Newburyport School Committee Workshop

January 13, 2021

Student Achievement

Vision

Accountability

Data

Relationships

Collaboration
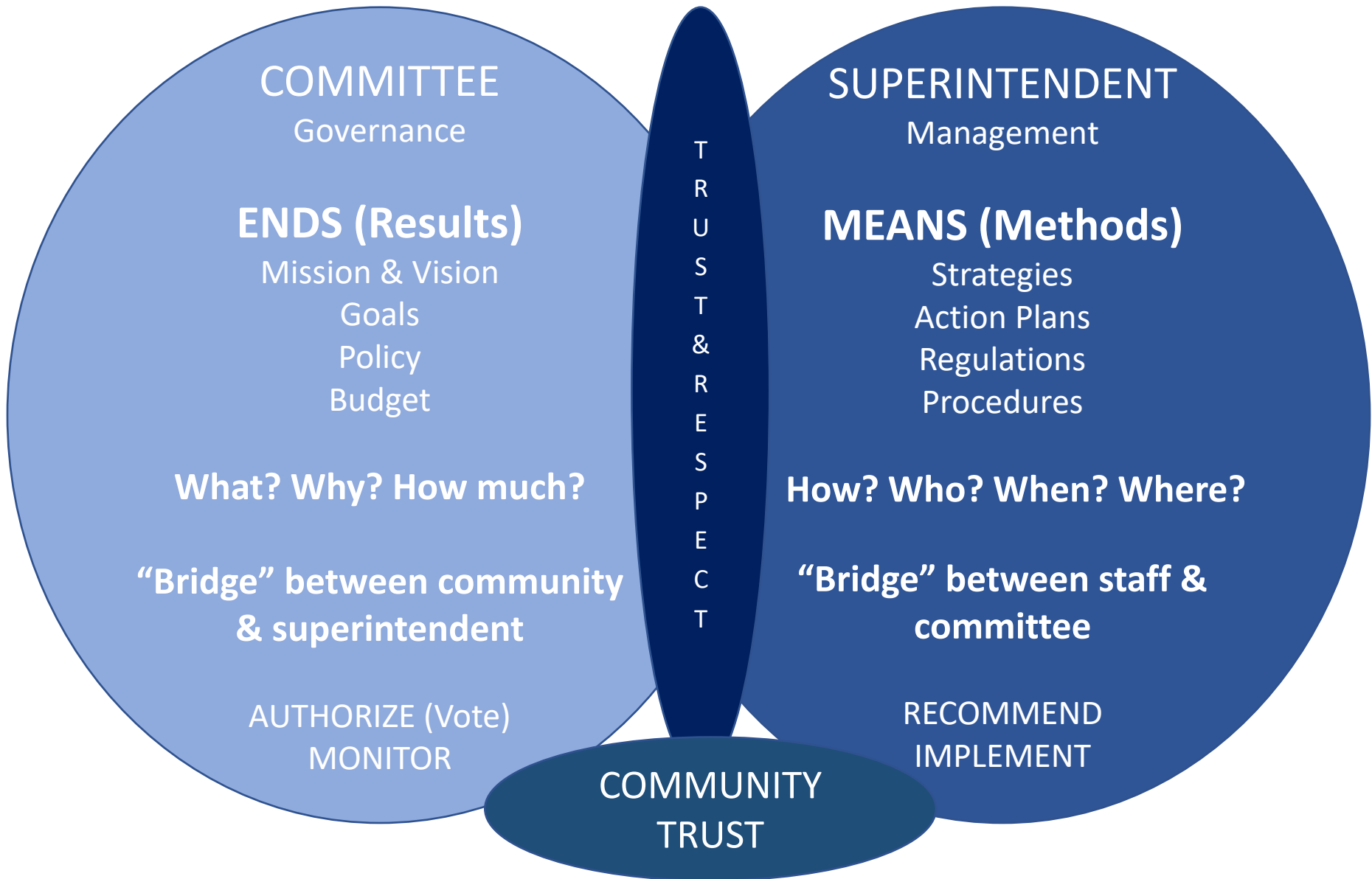
Trust

Respect

Effective School Committees

Student Achievement Focus

Goals

Monitoring

Self-governance

Professional Development

Effective
School
Committees

Understanding & Respect for Roles

COMMITTEE
Governance

ENDS (Results)
Mission & Vision
Goals
Policy
Budget

What? Why? How much?

