



**RULES AND REGULATIONS  
OF THE  
CHELSEA SCHOOL COMMITTEE**

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# **RULES AND REGULATIONS OF THE CHELSEA SCHOOL COMMITTEE**

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March 22, 2007**

## **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 voter shall be eligible to hold the office of School Committee member. A School Committee member who shall move from the city 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 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. The School Committee shall have general charge of the public schools of the City. The School Committee shall have the power to select 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 must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. 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 Board of 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/her 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/her 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/her 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/she will submit the matter to the committee for advice and direction.
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/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she 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/she 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/her committee activities.

A School Committee member in his/her relations with his/her 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/her professional duties and hold him/her 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/her relations with his/her fellow committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meeting.
2. Realize that he/she should not make statements or promises of how he/she 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/her 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 Tuesday next after the first Monday in January at seven 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 Tuesday 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 henceforth.

**Section 13 - Meetings** – Regular meetings of the School Committee shall be held on the fourth 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 fourth 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 preceding the fourth Thursday. The Committee may, at its discretion, discontinue its session during the months of July and August. No regular or special meeting of the School Committee shall be postponed or cancelled unless five members have signified that they will be unable to attend the scheduled meeting. Whenever a meeting of the School Committee is postponed or cancelled, notification of postponement or cancellation shall give the reason for postponement or cancellation.

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, and Delegate to the City Council, each to be chosen by viva voce vote, and to continue in office until his successor is duly elected and sworn into office as Chairman, Vice-Chairman, and Delegate to the City Council.

**Section 15 – Power of Chairperson** – The Chairperson of the School Committee shall delegate any of his/her duties or responsibilities to any member of the Committee as he/she may deem, subject to the approval of the School Committee.

**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.

**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 shall lay on the table for at least thirty days.

**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.” No motion presented shall require a second. After debate on one topic that consumed one-half hour, a motion to limit debate shall be in order.

**Section 21 – The Board** – Wherever the word “Board” occurs in these Rules and Regulations, it refers to and means the Board of the School Committee.

**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. Management Team Minutes
5. Public Comment
6. Report of the Superintendent of Schools
7. Unfinished Business
8. New Business
9. Communications
10. Committee Reports
11. Announcements & Book of the Month Presentation
12. 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 that is used for drawing jurors after he/she 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** – Any motion to be presented under “New Business” shall be submitted to the Clerk in writing and/or orally up until 4 p.m. of the day preceding the meeting, or 24 hours prior to the scheduled start of the meeting, whichever is greater. Any motion submitted after the deadline will be considered a “late motion” and will only be allowed consideration under “New Business” provided

a simple majority of the members present agree to consider it. If a simple majority of the members present do not so agree, the “late motion” will be automatically referred to the next regular meeting of the School Committee for action under “New Business.”

**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** – 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. Only those communications received before 4:00 PM of the day on which the School Committee meets shall be considered at the meetings of the School Committee. The Clerk shall read the communications from the original letter and if the communication is too lengthy any member of the Committee may request a waiver of the reading and a copy will be sent to each member.

**Section 28 – Reconsideration** – There shall be kept in the office of the School Committee a separate folder for written requests for reconsideration on motions. A Request for Reconsideration shall be filed in the office of the School Committee up until 4:00 PM of the next business day excluding holidays. Any member of the Committee may file a Request for Reconsideration. If a member is absent when the vote is taken, said member shall have the right to file for reconsideration. A meeting to act on reconsideration shall be held within ninety-six (96) hours of the filing of reconsideration.

**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 Board. Matters that require such prompt action may be decided by the Chairperson and Superintendent subject to the approval of the School Committee. All temporary and provisional appointments shall be advertised in the appropriate newspapers including local newspapers and the applicants shall be interviewed and appointed by the Superintendent subject to the approval of the School Committee. All emergency appointments shall be made by the Superintendent, and the School Committee shall be notified of all emergency appointments.

**Section 32 – Complaints**– Any complaint or representation must first be made to the Superintendent for investigation and resolution. The Superintendent shall report the results of the complaint to the School Committee or Committee member directly involved. The Committee is aware of the Grievance Procedures and Notice of Nondiscrimination Policy for Title IX and Chapter 622.

**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 Parent-Teachers Association for the use of school facilities for their 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 – Subcommittees of the School Committee** – The School Committee will have no standing subcommittees. It may however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for committee action.

1. The subcommittee will be established through action of the Committee.
2. The Chairperson, subject to approval of the Committee, will appoint the subcommittee and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee or the chairman's designee and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment or it may be dissolved by a vote of the Committee at any time.

**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 five (5) 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 of committees will be based upon research and fact.

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

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

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/her. He/she 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/her 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/she 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 issued and be deemed to familiarize himself or herself with a copy of the School Committee Rules and Regulations.

**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 PTA and School Site Council of all School Committee meetings, both regular and special. A copy of “Unfinished Business” 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/she may have concerning any action of the Committee, or seek confirmation of his/her 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, each PTA President, School Site Council President, the president of the Chelsea Teachers’ Union, the Parent Information Center, and the President of the City Council. Two copies shall be sent to each school, one for the Principal’s file and one to be posted on the Bulletin Board. Two copies shall be sent to the Chelsea Public Library and the City Clerk.

**Section 45 – Reports and Communications** – The clerk shall keep on file in his/her 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. Review of the school building budget;
4. 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. The plan shall be written with the advice of the school council and submitted for approval to the Superintendent and the School Committee. 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 Board of 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. 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 and the School Committee for review and approval by November 1<sup>st</sup> of each year.

Because the implementation of the plan is dependent on School Committee approval, 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 and 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 for approval. If the School Committee does not review the school improvement plan within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved.

**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 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, Section 23 A, B, and C, 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.

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.

March 22, 2007