

Organizational Meeting Agenda
January 21 2025

An Organizational Meeting of the School Committee will be held on **Tuesday, January 21, 2025 at 4:45 PM in the Revere High School Learning Commons and via Revere School Committee YouTube Channel.**

Watch on Revere School Committee YouTube:

<https://www.youtube.com/c/revereschoolcommittee>

AGENDA:

1. Election of Vice Chair
2. Election of Secretary
3. Election of Treasurer
4. Appointment of School Committee Representative to Shore Collaborative
5. Adoption of Roberts Rules of Order
6. School Committee Operating Protocols
7. Order of Authority for the Signing of Official Documents, Warrants, and Vouchers for the Revere Public Schools

Respectfully submitted,

Dianne K. Kelly, Ed.D
Superintendent of Schools

DK/rp

Revere School Committee Policy Manual

School Committee Operating Bylaws and Protocols

As members of the Revere School Committee, we accept the high honor and trust that has been placed in us to ensure that the Revere Public Schools students receive the best education possible. The Revere School Committee affirms and declares its intent to maintain transparency and two-way communications with the citizens of Revere; to establish and make decisions on the basis of what is in the best interest of our students and our educational district; and to act as a truly representative body for members of the community in matters involving public education. To that end, we hereby commit to the following in the conduct of our business:

Role

The School Committee will work toward continual improvement in teaching and learning by:

- Defining clearly the aspirational and SMART goals for the Revere Public Schools in collaboration with the Superintendent
- Assuring accountability in the evaluation process of the Superintendent
- Developing policies that support the district's vision
- Advocating for the needs, interests, and achievement of *all* students in the Revere Public Schools
- Identifying and advocating for the appropriate resources to advance the mission and vision of the Revere Public Schools
- Staying informed and engaged on educational trends at the state and national level

School Committee members understand that only the School Committee as a whole has authority; individual members may not act unilaterally. While debate and principled dissent are encouraged, all School Committee members are expected to support and uphold the decision of the majority once a vote has been taken.

The School Committee recognizes the importance of working collaboratively with the district's administrators, city officials, residents, and other stakeholders to improve our schools, and will actively seek ways to enlist their support for our efforts.

Conduct

School Committee members are expected to be familiar with and adhere to School Committee Policies and to identify and disclose potential conflicts of interests to the full committee.

Meetings

School Committee meetings are business meetings held in public, not public meetings. As such, meetings must be made accessible via remote access platforms.

We will strive to hold efficient, effective meetings by:

- Assuring that appropriate workshop sessions are scheduled annually where the School Committee and Superintendent, together with appropriate Revere Public Schools leadership, can collaborate;
- Participating in an annual retreat for purposes of reflecting upon the past school year(s) and to cultivate an agenda based on district goals, with the understanding that the agenda will evolve as each year progresses and mindful of the municipal board, Committee and liaison commitments;
- Conducting business through a set agenda;
- Meetings are not to exceed beyond 2.5 hours. *Exception. Extension may be granted with majority vote;
- Superintendent's Report will be clear, complete and concise and limited to 2 presentations *Exceptions. Committee may request additional presentations and/or Permission to exceed 2 presentations is granted with majority vote;
- All presentations will be limited to 10 minutes or less, unless presenters get permission for extended time from Chair/Vice Chair in advance;

School Committee members are expected to:

- Submit agenda items no later than the Tuesday prior to the next scheduled meeting, through the Chair/Vice Chair; and the agenda must be made available to Committee Members by no later than Tuesday prior to the regularly scheduled meeting.
- Arrive well-prepared and ready to speak to agenda items
- Follow Roberts Rules of Order
- Speak only when acknowledged by the Chair/Vice Chair, not engage in side conversations
- Report to the Committee on any meetings or events attended as an appointed liaison/representative of the School Committee. Reports are for the purpose of informing other Committee Members. Reports should be brief and focus on the information that directly impacts Revere schools, staff, families, and students
- Keep comments succinct and on topic
- Encourage critical thinking and thoughtful debate
- Listen actively and keep an open mind
- Maintain a positive attitude
- Respect community members, staff, and fellow Committee Members at all times
- Be respectful of a member's wish to address an issue
- Use technology consistent with the purpose of the meeting

Information Requests

School Committee members are encouraged to request information that they feel they need in order to carry out their responsibilities. Requests should be made to the Superintendent and Chair/Vice Chair well before meetings, to allow time for research. When requesting information by email, the School Committee as a whole will be cc'd. The Superintendent's office will acknowledge an information request within 72 business hours, via email, and will provide the information request by the next full School Committee meeting or sooner, when possible. The Superintendent will ensure that all information is distributed equally and consistently to all School Committee members.-

Except as otherwise provided by Law and Policy, including Policy BHC, under no circumstances should a Committee member ask staff members for information or action without going through the Superintendent and Chair.

Members shall provide the Superintendent (and respective Principal) with advance notice of their intent to visit a school and the purpose for their visit, prior to visiting any school building, ensuring that such visit will not be disruptive to staff or students. Members are not required to provide notice when exercising parental duties, attending public events or school events to which the Member was invited.

Communication

In order to promote consistency of communication, only the School Committee Chair shall have the authority to speak for the School Committee to other public bodies, the media, or individuals who reach out to the body as a whole.

When School Committee members attend meetings of other committees or boards as School Committee liaisons or as individuals, they will speak as individuals and not for the Committee, except when reporting on a decision of the majority of the School Committee.

All email communication conducted as a School Committee member should be done to and from an official Revere Public Schools email address so that email records can be legally collected and stored. School Committee members are expected to be familiar with School Committee Policy BHE, (Use of Electronic Messaging by School Committee Members).

A 2/3 majority vote is required to make amendments to the operating bylaws and protocols.

Amended: February 27, 2024



City of Revere
Chief Financial Officer/
City Auditor/Budget Director

281 Broadway
Revere, MA 02151
Tel: (781) 286-8131

Richard Viscay
Chief Financial Officer /City Auditor/Budget Director

Alternative Signatory Form
CALENDAR YEAR 2025

This form is intended to establish the individual specified below as an Alternative Authorized Signatory for the following:

- Invoices
- Purchase Orders
- Payroll Forms

Primary Signatory:

SCHOOL
Department

DR. DIANNE KELLY
Department Head
(Print Name)


Department Head
(Signature)

1/6/25
Date

Alternative Signatory:

SCHOOL
Department

MATTHEW KRUSE
Alternative Signatory
(Print Name)


Alternative Signatory
(Signature)

1/1/25
Date

** Please notify the Auditing Department through email when the Alternative Signatory is signing the documents specified above. The Alternative Signatory is only exercised when the Department Head is not in office for an extended period time.*