



RULES AND REGULATIONS*
OF THE
CHELSEA SCHOOL COMMITTEE

TABLE OF CONTENTS

CHAPTER I	1
▪ Composition, Eligibility, Election, and Term	
CHAPTER II	1
▪ Powers and Duties	
CHAPTER III	4
▪ Ethics	
CHAPTER IV	5
▪ Organization and Procedure	
CHAPTER V	11
▪ Secretary of the Committee	
CHAPTER VI	11
▪ School Councils	
CHAPTER VII	12
▪ School Improvement Plan	

*The pronouns "he" "his" "him" as used herein are intended to refer to all genders.



RULES AND REGULATIONS OF THE CHELSEA SCHOOL COMMITTEE

CHAPTER I COMPOSITION, ELIGIBILITY, ELECTION AND TERM

Section 1 – Composition – There shall be a School Committee composed of nine members. Eight members will be nominated and elected by voters from each of the eight municipal voting districts designated by the City. One member will be nominated and elected by the voters at large.

Section 2 – Eligibility – Except as otherwise provided by the City of Chelsea Charter, any registered voter shall be eligible to hold the office of School Committee member. A School Committee member who shall move from the city or fails to attend two School Committee regular meetings without prior notification to the Clerk of the School Committee during the term for which such School Committee member was elected shall be deemed to have vacated the office of School Committee member and the office shall be considered vacant. Any vacancy in office shall be filled in accordance with Section 3-2 of Chelsea City Charter.

In the event a member of the School Committee is absent from two consecutive meetings without prior notification to the Clerk, the Chair may request an investigation by the City Solicitor. If the City Solicitor finds reason to believe that a vacancy exists, the Chair will call a public meeting for the purpose of determining whether such a vacancy exists. If a vacancy is found to have occurred, it will be filled in accordance with Section 4.

Section 3 – Election and term – The term of office of School Committee members shall be for two years beginning on the first Monday of January in the year following election, and continuing until their successors are qualified. If the first Monday of January is a holiday, the term shall begin on the first Tuesday of January in the year following election.

Section 4 – Filling vacancies – If a vacancy occurs in the membership of the School Committee whether by failure to elect or otherwise, the vacancy shall be filled in accordance with Section 3-2 of the Chelsea City Charter.

CHAPTER II POWERS AND DUTIES

Section 5 - Powers and duties – The School Committee shall have all the powers and duties given to School Committees by the laws of the Commonwealth and the Charter of the City of Chelsea. The School Committee shall have general charge of the public schools of the City. The School Committee

shall have the power to appoint and to terminate a Superintendent of schools, establish educational goals and policies for the schools consistent with the requirements of the laws of the Commonwealth and standards established by the Commonwealth.

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

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

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent of Schools who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public Relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

Section 6 – Operational Goals – The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our school for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

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

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.

2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

Section 7 – Obligations of individual members - The obligations of individual Committee members are as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Department of Elementary and Secondary Education, policies and procedures of the Chelsea School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the Chelsea Public Schools.
4. To work effectively with other Committee members and to maintain reasonable standards of professionalism during shared interactions between members and with all employees, students and parents of the District.
5. To comply with the Commonwealth of Massachusetts Open Meeting Law and to respect privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in the sessions, until such time as the information becomes a matter of public record.
6. To vote and act in committee impartially for the good of the students and the welfare of the District as determined by each member after his careful review and analysis.

Section 8 – School Committee member authority – Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a committee legally in session. The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the committee.

No member of the committee, by virtue of his office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee. The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the committee sitting in formal session.

Section 9 – School Committee-Superintendent relationship – The committee will leave to the Superintendent all matters of decision and administration that come within his scope as executive officer or as professional leader of the school system. While the committee reserves to itself the

ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

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

Section 10 – Appointed Committee Officials – The Superintendent shall be appointed by the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

CHAPTER III ETHICS

Section 11 – School Committee member ethics – The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow committee members

A School Committee member in his relations with his community should:

1. Realize that his primary responsibility is to the children.
2. Recognize that his basic function is to be policy making and not administrative.
3. Remember that he is one of a team and must abide by, and carry out, all committee decisions once they are made.
4. Be well informed concerning the duties of a committee member on both a local and state level.
5. Remember that he represents the entire community at all times.
6. 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 committee activities.

