which has arisen from the carrying out of regular responsibilities and the performance of regular duties.

1610.2 The School Committee may employ legal counsel in connection with collective bargaining with employee organizations for school employees, and may expend money from the funds appropriated by the town for school purposes provided, however, that no money shall be expended in excess of twenty-five thousand dollars (\$25,000) without the prior approval of the Board of Selectmen.²

Reference:

¹ General Laws, Chapter 71, Section 37F

² General Laws, Chapter 71, Section 37E

Adopted: May 8, 1973

Amended: November 18, 1991

Reviewed: September 12, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

ADVISORY COMMITTEES

Policy #1700

- 1700.1 On occasion the School Committee may appoint citizens to committees to study specific school initiatives.
- 1700.11 The School Committee may support the work of a citizens advisory committee by authorizing the use of school system personnel, permitting the use of outside paid consultants, and underwriting other expenses.
- 1700.12 A citizens advisory committee should be given its charge in writing. The charge should include the date on which the committee makes its final report to the School Committee.
- 1700.13 A citizens advisory committee has only two responsibilities: to study the initiative and to make recommendations to the School Committee. In that the recommendations of a citizen's advisory committee are "*advisory*" in nature, they are not binding on the School Committee.

Adopted: May 8, 1973

Amended: November 18, 1991

Amended: October 16, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

COMMUNITY RELATIONS

Policy #1800

The School Committee and all employees of the school district should be aware of the importance of securing and maintaining the confidence and respect of the public in the educational programs of the schools. Here are some principles on which a sound program of community relations can be based:

- 1800.1 Schools are established for the purpose of helping children and youth learn and grow in desirable directions. Schools (as a top priority) should do well the job they are set up to do. This ought to be the main cornerstone in any program of community relations.
- 1800.2 All citizens, whether or not they are parents of the young, have a stake in the education of the next generation. They should be considered as being potentially supportive of the goals of education, even if, at times, some would question the means being used to accomplish these goals.
- 1800.3 Communications with citizens should be courteous, honest, straightforward, and direct. Quite naturally, School Committee members and educators like to communicate about the strengths and successes of educational programs. However, equally full communication is often necessary with reference to the problems, needs, and weaknesses of the school system. Citizens do not expect schools to be perfect; they do have the right to have an honest picture of the schools as they really are.
- 1800.4 The School Committee is charged with the responsibility of spending tax dollars, most of which are derived from assessments on the homes and businesses of the community. The citizens have a right to know how this money is being spent and how effectively their dollars are being used to accomplish educational purposes.
- 1800.5 The community should be viewed as a rich pool of educational resources for field trips, speakers, work-study projects, opportunities for pupils to observe people in a large number of diverse occupations, and as a source for volunteer and paid aides. Pupils should be taught that their community has a *history, geography, and current events* all of its own. Wise use of the community as an educational resource is an effective way of building understanding and support for schools at a genuine “*grass-roots*” level.
- 1800.6 More and more, education is becoming a lifelong activity. While schools have been established primarily to serve children and youth, the School Committee and the professional educators ought to be in the forefront of efforts to provide educational programs for adults and to promote the widest possible use of school facilities for educational and cultural programs for adults during non-school hours.

Adopted: May 8, 1973

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Reviewed: September 12, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

INDIVIDUAL MEMBERS AND THE COMMUNITY

Policy #1810

School Committee membership places some special responsibilities on persons as individuals apart from their participation in the official meetings of the School Committee. In order to support the integrity and maintain the effectiveness of the School Committee in the community, School Committee members should be guided by the following in their conduct as individuals in educational matters:

- 1810.1 Members, in their personal relationships, should exhibit a respect for the School Committee as an institution. Personal differences involving policy and other committee business should be confined to the meetings where they belong. Confidential matters involving personnel should never be discussed outside committee meetings. All members should strive to avoid participation in petty disputes and concentrate on matters of policy and administrative management.
- 1810.2 A Committee is not justified in acting on a grievance unless it is presented in writing by someone willing to be identified. Rumor and gossip should be referred to the Superintendent of Schools for verification.
- 1810.3 The powers of the School Committee are vested in the Committee as a unit and not with individual members. Complaints from citizens should first be presented to the Superintendent for interpretation of policy. If existing policy does not apply, the matter should be placed on the next agenda for Committee consideration.
- 1810.4 Any change in existing policy must have the approval of a majority of the Committee members during a regular or special School Committee meeting.
- 1810.5 Committee members should not personally investigate a complaint, as a member does not have the right to take any action on his or her own volition unless specifically designated by the Committee to investigate a particular matter and report to the full Committee.
- 1810.6 School Committee members are encouraged to visit school. However, commitments or comments to teachers and pupils which reflect only a personal opinion or observation should be avoided.

