

**SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS**

FILE: BA

Policy for: SCHOOL COMMITTEE OPERATIONAL GOALS	Revision 1
Date Approved by School Committee: 12/10/85	Signature of Chairman: Colleen F. Schaller
Page 1 of 1	

The School Committee is responsible to the citizens of Needham and should attempt to reflect the opinions of the community. At the same time Committee members must look to the future in thinking and planning for the total program. The Committee must consider a broader perspective than that of any individual citizen in thinking and planning for the total program. The results of many Committee decisions and actions will not be realized immediately but will set the course of education in Needham for future years. The Committee should support philosophies that promote the quality education which meet the needs of the students.

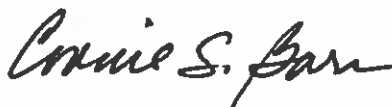
The School Committee is committed to the following operational goals:

- * Maintenance of a public school system which will provide the opportunity for all students to develop their individual abilities and potentialities to the utmost and to become citizens of maximum value to their community, state, and nation.
- * Maintenance of a constant awareness of the concerns and desires of the entire community regarding the quality and performance of the school system, with the Committee assuming a role of educational leadership.
- * Employment of a Superintendent who will assure that the Needham Public School District maintains a position as an outstanding school system, and under whose leadership all school personnel will carry out the policies of the School Committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBA

Policy for: SCHOOL COMMITTEE POWERS AND DUTIES	Revision 1
Date Approved by School Committee: June 15, 2010	Signature of Chairman:  Connie S. Barr
Page 1 of 1	

The School Committee of the Town of Needham acts as the agent of the Commonwealth of Massachusetts in the operation of educational facilities within its jurisdiction. It is responsible for the fulfillment of statutory mandates and for the acceptance or rejection of permissive legislation. In any and all cases not otherwise determined by statute or regulation of the Commonwealth of Massachusetts Board of Education, the Committee considers itself the responsible agent in the establishment and appraisal of educational activities in the public schools of Needham, with the advice of the Superintendent and the will of the people always under consideration.

The duties of the School Committee include, but are not limited to:

- To select and evaluate the Superintendent of Schools
- To establish educational goals and policies for the Needham Public Schools
- To establish, maintain and/or support such types of schools and classes as deemed necessary to meet the needs of all of the students of the Needham Public Schools
- To make recommendations to the Town Meeting for the purchase of school sites and for the construction and renovation of buildings
- To review and approve budget(s) for public education in the District
- To negotiate with employee organizations concerning salary and conditions of work

Legal Ref.: General Laws . . . Ch. 71: S.37

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BBA

Policy for: MEMBER AUTHORITY	Revision 1
Date Approved by School Committee: 1/11/83	Signature of Chairman: John E. Carroll
Page 1 of 1	

A School Committee member is officially a member of the Committee only when the Committee is in session. A member is empowered to speak for the Committee only when so designated by action of the membership. Each member has the responsibility of keeping well informed, through the Superintendent, on developments within the Needham school system as well as state and nationwide educational developments and trends.


Committee members shall not intrude or involve themselves in the daily operation of the school system. Theirs is a policy function. The primary duty of a Committee member shall be to approve policies that are necessary for the effective operation of the Needham Public Schools. Members are also responsible for establishing, beforehand, criteria against which they can weigh evidence to determine that policies, goals, and operations are being effectively carried out.

No member of the Committee, by virtue of his/her elected office, shall exercise any administrative responsibility with respect to the schools, nor shall any Committee member as an individual command the services of any school employee. No individual member of the School Committee may submit a press release for the Committee without its authorization.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBB

Policy for: SCHOOL COMMITTEE ELECTIONS		Revision 3
Date Approved by School Committee: June 15, 2010	Signature of Chair:  Connie S. Barr	Page 1 of 1

The Needham School Committee is composed of seven members, each of whom is a Town officer chosen by ballot from among the registered voters of Needham.

As nearly one-third of the Committee membership as possible is elected at each annual Town election, i.e. three members will be elected in every third annual election, and two members will be elected in each of the two intervening annual elections.

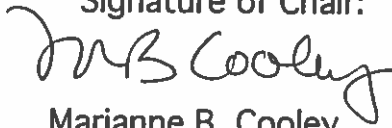
Each Committee member so elected will serve a term of three years, unless that member is specifically elected to fill an unexpired term created by a vacancy on the Committee, in which case the member will serve the remainder of the unexpired term.

Legal Ref: General Laws. . .Ch. 41: S.1.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBBA

Policy for: SCHOOL COMMITTEE MEMBER QUALIFICATIONS	Revision 1
Date Approved by School Committee: February 7, 2012	Signature of Chair:  Marianne B. Cooley
Page 1 of 1	

In order to serve legally on the Needham School Committee an individual must be a registered voter of Needham, must have been duly elected or appointed, and must have taken the oath of office. No School Committee member is eligible to be a teacher or an employee or the Superintendent of Schools in the Needham Public Schools.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BBBB

Policy for: SCHOOL COMMITTEE MEMBER OATH OF OFFICE BEGINNING OF TERM	Revision 0
Date Approved by School Committee: 1/11/83	Signature of Chairman: John E. Carroll Page 1 of 1

Every School Committee member, before entering upon the official duties of that office, must be sworn to the faithful performance of such duties through an oath of office administered by the Town Clerk of Needham.

