

Policies & Procedures I Sub-Committee
January 24, 2024

A Policies & Procedures Sub-Committee meeting will be held on **Wednesday, January 24, 2024, at 4:00 PM in the Ferrante School Committee Room.**

AGENDA:

1. School Committee Protocols
2. Discussion of DEI subcommittee purpose
3. Discussion of Committee of the Whole restructuring
4. Voc Tech Discussion and Recommendation

Respectfully submitted,

Dianne K. Kelly, Ed.D
Superintendent of Schools

DK/rp

Revere School Committee Operating 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. 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 our 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 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 Policy BCA, School Committee Member Ethics.

Agendas

School Committee meetings are business meetings held in public, not public meetings. 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
- Creating a yearly 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
- Planning meetings not to extend beyond 2.5 hours
- Expecting that presentations will be 15 minutes or less, unless presenters get permission for extended time from Chair/Vice Chair in advance
- Soliciting public input respectfully, per School Committee Policy BEDH

Meetings

School Committee members are expected to:

- Submit agenda items no later than the Wednesday prior to the next scheduled meeting, through the Chair/Vice Chair
- 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

Decision-Making

School Committee members will arrive at decisions based on:

- The needs, interests, and achievement of all students in the Revere Public Schools
- The Superintendent's recommendation(s), along with qualitative and quantitative data, research, public input, financial impacts, and recognized best practices.

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 will ensure that all information is distributed equally and consistently to all School Committee members in a timely manner.

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 notify the Superintendent prior to visiting any school building, except when exercising parental duties, attending public events or school events to which the Member was invited. Members shall not visit schools on *official business* unless authorized to do so by the School Committee.

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).

*This document will be provided annually at the Organizational Meeting.
Reviewed and updated by Revere School Committee in alignment with MASC Field Director
Amended February 2022*