A School Committee member in his relations with his school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

3. Give the chief administrator full responsibility for discharging his professional duties and hold him responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail.

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

1. Recognize that action at official meetings is binding and that he alone cannot bind the committee outside of such meeting.
2. Realize that he should not make statements or promises of how he will vote on matters that will come before the committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his own committee or from members of other committees who may be seeking help or information on school problems.
5. Make decisions only after all facts on a question have been presented and discussed.

CHAPTER IV ORGANIZATION AND PROCEDURE

Section 12 – Organization – The School Committee shall meet for organizational purposes annually the Thursday next after the first Monday in January at six-thirty o'clock PM, except during certain years following a general or special municipal election when the organizational meeting may occur on a different date to coincide with the administration of the oath of office to new members of the Committee. In no instance shall the organizational meeting occur later than the second Thursday following the first Monday in January. Every member shall be notified of this "organizational meeting". The organizational meeting shall be called to order by the most senior member of the Committee present at the meeting and shall be conducted pursuant to the Massachusetts "Open Meeting Law," c. 303 of the Acts of 1975 and as further amended in M.G.L. 30A§§25.

Section 13 - Meetings – Regular meetings of the School Committee shall be held on the first Thursday of each month at 7:00 PM and shall adjourn no later than 11:00 PM unless there is a unanimous vote of the Committee to continue the business of the meeting. No School Committee meeting shall be called before 7:00 PM unless an emergency situation exists. Whenever the first Thursday of the month, the time of the regular meeting of the School Committee, is a holiday, the regular meeting shall be held on the Thursday following the first Thursday. The Committee may, at its discretion, discontinue its session during the months of July and August. The Chairperson in consultation with the Vice Chairperson and/or Superintendent may postpone or cancel a regular or special meeting of the School Committee based upon inclement weather, resolution of a particular agenda item, unavailability of a quorum of the School Committee, unavailability of other key meeting participants, or for other reasons serving the needs of the District. Whenever a meeting of the School Committee is postponed or cancelled, notification of postponement or cancellation shall be provided as soon as is practicable, both to School Committee members and to the public.

Special meetings shall be called by the Clerk, either when so directed by the Chairperson or at the written request of five members of the Committee, and at least forty-eight hours' notice of special meetings shall be given to each member and the public effective from the date of the notice. The

direction of the Chairperson of the written request of the members for the purpose of the meeting shall be set forth in the notice.

Section 14 – Officers – The officers of the Committee shall be a Chairperson, Vice-Chairperson, Delegate to the City Council and Delegate to Shore Educational Collaborative, each to be chosen by via voice vote, and to continue in office until his successor is duly elected and sworn into office as Chairman, Vice-Chairman, Delegate to the City Council and Delegate to Shore Educational Collaborative.

Section 15 – Power of Chairperson – The Chairperson of the School Committee shall collaborate with the Superintendent to ensure that the anticipated agenda for any School Committee is posted at least 48 hours in advance of the meeting in accordance with the provisions of the Open Meeting Law. The Chairperson may delegate any of his duties or responsibilities to any member of the Committee as he may deem appropriate.

Section 16 – Majority Vote -- All actions shall be a unit decided by majority vote unless such vote would be contrary to the General Laws of Massachusetts pertaining to Education.

Section 17 – Quorum – A majority of the entire Committee shall constitute a quorum for the transaction of business. A majority of a subcommittee shall constitute a quorum of the subcommittee. The Chairperson of the Committee, who generally serves as an ex-officio member of all subcommittees, may substitute for an absent subcommittee member, if such substitution is necessary and sufficient to form a quorum.

Section 18 – Amendments – These rules and regulations may be amended by a two-thirds vote of the entire Committee, provided written notice of such proposed amendment shall have been given at the previous meeting and a copy of the proposed amendment given to each member of the Committee, and the proposed Rules and Regulations. The proposed amendment(s) shall not be voted upon sooner than thirty days from the meeting at which they were proposed.

Section 19 – Suspension of Rules – These rules may not be suspended if one member objects to the suspension of the rules.

Section 20 – Parliamentary Rules – The conduct of the meeting and business of the Committee shall be in accordance with the rules and parliamentary practice as laid down in “Roberts Rules of Order.” After debate on one topic that consumed one-half hour, a motion to limit debate shall be in order.