Adopted: May 8, 1973

Reviewed: November 18, 1991

Reviewed: September 12, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

NEWSPAPERS AND OTHER NEWS MEDIA

Policy #1820

- 1820.1 Representatives of the press and other news media are welcome to attend all meetings of the School Committee except the meetings held in Executive Session.¹
- 1820.2 All School Committee records and minutes (with the exception of items noted in Policy #1270) are matters of public records and may, by appointment, be examined.¹
- 1820.3 A statement of the official School Committee position on a given issue (as determined by vote of the School Committee) will be given only by the chairperson who is the spokesperson for the School Committee. The chairperson of the School Committee may call upon the Superintendent to assist in preparing news releases and public statements about School Committee policies and operations.
- 1820.4 The Superintendent, in order to keep the public informed, may issue news releases about the educational programs of the schools.

Reference:

¹ General Laws, Chapter 39, Section 23A

Adopted: May 8, 1973

Reviewed: November 18, 1991

Reviewed: September 12, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

DEVELOPMENTAL ACTIVITIES OF SCHOOL COMMITTEE MEMBERS

Policy #1900

- 1900.1 School Committee members are encouraged to engage in activities that will broaden their vision and knowledge of education and increase their competence as they function in their capacity as public representatives in the formulation of school policy and budgets. Memberships in local, state, and national school committee and school board associations; attendance and participation in clinics, workshops, conferences, and conventions; reading of newsletters, periodicals, and books about education and school committee operation; and visiting schools with exemplary programs are all examples of good and appropriate developmental activities.
- 1900.2 Registration for Massachusetts clinics, workshops, conferences, and conventions that bear direct relationship to educational and organizational issues related to the tasks of the School Committee will be paid through the school budget.
- 1900.3 Payment or reimbursement for registration, lodging, and per diem expenses for regional or national conventions or conferences must be presented to the Committee prior to the event and must be approved by a majority vote of the Committee. Committee members will base their decisions in consideration of the relative value of representation at such an event in relation to overall budgetary concerns. Should the Committee decide to send a member or members to such an event, priority shall be given to a member or members of the Committee who have not most recently represented the district out of state.
- 1900.4 Reimbursement or expenditures for supplies or materials directly related to effective performance of School Committee duties, such as books, subscriptions, and office materials, may be purchased with a majority vote of the School Committee and are subject to the budgetary restrictions set forth for such expenditures in the annual school budget. Receipts and a short letter describing the nature and purpose of the purchase must be submitted to the Superintendent's office with a copy to the Committee chairperson for reimbursement.
- 1900.5 Reimbursement for mileage driven to local or pre-approved workshops, conferences, meetings, or school visits may be submitted to the Superintendent's office with a copy to the Committee chairperson. Such receipts are to follow established guidelines of the school and municipality.

Adopted: May 8, 1973

Reviewed: November 18, 1991

Amended: March 16, 1998

Amended: October 16, 2006

Reviewed: Jan. 25, 2010

Berkley Public Schools

ORIENTATION OF NEW MEMBERS

Policy #1910

School Committee members, within one year after their initial election or appointment, shall complete at least eight 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 evaluation and the roles and responsibilities of school committee members. The orientation shall be provided by the Massachusetts Association of School Committees, Inc. or any other entity approved by the commissioner of education after consulting the Association. The Association and any other entity providing such orientation shall offer every year at least 2 orientation sessions at no required cost to eligible school committees. A certificate shall be awarded to each participant upon completion of the orientation and notice thereof shall be filed with the clerk of the city or town where the school committee member resides.¹

Adopted: May 8, 1973
Reviewed: November 18, 1991
Amended: December 18, 2006
Reviewed: Jan. 25, 2010

Reference:

¹ Massachusetts General Laws, Chapter 71, Section 36A