"Bridge" between community & superintendent

AUTHORIZE (Vote)
MONITOR

T
R
U
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T
&
R
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S
P
E
C
T

SUPERINTENDENT
Management

MEANS (Methods)
Strategies
Action Plans
Regulations
Procedures

How? Who? When? Where?

"Bridge" between staff & committee

RECOMMEND
IMPLEMENT

COMMUNITY
TRUST

How many bosses does the superintendent have?

ONE

The full committee meeting in a properly posted meeting is the overseeing authority of the superintendent, not individual members of the committee.

Understanding & Respect for Roles

COMMITTEE

Power exercised through official
action at properly posted meeting
Govern through policy
Financial resources
Engage the community
Sustain SC/Superintendent
Relationship
Employer of Record

T E A M

INDIVIDUAL MEMBER

No individual authority
No greater power than any other
qualified voter
Contribute to & communicate
vision & goals
Ask critical questions
Support committee decisions
Be dedicated to the work on
behalf of students

School Committee Member Ethics
Massachusetts Association of School Committees Code of Ethics
Newburyport Policy BCB

Preamble

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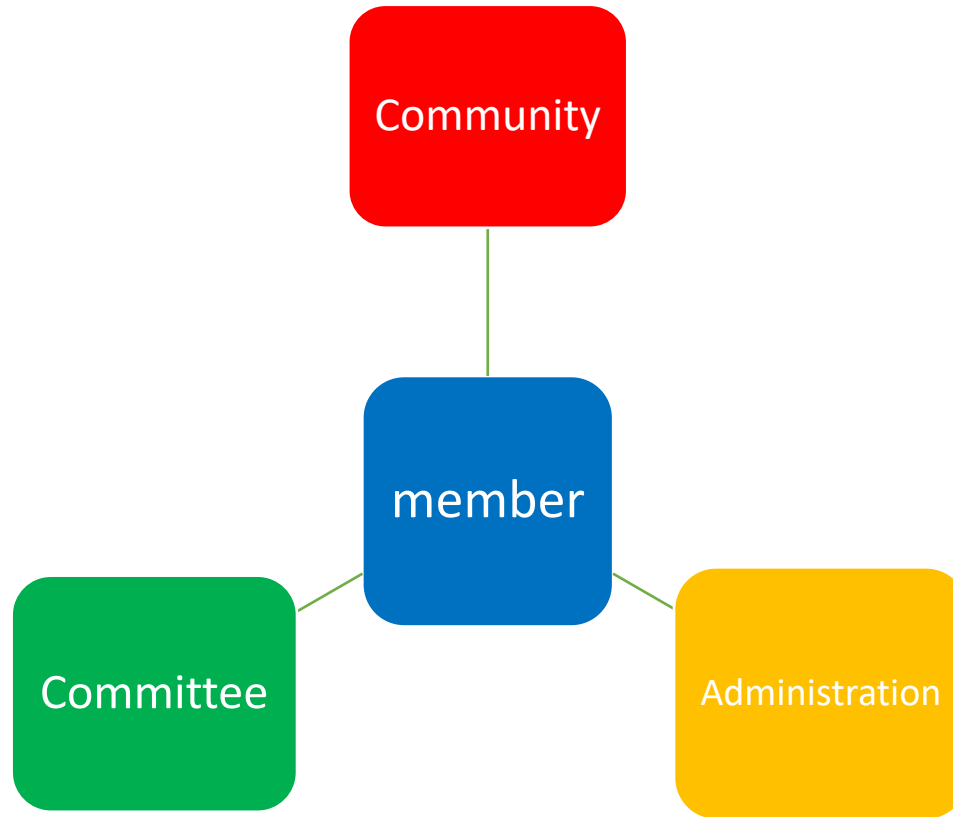
This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

Community responsibility

Responsibility to school administration

Relationships to fellow Committee members

Massachusetts Association of School Committees Code of Ethics

School Committee Member Ethics
Massachusetts Association of School Committees Code of Ethics

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

Realize that his/her primary responsibility is to the children.

Recognize that his/her basic function is to be policy making and not administrative.

Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.

Be well informed concerning the duties of a Committee member on both a local and state level.

Remember that he/she represents the entire community at all times.

Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

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School Committee Member Ethics
Massachusetts Association of School Committees Code of Ethics

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

Endeavor to establish sound, clearly defined policies which will direct and support the administration.

Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.

Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

School Committee Member Ethics
Massachusetts Association of School Committees Code of Ethics

A School Committee in his/her relations with his/her fellow Committee members should:

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

Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.

Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

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

Make decisions only after all facts on a question have been presented and discussed.

Servant of the Assembly

Chair position rooted in service, not authority

- ✓ Guide the Committee's work
- ✓ Protects the role of the Committee
- ✓ Focus on Mission, Vision and Goals
- ✓ Student Achievement
- ✓ Share leadership responsibilities
- ✓ Help the Committee be greater than the sum of its parts

From Theory……

…..To Practice

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Municipal Legislature for Schools

➢ Establish Educational Goals

➢ Enact Policies

➢ Approve & Monitor Budget

➢ Hire & Evaluate Superintendent
(And certain other positions)

➢ Employer of Record on Collective Bargaining Agreements

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Why Set Goals?

Goal setting is the process by which a school committee exercises leadership

If the committee doesn't set goals, special interest groups will

Setting goals enables the committee and superintendent to keep the district on a continuous improvement track
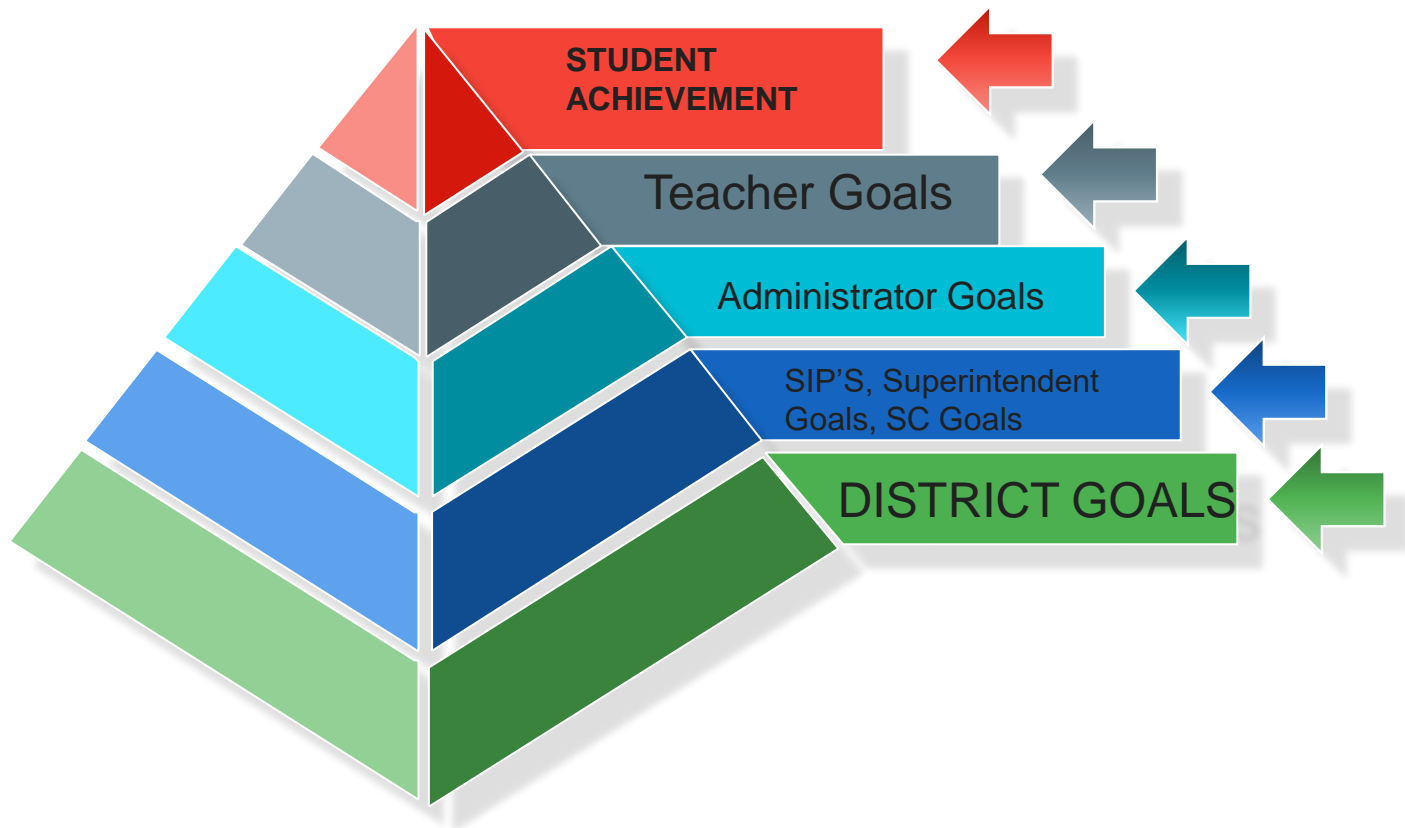
Goals let employees and the community know where the district is headed