Section 22 – Presiding Officer – The Chairperson shall preside at all meetings of the Committee. In the absence of the Chairperson, the Committee shall be called to order by the Vice-Chairperson, and in the absence of both, by the most senior member of the Committee present at the meeting, and in such event, no business shall be transacted until a Chairperson pro tem has been chosen.

Section 23 – Order of Business – As soon as a quorum is present, the Chairperson shall take up matters of business in the following order:

1. Call to order
2. Pledge of Allegiance
3. School Committee Minutes
4. Public Comment
5. Report of the Superintendent of Schools

6. Committee Reports
7. Unfinished Business
8. New Business
9. Communications
10. Announcements & Book of the Month Presentation
11. Adjournment

Section 24 – Roll Call – The order of place on roll call shall be drawn by lot at the first meeting of each year. In drawing for places, the Clerk shall insert pellets numbered one (1) through nine (9) in the drum after he has shown all pellets to the members in attendance. Drawing for places on roll call shall be the first order of business at the meeting following the Pledge of Allegiance.

Section 25 – New Business – In order to allow for sufficient administrative time for posting of the anticipated agenda at least 48 hours prior to a meeting, School Committee members are asked to submit any items to be presented under “New Business” to the Clerk in writing and/or orally at least five business days preceding the meeting. For matters received fewer than five business days before the meeting, the Chairperson has the discretion to delay until a subsequent meeting his consideration of the topic for placement on an agenda.

Section 26 – Tabling – Any member can table a motion until the next meeting without a majority vote. The tabled motion will be listed under ‘Unfinished Business’ on the next agenda. To be heard again, a motion which has been tabled must be put into the form of a motion to remove it from the table.

Section 27 – Communications – The School Committee encourages written correspondence from the public. Such correspondence should be sent to the Committee through the Clerk, who will forward the correspondence to the Chairperson. All communications addressed to the School Committee shall be stamped with a date stamp on the day of arrival. Exempt from this rule shall be advertisements. The Chair shall take steps to address the correspondence as he deems appropriate. Such steps may include, but are not limited to: (1) referral of the matter to the school administration for study and possible action; (2) referral of the matter to a subcommittee of the School Committee; or (3) placement of the matter on the agenda of a School Committee meeting. The Clerk secretary will send acknowledgment of receipt of the correspondence to the correspondent within ten business days and, if so directed by the Chairperson, will notify the correspondent of the steps the Chair has determined to be appropriate in addressing it.

Section 28 – Reconsideration – A member who voted with the prevailing side of a particular vote may make a motion for reconsideration of that vote. As a general rule, the member must submit such reconsideration as an item of “New Business” in accordance with Section 25 of these Rules and Regulations for inclusion in the agenda for the regularly scheduled school committee immediately following the original vote. While the motion for reconsideration must be initiated by a member who voted with the prevailing side in the original vote, such motion may be seconded by any member regardless of his original vote on the matter. The motion to reconsider requires only a majority vote, regardless of the vote necessary to adopt the original motion, now to be reconsidered. If a motion to reconsider is allowed, the question on which the vote to be reconsidered is placed before the committee in the exact position it occupied the moment before it was voted on originally.

Section 29 – Public Comment – During the Public Comment portion of the regular School Committee meeting, up to four minutes will be available for members of the public to speak on each item. Up to three additional minutes may be added at the discretion of the Chairperson.

Section 30 – Public Hearing – At a Public Hearing of the School Committee, the Public Hearing will begin at 6:00 PM and end no later than 10 PM. Up to three minutes will be available for members of the public to speak on each item.

Section 31 – Employment of Personnel -- Questions of general policy and decisions relating to the employment of individuals for those positions that require School Committee approval shall be settled by formal vote of the Committee, following receipt of a recommendation from the Superintendent. Such positions include Assistant Superintendent, Deputy Superintendent, Business Administrator, and Administrator of Special Education. The Superintendent is authorized to appoint all other positions referenced by statute in connection with school committees, including the Supervisor of Attendance, School Physician, Nurses, Librarians and School Psychologists. While appointment to these positions is not subject to School Committee approval, the Superintendent upon request of the School Committee will send a copy of resumes of those hired for these positions, post hire.

Section 32 – Complaints– Whenever a complaint is made directly to the School Committee as a whole or to a School Committee member as an individual, it will be referred to the Superintendent and administrative staff for study and possible solution. Should dissatisfaction remain after review by the administration, the complainant may contact the School Committee Chairperson, who shall arrange for the School Committee to address the matter if the Chairperson deems appropriate. As an exception to this process, the Chairperson may make arrangements to directly address complaints regarding the conduct or performance of the Superintendent where appropriate.

