

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Policy

Date: February 27, 2018

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

I recommend adoption of the following policies as discussed:

BHE – Use of Electronic Communication by School Committee Members

BIA – New School Committee Member Orientation

BIBA – School Committee Conferences, Conventions and Workshops

Action Requested of the School Committee:

Majority vote of the School Committee is required.

<u>Vote Tabulator</u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

USE OF ELECTRONIC COMMUNICATION BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Franklin School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums, texting and social media.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district email addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L 4:7; 30A:18-25; 23B; 66:10

Reviewed; no revisions 7/29/08

Reviewed; revised 6/16/15

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new Franklin School Committee Member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The Franklin School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

The Chair and/or Superintendent shall also clarify procedures that involve:

- A. How a community member (parent(s)/guardian, teacher, etc.) may make a request of the Committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her.
- B. How School Committee members may make arrangements to visit schools, and the protocol associated with such visits.
- C. How the School Committee members request information regarding district operations
- D. How the School Committee receives and examines complaints relating to personnel or programs.
- E. How and why executive sessions may be held; what is considered privileged information.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

CROSS REF: BBBA School Committee Member Qualifications/Oath of Office
LEGAL REFS.: M.G.L. Chapter 71§36A

Revision: March 14, 2006
Reviewed; no revisions 7/29/08
Reviewed; no revisions 6/16/15

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the Franklin 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 School Committee shall be made aware 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.
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 accordance with the travel reimbursement policy.
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
CROSS REFS.: BID, School Committee Member Compensation and Expenses
DKC, Expense Reimbursement

Reviewed; revised 7/29/08
Revised by the School Committee 1/12/10
Reviewed; no revisions 6/16/15