The lawful term of a member begins on the day following election to the Committee. As soon as the oath of office has been duly administered, the member will commence performance of his/her duties.

Following administration of the oath, the Clerk will provide the member with a copy of the Open Meeting Law.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

BBC

Policy for: SCHOOL COMMITTEE MEMBER RESIGNATION	Revision 0
Date Approved by School Committee: 1/11/83	Signature of Chairman: John E. Carroll
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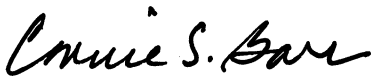
The School Committee believes that any citizen who seeks election to the Committee should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Committee members. . .and that the citizen's desire to serve reflects his/her intention to serve a full term of office.

However, if for reasons of health, change in residence, or any other compelling reason a member does decide to terminate service, the Committee requests earliest possible notification of such intent to resign, in order to be able to plan appropriately.

Formal resignation is accomplished by the member's filing of such resignation with the Town Clerk of Needham. Such resignation will be effective immediately, unless a later effective date for resignation is specified. The Clerk will notify the remaining School Committee members and the Board of Selectmen of the resignation and its effective date.

If a School Committee member moves from the Town of Needham, he/she will be deemed to have vacated his/her office.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

	FILE	BBE
Policy for: UNEXPIRED TERM FULFILLMENT	Revision 2	
Date Approved by School Committee: July 13, 2010	Signature of Chair:  Connie S. Barr	Page 1 of 1

If a vacancy occurs during the unexpired term of a School Committee member, a registered voter of the Town of Needham will be appointed to perform the duties of the School Committee member until the next annual Town election.

The remaining School Committee members will give written notice, within one month of the occurrence of such a vacancy, to the Needham Board of Selectmen. The Selectmen together with the remaining members of the School Committee will, after one week's notice, fill the vacancy by a majority of votes in a roll call vote.

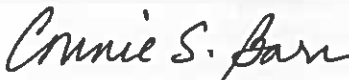
Should the School Committee fail to provide written notice to the Selectmen within one month of the vacancy, the Board of Selectmen is empowered to fill the vacancy.

Legal Ref.: General Laws. . .Ch. 41: S.11.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBF

Policy for: SCHOOL COMMITTEE MEMBER CODE OF ETHICS		Revision 3
Date Approved by School Committee: January 18, 2011	Signature of Chair:  Connie S. Barr	Page 1 of 2

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 that apply to School Committees.

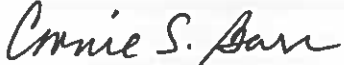
This Code of Ethics delineates three areas of responsibility of school committee members: (1) community responsibility, (2) responsibility to school administration, and (3) relationship to fellow committee members.

- (1) A School Committee member in her/his relations with the community should:
 - a. Realize that the primary responsibility is to the children.
 - b. Recognize that the basic function is policy-making and not administrative.
 - c. Remember that s/he is one of a team and must abide by, and carry out, all lawful committee decisions.
 - d. Be well informed concerning the duties of a committee member on both a local and state level.
 - e. Remember that s/he represents the entire community at all times.
 - f. Accept the office of committee member as a means of unselfish service.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBF

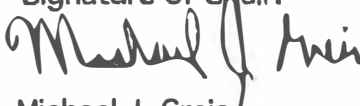
Policy for: SCHOOL COMMITTEE MEMBER CODE OF ETHICS		Revision 3
Date Approved by School Committee: January 18, 2011	Signature of Chair:  Connie S. Barr	Page 2 of 2

- (2) A School Committee member in his/her relations with the administration should:
- Endeavor to establish sound, clearly defined policies which will direct and support administration.
 - Recognize and support the administrative chain of command, and notify the Superintendent of all complaints.
 - Act only on the recommendations of the Superintendent in matters of employment or dismissal of school personnel.
 - Give the Superintendent full responsibility for discharging her/his professional duties and hold her/him responsible for acceptable results.
- (3) A School Committee member in her/his relations to her/his fellow committee members should:
- Recognize that action at official meetings is binding and that s/he alone cannot bind the committee outside of such meetings.
 - Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
 - Not withhold pertinent information on school matters from members of the committee.
 - Avoid taking a final position on questions until all facts and views have been presented.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BBFA/
DJG/
GBCA

Policy for: VENDOR RELATIONS	Revision 1
Date Approved by School Committee: September 16, 2014	Signature of Chair:  Michael J. Greis
Page 1 of 1	


Employees having official responsibility for a procurement transaction shall conduct themselves in a manner consistent with MGL Chapter 268A, the Massachusetts Conflict of Interest Law.

No employee of the Needham Public Schools shall solicit or accept a gift, meal, any form of monetary compensation, or reimbursement of travel expenses from any vendor who has done business, is doing business, or may be doing business with the Needham Public Schools, except as provided by law.

It is the policy of the Needham Public Schools to prohibit vendor solicitation in school buildings. Representatives of firms doing, or hoping to do business with Needham Public Schools, shall contact the School Procurement Officer.

Legal Reference:
M.G.L. c. 268A

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

	FILE	BCA
Policy for: ORGANIZATION MEETING	Revision 5	
Date Approved by School Committee: March 15, 2022	Signature of Chair:  Connie S. Barr	Page 1 of 1

The Needham School Committee will hold elections for its officers at a meeting that will be called by the Superintendent no later than 10 days following the annual Town Election. Each member will be notified of the time and location of the meeting for organization.