Ensure Alignment

Monitor Progress

Budget Support

School Committee Goals
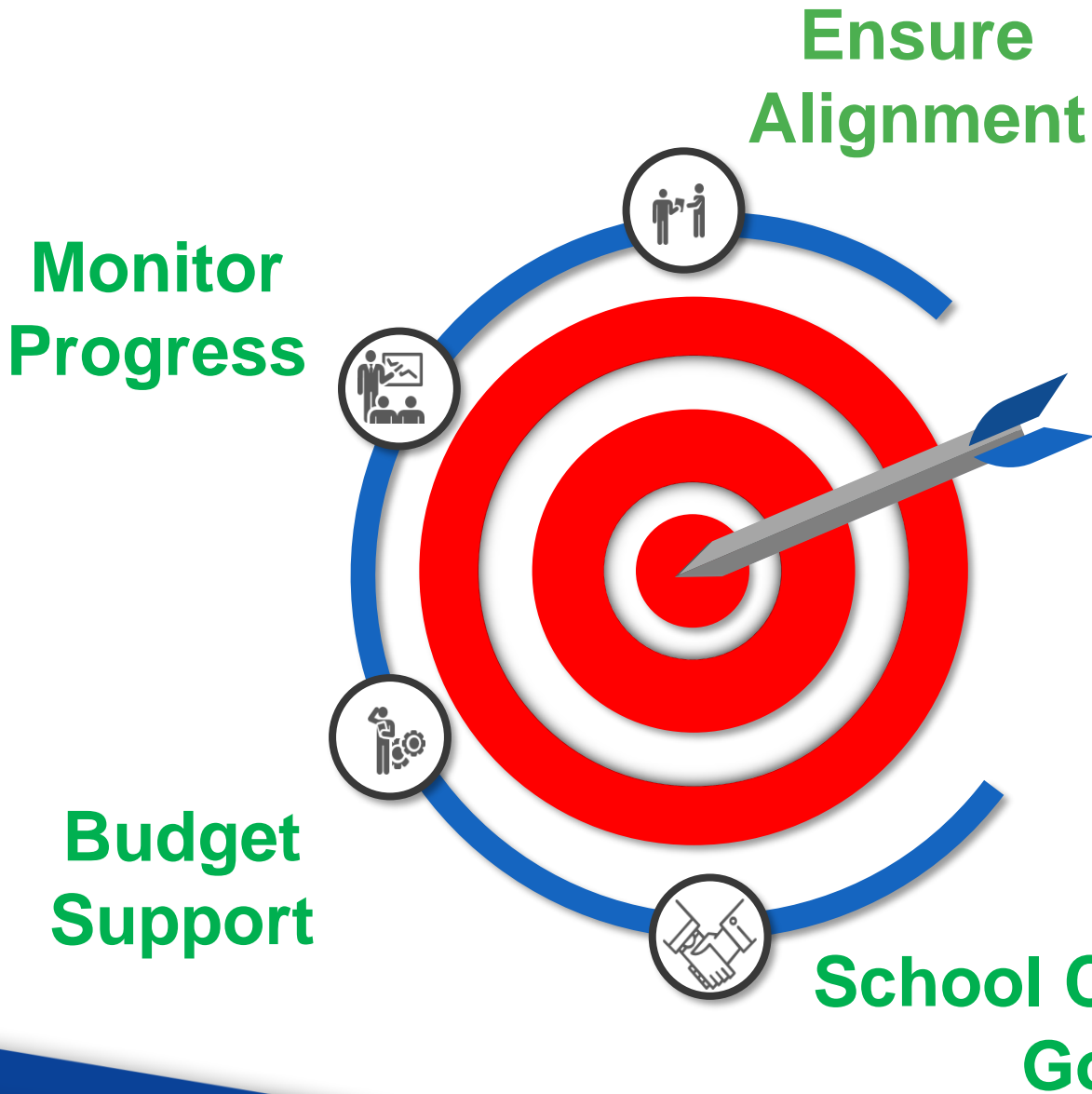
Goals Frame & Structure Work