Section 33 – Notification – All votes and directions of the Committee affecting students, parents, or teachers shall be communicated through the Clerk to the Superintendent for notice to the proper party or parties concerned.

Section 34 – Usage of School Facilities – There shall be no charge to the School Site Council for the use of school facilities for its regular meetings or for meetings conducted to raise funds for the schools. There shall be no charge to charitable organizations or civic organizations for the use of school facilities when there is no admission fee. A fee of \$30.00 shall be established if there is an admission charge and this charge may be waived by the Superintendent. A fee for custodial, security, or cafeteria services shall be charged, if these services are required. This fee shall be determined by the existing contractual agreement and the group whose services are being utilized and the Superintendent. This charge may be waived by the Superintendent for non-profit or charitable organizations. Requests for use of school facilities shall be made on the forms provided by the School Department. When use is granted, the Superintendent shall be so informed and maintain a record of usage which shall be available to the School Committee.

Section 35 – Standing Subcommittees of the School Committee – The School Committee may establish subcommittees for specific purposes, and will typically have standing subcommittees for Human Resources, Budget and Finance, Policies and Procedures, and Curriculum and Instruction. The following apply:

1. Each subcommittee will be provided with a list of functions and duties.
2. Subcommittees may make recommendations for School Committee action, but may not act for the School Committee.

3. The School Committee Chairperson will appoint members of each subcommittee and a subcommittee chairperson.
4. Only members for the School Committee may serve as members of subcommittees.
5. The School Committee Chairperson shall be an ex-officio member of all subcommittees, with the understanding that the Chairperson may, but is not required, to attend each subcommittee meeting. As an ex-officio member, the Chairperson may not vote unless (1) necessary to break a tie vote of a quorum of the subcommittee or (2) serving as a substitute for an absent member of the subcommittee in accordance with the provisions of Section 17 of these Rules and Regulations.
6. A subcommittee may be dissolved by a vote of the School Committee at any time.
7. At its annual organizational meeting the School Committee shall review the need for existing subcommittees and the need for creation of new subcommittees.

Section 36 – Finance Subcommittee – The Chairperson shall appoint a Finance Committee to work with the Superintendent of Schools in preparation of the School Department Budget. The Committee shall consist of four (4) School Committee members, one of which shall be named Chairman. The Committee and the Superintendent of Schools shall strive to meet at least once per month starting in September until such time as the Budget is adopted by the School Committee.

Section 37 – Advisory Committees to the School Committee – The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve;

- b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities;
- c. The resources the School Committee will provide;
- d. The approximate dates on which the School Committee wishes to receive major reports;
- e. School Committee policies governing citizens, committees, and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff;
- f. Responsibilities for the release of information to the press.

7. Recommendations by Advisory committees will be based on research and fact.

Section 38 – School Attorney – The School Committee may use the service provided by the City of Chelsea City Solicitor. The Committee and the Superintendent may seek his services to counsel and represent the school system at various times.

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

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him. He will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with the requirements of school law to enable him to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

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

Section 39 – Purchases – The purchase of all School Department materials and equipment will conform to MGL Chapter 30B.

Section 40 – School Property – All school property that is no longer useful will be disposed of following MGL Chapter 30B.

Section 41 – School Committee Rules and Regulations Disbursement – Every School Department employee shall be deemed to familiarize himself with a copy of the School Committee Rules and Regulations. The School Committee Rules and Regulations are available on the Chelsea Public Schools website.

Section 42 – Revisions of the Rules and Regulations and Location – Within a reasonable time after adoption, all School Department personnel shall receive a copy of all additions, revisions, and deletions to the Rules and Regulations of the School Committee made during the school year. Two copies of the School Committee Rules and Regulations shall be kept at the Chelsea Public Library.