This meeting will be called to order by the Chair or, in the absence of the Chair, the Vice Chair or, in the absence of the Chair and Vice Chair, the senior member present and the first order of business will be nomination and election of a Chair. The newly elected Chair will immediately assume leadership of the meeting. The second order of business will be nomination and election of a Vice-Chair. The third order of business will be nomination and election of an executive secretary for the Committee.

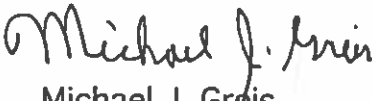
The School Committee will make appointments to Town committees and other School Committee subcommittees by the first meeting in September.

Reference: Town Charter July 2021 Section 7 Town Meeting Members at Large

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCB

Policy for: SCHOOL COMMITTEE OFFICERS		Revision 3
Date Approved by June 4, 2019	Signature of Chair:  Michael J. Greis	Page 1 of 1

At its annual organizational meeting the Needham School Committee will elect the following Committee officers for a term of one year:


- Chair (Policy BCBA)
- Vice-Chair (Policy BCBB)
- Executive Secretary (Policy BCBC)

Immediately upon election, the above officers will commence their duties as described in the referenced policies, and will continue performance of those duties until the end of their one year term or until their successors are elected (unless unusual circumstances necessitate an earlier change in office).

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCBA

Policy for: SCHOOL COMMITTEE OFFICERS	Revision 2
Date Approved by School Committee: March 1, 2022	Signature of Chair:  Connie S. Barr
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Duties of the Chair

The Chair of the Needham School Committee, an elected member of the Committee, will preside at all Committee meetings and perform other duties as directed by law, by the Department of Elementary and Secondary Education regulations and by the Committee.

In that period between Town election and the election of a new Chair, the previous Chair will temporarily assume the duties of the Chair. If for any reason the previous Chair is not available, the previous Vice-Chair, or the ranking member present in terms of continuous service on the Committee should the previous Vice-Chair also be unavailable, will preside at the meeting.

Responsibilities of the Chair are:

- Sign any instruments, acts and orders necessary to carry out state requirements and the Committee's will.
- Aid the Superintendent in planning the agenda for each Committee meeting.
- Confer with the Superintendent on crucial matters which may occur between Committee meetings.
- Appoint subcommittees, subject to Committee approval.
- Call special Committee meetings as necessary.
- Act as official public spokesperson for the Committee, assuring that only the views of the Committee are expressed.

As presiding officer, the Chair is responsible for the orderly and proper conducting of all School Committee meetings.

The Chair will:

- Call the meeting to order at the appointed time.
- In its proper order, announce the business to come before the Committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCBA

Policy for: SCHOOL COMMITTEE OFFICERS	Revision 2
Date Approved by School Committee: March 1, 2022	Signature of Chair: <i>Connie Smith Barr</i> Connie S. Barr
Page 2 of 2	

- Enforce Committee policies relating to the conduct of meetings and the order of business.
- Recognize persons who desire to speak, and protect speakers who have the floor from disturbance or interference.
- Explain motions and their potential effects when necessary.
- Restrict discussion to the question under consideration, particularly when a motion is before the Committee.
- Answer parliamentary inquiries, referring questions of legality to Committee counsel.
- Put motions to a vote, stating definitely and clearly the vote and its result.

Aside from the above-described duties and responsibilities, the powers of the Chair are no greater than those of any other Committee member.

Duties of the Vice Chair


The Vice Chair of the Needham School Committee, an elected member of the Committee, will in the absence of the Chair, act to carry out the duties and responsibilities of the Chair.

Should both the Chair and Vice Chair be absent from a Committee meeting at which a quorum is present, the ranking member present in years of continuous service on the Committee will preside over the meeting.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCBC

Policy for: SCHOOL COMMITTEE EXECUTIVE SECRETARY	Revision 3
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis
Page 1 of 1	


The Executive Secretary of the School Committee need not be an elected Committee member. Historically, the Needham School Committee has elected the Superintendent to fill the role of Executive Secretary. The duties of the Executive Secretary are to:

- Maintain a permanent master record of the minutes for all official actions taken by the Committee including votes, orders and proceedings. This master copy is the official record; all other copies are for informational purposes but are not official records.
- Notify all persons directly concerned with any action taken by the Committee.
- Send an exact copy of the records (minutes) of each meeting to each Committee member, for the purpose of approval at a follow-up official meeting.
- Send a copy of the proposed agenda or proposed purpose and all applicable information, for each regular and special meeting, to each Committee member at least 24 hours prior to the meeting.
- Keep on file and available to the Committee all reports, communications and other documents belonging to the Committee.

Legal Reference.: General Laws Ch. 71: S.36.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BCD

Policy for: COMMITTEE-SUPERINTENDENT RELATIONSHIP	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
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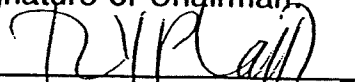
*Refer all concerns to the Superintendent for appropriate investigation and/or action.

The Superintendent will assist the Committee in establishing policy and making decisions by providing relevant information, reports, and recommendations for action. The Superintendent shall not perform nor cause/allow to be performed any act which is unlawful, which violates commonly accepted professional and business ethics, which violates any contract into which the Committee has entered, or which violates Committee policies and regulations.