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Policy Is…..

➢Clear statements that set forth the purposes and prescribes, in general terms, the organization and programs of a school district.

➢Creates a framework within which the Superintendent and staff can discharge duties with positive direction.

➢Adopted by the Committee.

Where can one find policy as established by the school committee?

MANY places!
(see next slide)

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Where is Policy Found?

- ➤ District Policy Manual
- ➤ Student Handbooks
- ➤ Collective Bargaining Agreements
- ➤ Strategic Plans
- ➤ Official Goals and Objectives, Mission and Vision Statements
- ➤ School Committee Minutes (Motions, Orders)
- ➤ Grant Applications (e.g., Race to the Top)
- ➤ Legal Documents Filed For You by Counsel
- ➤ Directives of the Superintendent
- ➤ Past Practices
- ➤ Regional Agreements
- ➤ Town Charters
- ➤ Budget

Is it Policy (School Committee) OR Administration (Superintendent)?

➢Budgeting for materials, new positions, buildings or programs

➢Making decisions about hiring, supervision, transfers, promotions

➢Decisions with collective bargaining implications such as stipends

➢Adding or amending a policy

➢Evaluating faculty and staff

➢Making pedagogical decisions related to teaching

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Personnel

- **SCHOOL COMMITTEE**

- Hire & contract with Superintendent

- Hire & retain Legal Counsel

- Advise and Consent:
  - Assistant Superintendent
  - School Business Manager
  - Director of Special Education
  - Physicians, Nurses, Attendance Officer
  -

- Establish personnel policy
- Establish "compensation"
- Employer of Record

Personnel

- **SUPERINTENDENT**

- Hired by School Committee
- Chief Executive Officer
- Management of schools
- Authority over personnel
- Supervises Principals
- Implement policy
- Initiate budget proposal
- Manage approved budget

Budget Responsibilities

- Understand school finance

- Establish policy to clarify budget and financial processes

- Appoint superintendent and confirm appointment of school business officer

- Establish appropriate budget rationally linked to district goals and policy

- Determine school budget to propose to appropriating authority

Budget Responsibilities

Monitor revenue & spending

- Ensure accuracy over finances

- Establish "cost centers" to oversee and manage budget during the year

- Make necessary adjustments (mid-year)

- Review & sign warrants to authorize payments

Policies and Protocols

Before Meetings

➢ Developing & placing items on the agenda

➢ Getting questions answered before the meeting

➢ Receiving supporting material before the meeting

At the Meeting

- ➤ Deliberations at meetings
- ➤ Springing surprise items or questions
- ➤ Length of meetings
- ➤ Technology devices at meeting table
- ➤ Allowing majority to set direction for the district
- ➤ Public input
- ➤ Staff presentations

Between Meetings

- ❖ Individual members requesting information or action from the superintendent
- ❖ Individual members requesting information or action from staff
- ❖ SC/Superintendent communication between meetings
- ❖ SC member communication between meetings

Between Meetings

❖Member role in public
❖Handling complaints and communications from constituents
❖Engaging the community
❖Social media
❖Chain of Communications
❖Handling confidential information
❖School visits
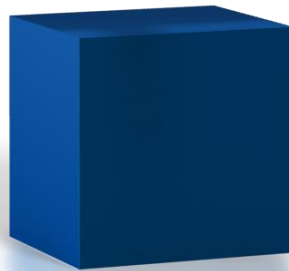
THANK YOU!

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