CHAPTER V SECRETARY OF THE COMMITTEE

Section 43 – Secretary of the Committee – The individual designated by the Committee as Clerk shall act as a Secretary of the Committee, keeping a full and accurate record of its regular meetings, conferences and proceedings, including names of the members present at each meeting; shall notify the Chairperson and members of any special committee of the subjects referred to it; and shall act as correspondent for the Committee and preserve copies of all correspondence. The Clerk shall notify the President of each School Site Council of all School Committee meetings, both regular and special. A copy of the meeting agenda shall be sent to members of the School Committee with the Superintendent's Report twenty-four (24) hours in advance of a regular meeting. In preparing the minutes, the clerk shall not submit them to any person for approval before they are finished. The Clerk may pose any questions he may have concerning any action of the Committee, or seek confirmation of his notes to the Superintendent, Assistant Superintendent, Administrative Assistant, the Chairman, or the member making the motion.

The Clerk of the School Committee may receive an annual stipend established by the School Committee.

Section 44 – Minutes – The Clerk shall send a copy of the minutes of each meeting of the Committee to the following: One copy to each member of the School Committee, the Superintendent of Schools, Principals, each School Site Council President, the president of the Chelsea Teachers' Union, the Parent Information Center, the President of the City Council, the City Solicitor, the Chelsea Public Library and the City Clerk.

Section 45 – Reports and Communications – The clerk shall keep on file in his office all reports, communications, papers, and documents relating to the business of the Committee or belonging to it. The Clerk shall perform other duties as may be required of the Clerk by the Committee or any sub-committee thereof.

Section 46 – Letters of Condolence – The Clerk is not authorized to conduct any business on behalf of the Committee without an expressed prior vote of the Committee. The only exception to this rule concerns the sending of letters of condolences to the family of deceased employees of the District, including retired employees and members of the Committee. In said instances, the Chairperson of the School Committee is authorized to initiate such action on behalf of the Committee.

CHAPTER VI SCHOOL COUNCILS

Section 47 – Rationale for Establishing School Councils -- The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the schools in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Section 48 – Establishment of School Councils - As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have

the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee or as specified by law.

Section 49 – Role of the School Council - The following guidelines define the role of the School Council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards;
2. Identification of the educational needs of the students attending the school;
3. Making recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan required pursuant to section 38Q1/2;
4. Review of the school building budget;
5. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.

CHAPTER VII SCHOOL IMPROVEMENT PLAN

Section 50 – Preparing a School Improvement Plan – The Principal, in conjunction with the advice of the School Site Council, shall be responsible for preparing a written school improvement plan annually, with the overall goal of improving student performance. The plan shall be written with the advice of the school council and submitted for approval to the Superintendent, who shall consult with the School Committee prior to approving the plan. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Department of Elementary and Secondary Education and by the School Committee;
2. An assessment of the needs of the school in light of the proposed educational goals;
3. The means to address student performance;
4. Professional development for the school's professional staff;
5. The enhancement of parental involvement in the life of the school, safety, and discipline;
6. The development of means for meeting the diverse learning needs of every child;
7. In schools serving 10 or more English learners or in which English learners comprise at least 5 per cent of the student population, whichever is less, the plan to improve student performance shall include a description of the educational program models and approaches offered by the school district to ensure the progress of English learners in attaining English

speaking, reading, writing and oral comprehension skills and in meeting academic standards under section 1D of said chapter 69 and curriculum frameworks under section 1E of said chapter 69.

8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and;
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

Section 51 – Submission and Approval of the School Improvement Plan – The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by October 31st of each year.

Because the implementation of the plan is dependent on Superintendent approval following consultation with the School Committee, it is important that the school council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning and achievement;
2. Specify expected student outcomes and measurable/observable results;
3. Align with the mission of the school district and any goals and policies of the school district;
4. Be consistent with state and federal law, school district policy, established curriculum, and negotiated agreements;
5. Clearly identify actions to be taken on how changes will be implemented;
6. Include a plan on how to solicit community support for the changes being developed;
7. Indicate anticipated costs and available funding sources;
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent after consultation with the School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it to the Superintendent, who shall review and approve the resubmitted plan, after consultation with the School Committee.

Section 52 – Conduct of School Site Council Business – The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least within the first 40 days of each school year and once monthly during the school year. Meetings shall be held outside of school hours. At its first meeting of the school year, the council shall set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, M.G.L. 30A §§18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting be maintained as required. The scope of the school council does not require, and therefore does not qualify, for executive session.

Parent advisory councils, established under section 6A of chapter 71A, may, at their request, meet at least once annually with the school council.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information upon request.

February 16, 2012
September 9, 2012
December 3, 2015
November 12, 2020