The Committee will strive to procure for the Superintendent position, when a vacancy exists, the best professional leader available.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BCE

Policy for: SUBCOMMITTEES OF THE SCHOOL COMMITTEE	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 2	

The School Committee may delegate portions of its exploratory, fact-finding, or preliminary work to subcommittees which are composed of Committee members. Such subcommittees are strictly advisory in nature; they have no power to act officially or to commit the School Committee to any course of action, except as specifically directed by the Committee.

Subject to Committee agreement, the Chairman will publicly announce the formation of any subcommittee, clearly state its purpose, and appoint its membership.

Subcommittees may meet at such times and locations as its members agree to be necessary and desirable. All subcommittee meetings shall be subject to the provisions of the Open Meeting Law, including due posting of advance notice, public attendance, maintenance of proper minutes, executive session, etc.


Although subcommittees have latitude to plan and conduct their duties independently, any assistance required from administration or staff must be requested through the Superintendent. Extensive or time-consuming assistance from the administration or staff should be approved beforehand by the School Committee.

Subcommittees will regularly report their findings, conclusions, and recommendations to the School Committee, either at planned intervals or as requested.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

BCE

Policy for: SUBCOMMITTEES OF THE SCHOOL COMMITTEE	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
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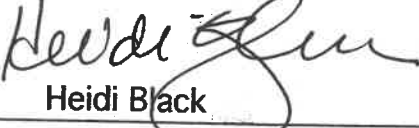
Subcommittees will be dissolved by the Chairman upon Committee agreement that the purpose of the subcommittee has been accomplished or that its existence is no longer necessary. Following the annual organizational meeting, the Committee will determine whether existing subcommittees shall be continued, dissolved, or given new direction and/or membership.

General Laws: Chapter 38: sec. 23A, 23B

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCF

Policy for: ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE	Revision 3
Date Approved by School Committee: May 15, 2012	Signature of Chair:  Heidi Black
Page 1 of 2	

The following general policies will govern the appointment and functioning of advisory committees to the School Committee (other than the Student Advisory Committee and the school councils which are governed by the terms of the Massachusetts General Laws).

An advisory committee may be created by the School Committee to serve as a task force for special purposes or to provide continuing consultation in a particular area or activity. No advisory committee will be a standing committee.

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.

The composition of an advisory committee will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff and members of the School Committee may be appointed to the committee as members of the committee or as consultants to the committee.

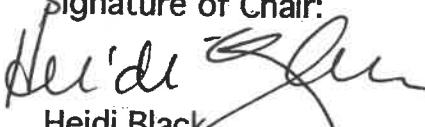
Appointments to an advisory committee will be made by the School Committee. Appointment of staff members to an advisory committee will be made by the School Committee upon recommendation of the Superintendent.

Tenure of advisory committee members will be one year, with reappointment as determined by the School Committee.

Advisory committees will be clearly instructed as to:

- a. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
- b. The resources the School Committee will provide.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

		FILE	BCF
Policy for: ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE		Revision 3	
Date Approved by School Committee: May 15, 2012	Signature of Chair:  Heidi Black	Page 2 of 2	

- c. The approximate dates on which the School Committee wishes to receive major reports.
- d. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual Committee members, the Superintendent, and other members of the professional staff.
- e. The length of time each advisory committee member is being asked to serve.
- f. Responsibilities regarding release of information to the press and public.
- g. Open meeting law governing all committee proceedings.

Recommendations of an advisory committee will be based upon research and fact.

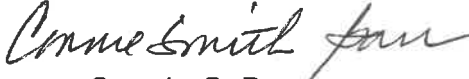
The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee for discussion and for action, as appropriate.

The School Committee will have sole power to dissolve any advisory committee and reserves the right to exercise this power at any time during the life of a committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BCG


Policy for: LEGAL COUNSEL	Revision 2
Date Approved by School Committee: March 15, 2022	Signature of Chair:  Connie S. Barr
Page 1 of 1	

Where necessary and appropriate, the Committee may request the services or advice of Legal Counsel regarding matters involving the school system.

The School Committee may also retain attorneys for legal counsel and service, at a rate of compensation agreed to by the Committee. Such attorneys may be requested to attend committee meetings or other meetings where legal assistance is required.

The Superintendent and/or Chair of the School Committee, or their designees, will have sole responsibility for requesting the services of, or otherwise communicating with, the School Committee attorney or Town Counsel on School Committee matters.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

		FILE	BD
Policy for: SCHOOL COMMITTEE MEETINGS		Revision 3	
Date Approved by School Committee: March 15, 2022.	Signature of Chair:  Connie S. Barr	Page 1 of 1	

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

1. Regular meeting: the usual official legal action meeting, held regularly
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

All regular or special meetings of the School Committee, its subcommittees and advisory committees will be open to the public. Any person will be permitted to attend any meeting, except for duly convened executive sessions.

No quorum of aforementioned committees will meet in private for the purpose of deciding upon, or deliberating toward, a decision on any matter over which the committee has supervision, control, jurisdiction, or advisory power.

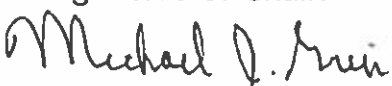
Chance meetings or social meetings of committee members may include discussion of matters relating to official business; however, no such discussions will be used to circumvent the spirit or the letter of the statutory prohibition against reaching final agreements on official matters outside of duly convened meetings.

LEGAL REFERENCES.: M.G.L. 30A S18-25

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BDC

Policy for: EXECUTIVE SESSIONS	Revision 2
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis
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All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets certain conditions and follows conditions imposed by state law:

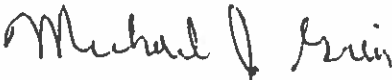
The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may only enter executive sessions to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual. An open meeting will be held if the individual involved so requests.
2. The discipline or dismissal, including the hearing of charges against a member of the Committee, a school department employee or student, or other individual. An open meeting will be held if the individual involved so requests.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

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BDC

Policy for: EXECUTIVE SESSIONS	Revision 2
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis
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7. To comply with the provisions of any general or specific law or federal grant-in-aid requirements.

8. To consider and interview applicants for employment if an open meeting will have a detrimental effect in obtaining qualified applicants. This exemption applies only to a preliminary screening committee or a subcommittee appointed by the School Committee.

9. To meet or confer with a mediator with respect to any litigation or public business. A decision to enter into mediation or to take action involving the issues that were subject to mediation will be discussed and voted on in an open session.

(In the first two cases listed, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee, or its designee, will review executive session minutes for possible declassification at least once each year.

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

In order to enter into executive session, the following procedures are necessary:

1. The Committee will first convene in an open session for which due notice has been given.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BDC

Policy for:

Revision

2

EXECUTIVE SESSIONS

Date Approved by
School Committee:

Signature of Chair:


Michael J. Greis

June 4, 2019

Page 3 of 3

2. The Chair (or, in his/her absence, the presiding member) will state the purpose for the executive session.

3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.


4. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

LEGAL REFERENCES.: M.G.L. 30A s21

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BDDA

Policy for: NOTIFICATION OF SCHOOL COMMITTEE MEETINGS	Revision 2
Date Approved by School Committee: June 4, 2019	Signature of Chair  Michael J. Grels Page 1 of 1

Public notification of School Committee meetings, including subcommittees, will be filed with the Town Clerk with enough time to permit the posting of the notice at least forty-eight hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

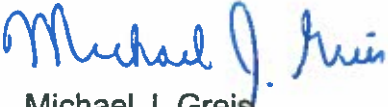
Notice of emergency meetings will be posted as soon as reasonably possible prior to the meeting.

Legal Reference: M.G. L. 30A s20b

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BDDC

Policy for: AGENDA PREPARATION AND DISSEMINATION	Revision 2
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis

Page 1 of 1

In consultation with the School Committee Chair, the Superintendent will prepare the agenda for each committee meeting.

Items of business may be suggested by any Committee member, staff member, student, or citizen. The inclusion of suggested items will be made at the discretion of the Superintendent and Chair provided that items may be added to or removed from any agenda by majority vote of the Committee.

The published agenda and supporting materials, will be made available to each Committee member at least 24 hours prior to the meeting. If necessary, additional information may be made available at the meeting.

Copies of the agenda will be made available at the meeting for the press and other attendees and will be posted on the District website.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

BDDD


Policy for: QUORUM	Revision 1
Date Approved by School Committee: 12/10/85	Signature of Chairman: Colleen F. Schaller Page 1 of 1

A majority of the full membership of the School Committee shall constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the Committee may take is to adjourn the meeting to another time and/or date.

Legal Reference: General laws, Chapter 39: S.23A

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BDDE

Policy for: RULES OF ORDER	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman: 


Page 1 of 2

The Committee believes that it can meet as a body and best proceed with its deliberations in an atmosphere of free exchange of information and opinion, as opposed to being inflexibly bound by the rules of any certain manual of parliamentary procedure. The Committee is determined, however, that its meetings will be conducted in accordance with legal requirements and with the following first principles of parliamentary order:

- * **MAJORITY RULES.** Individual Committee members have no legal power; the Committee must act as a body in order for its decisions to be binding. Except in those areas specified by law, the Committee is bound by the decisions of the majority on any motion for action. The majority rule is equally applicable in those instances where the Committee simply wishes to present a consensus on matters which do not require formal action.
- * **EQUAL OPPORTUNITY DECISION MAKING.** All Committee members shall have an equal chance to speak to the issue before the Committee.
- * **DECISIONS BASED ON MERIT.** The Committee's action should be based entirely on merit, as opposed to manipulation of procedural rules. Deliberations should focus on issues, not people.
- * **EFFICIENT AND ORDERLY PROCEEDINGS.** The Committee should proceed as if time were of the essence, striving to avoid unnecessary or redundant discussion. All discussion should be orderly, with no member randomly or spontaneously interrupting a member who has been given the floor.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BDDE

Policy for: RULES OF ORDER	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman:  Page 2 of 2

- * **ACTION BY MOTION.** The Committee must proceed by duly stated and seconded motion on any matter which requires action or whenever the Committee wishes to clearly and officially state its position on a matter not requiring action. Any board member may make a motion. A member who has introduced a motion may be allowed to withdraw it any time before a vote has been taken.

The Committee Chairman presides over the meeting, recognizes Committee members before they may speak, may rule on what is in order, may rule on whether a speaker has exceeded the bounds of courtesy, may respond to questions about rules or order, may call a brief recess at any time, may request Committee consent for departure from the established agenda, and may request a motion for adjournment. A majority vote is required to counteract any ruling by the Chairman.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BDDF

Policy for: VOTING METHOD	Revision 1
Date Approved by School Committee: 6/14/88	Signature of Chairman: Mary Ellen Herd
Page 1 of 1	

All votes of the School Committee shall be roll call votes.


Although the Chairman may take the vote by ayes and nays for administrative convenience, the vote of each member must be recorded in the Minutes. If a vote was unanimous, the Minutes must reflect which members took part in the vote.

References: General Laws, Ch. 71: s. 38
Ch. 39: s: 23B

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BDFB

Policy for: STUDENT ADVISORY TO THE SCHOOL COMMITTEE	Revision
Date Approved by School Committee: July 12, 2019	Signature of Chair:  Michael J. Greis
Page 1 of 1	

The Needham High School Student Advisory Committee (SAC) to the School Committee serves as a liaison between the students and the School Committee. The SAC provides information and opinion of the students' points of view pertinent to issues arising before the School Committee. The SAC brings to the School Committee specific proposals and items of concern to the student body and initiates, on behalf of the students, proposals for presentation to the School Committee.

The chair of the SAC will be an *ex officio*, non-voting member of the School Committee without the right to attend executive session unless such right is expressly granted by the School Committee.

The SAC membership and selection process will be defined by the Needham High School Student Council.


Reference: M.G.L. Chapter 71, Section 38M

7/11/19

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BEDG

Policy for: <p style="text-align: center;">MINUTES</p>	Revision <p style="text-align: center;">2</p>
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis Page 1 of 1

The minutes of the School Committee constitute the written record and legal evidence of Committee actions. The executive secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

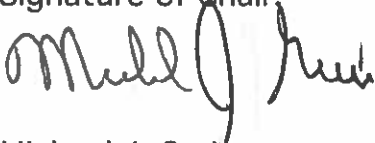
Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time and the place.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding (as appropriate) and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment

Copies of the minutes will be sent to all Committee members at least 24 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

Reference: M.G. L. CH 30A, section 22

Policy for:		Revision
PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS		
Date Approved by School Committee:	Signature of Chair:	Page 1 of 3
July 12, 2019	 Michael J. Greis	

In accordance with state law, all meetings of the School Committee, its subcommittees, and its advisory committees shall be open to the public, except for Executive Sessions properly convened under applicable statute. While the law grants the public the right only to observe public meetings, the Committee recognizes that meetings may provide an important opportunity for the Committee to hear the viewpoints of citizens.

Public Comment Period

The School Committee will provide a period during each meeting, generally not to exceed ten minutes, for public statements or comments on matters within the scope of the School Committee's authority. These matters primarily include the budget for the Needham Public Schools, the educational goals and policies of the Needham Public Schools, and the performance of the Superintendent.

Members of the public planning to speak during the Public Comment Period should inform the Chair of the Committee in advance, either by e-mail or in person prior to the start of the meeting. Such advance notice is not required but is helpful. During the period allotted to public comments, the Chair of the meeting will recognize first those who have communicated in advance their desire to speak. If time allows, other individuals wishing to speak will be recognized at the discretion of the Chair.

To facilitate timely completion of the business of the meeting, public comments will not be allowed during other portions of the meeting.

Policy for: PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS		Revision
Date Approved by School Committee: July 12, 2019	Signature of Chair: Michael J. Greis	Page 2 of 3

Guidelines for Public Comments

1. Public comments should be addressed to the Chair.
2. Persons making public comments must identify themselves by name and city or town of residence and any affiliation relevant to the comments to be made.
3. Comments may be either oral or written; if written, copies should be provided for the School Committee if possible.
4. Speakers will have three minutes to present their material.
5. Comments must be limited to matters that are within the scope of the School Committee's authority. Comments involving staff members or students must concern the educational goals, policies, or budget of the Needham Public Schools or the performance of the Superintendent.
6. As the time allotted to public comments is limited, large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to comment. The Chair may limit multiple statements that reiterate similar viewpoints.
7. The Chair will not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech that is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court of law to be defamatory, and/or sexually explicit comments made to appeal to prurient interests. Verbal comments may also be curtailed once they exceed the three-minute time limit set forth in the policy and/or to the extent they exceed the scope of the School Committee's authority.

Policy for:		Revision
PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS		
Date Approved by School Committee:	Signature of Chair:	Page 3 of 3
July 12, 2019	Michael J. Greis	

The School Committee's Role in Public Comment Period

The Public Comment Period is not a time for debate or response by the School Committee. Comments made during the Public Comment Period do not necessarily reflect the views or the positions of the School Committee. Because of Constitutional principles of free speech, the School Committee does not have the authority to prevent all speech that may be upsetting and/or offensive during the Public Comment Period.

Communications to and from School Committee Members

Speaking during the Public Comment Period is only one means of communicating with the Committee. Members of the Public are encouraged to ask questions of or express opinions to the Committee by U.S. mail, e-mail, or by phone. An e-mail address is available for that purpose. Whether received through the Public Comment Period or other methods, the Chair of the Committee may summarize questions and answers of general interest at the start of a future School Committee meeting and/or may include some matters on the agenda of a future Committee meeting. Other matters may be referred to the Superintendent for administrative response.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BFA/
BFC

Policy for: DEVELOPING, ADOPTING, REVISING, AND RESCINDING POLICIES	Revision 0
Date Approved by School Committee: January 30, 2001	Signature of Chair: <i>Paul F. Denver</i>

Page 1 of 3

Only the School Committee may adopt, revise, or rescind a policy. However, the Committee is earnest in its desire to seek and consider the ideas, opinions, and counsel of all involved or interested groups or persons before taking final action on any policy.

A proposal for a new policy may be initiated by any Committee member, staff member, student, or Needham citizen. Such proposals should be submitted in writing to the Superintendent or Policy Subcommittee. The Policy Subcommittee will present the proposal to the School Committee as a regular meeting discussion item, along with the thoughts and recommendations of both the Subcommittee and the Superintendent. If the School Committee elects to proceed with the policy, the Superintendent or Policy Subcommittee will draft the new policy in appropriate language and format, and initiate the formal policy review and approval process.

I. Developing a New Policy

Upon a decision by the Committee that policy action is desirable and necessary, the Committee will direct the Superintendent or the Policy Subcommittee to produce a draft policy for consideration. Such direction will include scope, essential elements, and a due date for submission and consideration of the draft policy by the Committee at a regular meeting.

During the development of the policy, the Superintendent will assure that all necessary and appropriate research and discussion takes place. The Superintendent will submit the policy to legal counsel for a ruling on its legality and compliance with laws, regulations, and contracts.

The policy will be drafted in final accepted form and submitted to the School Committee for consideration as an information item at a regular School Committee meeting. Accompanying the draft policy will be the Superintendent's recommendation and all necessary and appropriate supporting information.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

		FILE	BFA/ BFC
Policy for:		Revision	
DEVELOPING, ADOPTING, REVISING, AND RESCINDING POLICIES		0	
Date Approved by School Committee:	Signature of Chair:	Page 2 of 3	
January 30, 2001	<i>Paul F. Dewey</i>		

II. Adopting a New Policy

Adoption of new policies is solely the responsibility of the School Committee. Policies will be adopted only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

- 1) Information item -- distribution with agenda;
- 2) Discussion item -- first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting;
- 3) Action item -- discussion, adoption, or rejection.

The School Committee may dispense with the above sequence to meet emergency conditions.

Upon Committee adoption of a new policy, the School Committee Chair will sign each page of the master policy which should be notarized, and which should then be inserted into the official policy manual maintained by the Superintendent of Schools. In the event of a difference between the notarized copy as maintained by the Superintendent of Schools and any other version, the official signed copy as maintained by the Superintendent shall prevail.

The policy will be effective immediately upon its adoption, unless a specific effective date is provided at the time of the policy action.

NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BFA/
BFC

Policy for: DEVELOPING, ADOPTING, REVISING, AND RESCINDING POLICIES	Revision 0
Date Approved by School Committee: January 30, 2001	Signature of Chair: <i>Paul F. Denny</i>

Page 3 of 3

III. Revising an Existing Policy

The Superintendent or the Policy Subcommittee may make revisions to a policy due to typographical, grammatical, structural, or title changes, etc., which do not materially affect the policy, with no readings necessary. Such a policy may be revised and approved by a single action item.

All other revisions must follow the sequence outlined above, under "Adopting a Policy."

Upon Committee adoption of a revised policy, the School Committee Chair will sign each page of the revised master copy and have the policy notarized. The revised master copy will be inserted into the policy manual maintained by the Superintendent of Schools. The revised policy will be effective immediately upon its adoption, unless a specific effective date is provided at the time of the policy action.

IV. Rescinding an Existing Policy

The Superintendent or Policy Subcommittee can recommend rescinding a policy for one of the following reasons:

- 1) A higher legal authority has deemed it illegal or unnecessary. Such a policy removal may be approved by a single action item.
- 2) Its content has been included in another policy. The deletion will be considered with the corresponding revision. Such a policy removal may be approved by a single action item.
- 3) It no longer reflects the desired course of action. Such a policy deletion must follow the steps for Policy Adoption described above, under "Adopting a Policy."

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BFD

Policy for: ORGANIZATION AND DISSEMINATION OF POLICIES: MAINTENANCE OF POLICY MANUAL	Revision 2
Date Approved by School Committee: January 18, 2011	Signature of Chair: <i>Connie S. Barr</i> Connie S. Barr
Page 1 of 1	

All policies adopted by the School Committee will be organized, codified, and contained in the Policy Manual of the Needham public schools. Accessibility of this manual is to extend to all Committee members and to all employees of the school system. The manual is considered a public record, and shall be available for public viewing at the School Administration office, Town Library, and on the Internet (www.needham.k12.ma.us).

The Superintendent is assigned basic responsibility for control and maintenance of the policy manual. The Superintendent will:

- Establish and maintain an orderly plan for making pertinent School Committee policies known to staff members, students, and others who may be affected by policy contents.
- Arrange to disseminate to staff members all new or revised policies which affect them and their duties.
- Assure that all manual copies are kept up-to-date as additions, changes, or rescissions are approved by the Committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BFE/
CHD

Policy for: ADMINISTRATION IN POLICY ABSENCE	Revision 1
Date Approved by School Committee: 1/3/84	Signature of Chairman: Blair Wentworth
Page 1 of 1	

Should a situation develop within the school system which requires immediate action, but for which no School Committee policy or other administrative rules have been provided, the Superintendent may take such action as is deemed necessary and appropriate.

If the Superintendent judges that a policy is needed to govern future such occurrences, the Superintendent will so advise the Committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

BFF

Policy for: SUSPENSION OF POLICIES	Revision 0
Date Approved by School Committee: 5/15/84	Signature of Chairman: Joan W. Swartz Page 1 of 1

The operation of any policy or section of a policy which is not established by law or contract may be temporarily suspended by vote of the School Committee at a regular or special public meeting.

Any such temporary policy suspension should be followed by a discussion of appropriate policy revisions which would prevent the need for such action in the future.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BFG

Policy for: POLICY REVIEW AND EVALUATION	Revision 1
Date Approved by School Committee: December 5, 2000	Signature of Chair: <i>Paul F. Denver</i>
Page 1 of 1	

The School Committee will review its policies on a continuing basis. It will evaluate how effectively policies have been executed by the school staff, and weigh the results to determine the impact of policies and their execution on the school system. Through communications with the staff, students, and community members, the Committee will develop an information base from which to review the appropriateness and effectiveness, not only of recently adopted policies, but of long-standing policies which may require updating or may have outlived their relevance.

The Superintendent is given the continuing responsibility of calling to the Committee's attention all policies which are out-of-date or appear to require revision. In particular, the Superintendent should keep the School Committee informed about changes in federal and state legislation, statutes, and regulations that may change the legal status or the need for an existing policy.

The Policy Subcommittee of the School Committee is charged with helping to maintain the School Committee Policy Manual such that it continuously reflects current thinking of the Committee. This Subcommittee will establish and carry out a system for reviewing, revising, deleting, and adding policies at periodic intervals in such a way as to aid the full Committee in maintaining its policies in a thoroughgoing, yet efficient fashion.

Policy for: SCHOOL COMMITTEE POLICY DEVELOPMENT		Revision 0
Date Approved by School Committee: May 17, 2022	Signature of Chair:  Matthew Spengler	Page 1 of 1

The School Committee will develop policies to guide the operations of the Needham Public Schools. These policies will be consistent with state and federal laws and, as appropriate, reflect local mandates and circumstances. The policies will be in writing to serve as guidance for the action of the responsible authority.

The formulation and adoption of these written policies will constitute a method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the District. Through the study and evaluation of reports concerning the execution of its policies, the Committee will exercise its control over school operation.

As set forth by the National School Boards Association, policies are defined:

Policies are principles adopted by a school committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.


The policies of the Committee are framed, and are meant to be interpreted in terms of the General Laws, regulations of the Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

Source: Massachusetts Association of School Committees

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BHA

Policy for: NEW COMMITTEE MEMBER ORIENTATION	Revision 2
Date Approved by School Committee: June 4, 2019	Signature of Chair:  Michael J. Greis
Page 1 of 1	

It is the policy of the School Committee to provide for the orientation of new members as soon as practicable, in order to assist them in becoming acquainted with their Committee duties and responsibilities.

Immediately following their election, new Committee members will be asked to participate in a series of orientation sessions wherein the School Committee Chair, the Superintendent and Central Administrators will:

- Review appropriate materials and information regarding School Committee responsibilities, goals, policies, and Massachusetts General Laws
- Discuss those services which the Superintendent and Central Administrators perform for the School Committee
- Furnish appropriate basic information with regard to operation of the Needham Public Schools and its administrative organization
- Provide any further information or materials which the new member may require.

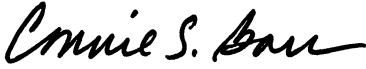
New members are required within their first year to attend local seminars/workshops designed for new School Committee members.

Reference: MGL Chapter 71 Section 36A

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BHBA

Policy for: SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS	Revision 1
Date Approved by School Committee: July 13, 2010	Signature of Chair:  Connie S. Barr

Page 1 of 1


To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The Committee secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

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

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE: BHD

Policy for: COMMITTEE MEMBER COMPENSATION AND EXPENSES	Revision 0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 

Page 1 of 1

It is the continuing policy of the Needham School Committee that its member shall serve without compensation.

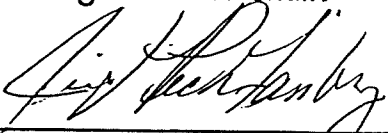
Committee members will be reimbursed for expenses associated with attendance at conferences, seminars, and workshops in accordance with Policy BHBA.

Reference: General Laws, Ch. 71, S. 52

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

BK/AFA

Policy for: SCHOOL COMMITTEE SELF EVALUATION	Revision 0
Date Approved by School Committee: January 17, 1995	Signature of Chair:  Page 1 of 1

The School Committee recognizes its responsibility to assure that the Needham Public Schools offers students a quality education. The Committee fulfills this responsibility through its functions which include monitoring and evaluating overall systemwide performance, policy development, budget development and oversight, appointment, supervision and evaluation of the Superintendent, representation of all constituencies, and compliance with federal, state, and local laws. To ensure that it performs these and other functions effectively, the School Committee shall evaluate itself annually. Prior to performing the evaluation, the Committee shall seek input from the community on a form designed for that purpose. The evaluation shall take place prior to the first meeting in February and shall be discussed publicly at a meeting during that month.

The School Committee shall develop an evaluation instrument which should be revised and updated at least once every five years. After each Committee member has filled out a form, the two most senior members, other than the Chairman and Vice Chairman, shall create a composite evaluation. The evaluation should include, but not be limited to, an appraisal of the following:

1. Achievement of School Committee goals
2. Completion of its functions/responsibilities
3. Responsiveness to the concerns and desires of the entire community
4. Adherence to its code of ethics and convictions
5. The working relationship among Committee members
6. The working relationship between the Committee and the Administration
7. The effectiveness and efficiency of subcommittees and advisory committees
8. The performance and the role of the Chairman and Vice Chairman