

MARSHFIELD SCHOOL COMMITTEE

MEMBERSHIP

AND

ORGANIZATION

BYLAWS

2008

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FOUNDATION AND BASIC COMMITMENTS

MISSION STATEMENT

DEVELOPMENT OF ANNUAL GOALS

EQUAL OPPORTUNITY

MISSION STATEMENT

The mission of the Marshfield Public Schools is to empower all students to reach their intellectual and personal potential as responsible citizens.

DEVELOPMENT OF ANNUAL GOALS

The School Committee will develop annual district goals for the School Department at the beginning of each calendar year based on recommendations from the Superintendent and preceded by a formal assessment.

EQUAL OPPORTUNITY

Title IX of the Federal Laws and Chapter 622 of Massachusetts General Law requires that Marshfield Public Schools guarantees all students from linguistic, racial and ethnic minorities, males, females, sexual orientation, religion, national origin, homeless, and students with disabilities have access equal to that of students in the general education program and the full range of any occupational/vocational education programs offered in the district. This policy of non-discrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Section 504.

SCHOOL GOVERNANCE

COMPOSITION OF SCHOOL COMMITTEE

MEETING FOR ORGANIZATION

DUTIES OF CHAIRMAN, VICE-CHAIR AND SECRETARY

DUTIES OF THE CLERK

SUB-COMMITTEE

EXTERNAL COMMITTEES / GROUPS

ROLES OF COMMITTEE MEMBERS

AUTHORITY OF COMMITTEE MEMBERS

SCHOOL COMMITTEE POWERS

DECISIONS ON POLICY

HANDLING OF COMPLAINTS

REGULAR AND INTERIM COMMITTEE MEETINGS

AGENDA PREPARATION AND DISTRIBUTION

ORDER OF BUSINESS FOR MEETINGS

CONDUCT OF MEETINGS

EXECUTIVE SESSIONS

VOTING

MINUTES

ADJOURNMENT

CODE OF ETHICS

ANNUAL REVIEW OF BYLAWS

COMPOSITION OF SCHOOL COMMITTEE

The School Committee shall consist of five members elected to three-year over-lapping terms so arranged that the term of two members shall expire each year for each of two years and the term of one member shall expire on the third year.

The School Committee shall have all the powers and duties a school committee may have under the Constitution and General Laws of the Commonwealth, and it shall have such additional power and duties as may be authorized by the Marshfield Town Charter or School Committee bylaws.

Resignation pursuant to MGL, Chapter 41, Section 109.

MEETING FOR ORGANIZATION

The School Committee shall reorganize and elect officers after the annual town meeting. The officers to be elected at this meeting are: Chairman, Vice-Chairman and Secretary. Further, the School Committee may, if deemed in the best interest of the Committee, or due to the resignation or request for relief by one or more of the above named officers, reorganize at any time during the year.

The members shall be called together at the reorganization meeting by the senior ranking officer of the School Committee. The Chairman or the Chairman *Pro-Tem* (the Vice-Chairman or the Secretary acting as Chairman) shall accept nominations for Chairman of the Committee, who shall be elected by a majority vote of the members present and voting. The meeting will then proceed under the direction of the newly elected Chairman.

The Chairman of the Committee shall accept nominations for Vice-Chairman of the Committee who shall be elected by a majority vote of the members present. The Secretary shall be elected by the same process as the Vice-Chairman.

DUTIES OF CHAIRMAN, VICE-CHAIRMAN AND SECRETARY

The Chairman shall preside at all meetings of the School Committee. The following, in general, are the duties of the Chairman:

1. To call the meeting to order at the appropriate time;
2. To preside at all meeting. "Presiding" includes: announcing the order of business; stating and putting to a vote all questions regularly moved; allowing for adequate discussion and debate on all matters which properly come before the committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all questions of order and procedure;
3. To represent and stand for the School Committee when necessary;
4. Sign all documents calling for his/her approval.
5. To appoint members to subcommittees, study groups, etc.

The Vice-Chairman shall prepare a schedule for the proper signing of the School Department's warrants; perform all the duties of the Chairman in the absence of the Chairman and he/she shall perform other functions as requested by the Chairman of the School Committee.

The Secretary shall:

1. Cause to be kept a full and accurate record of the minutes of the School Committee;
2. Cause to be kept a full and accurate record of the executive session of the School Committee;
3. Maintain or cause to be maintained the manuals of policies, bylaws, or administrative regulations affecting committee and district operating;
4. Sign all documents calling for his/her approval;
5. In the absence of the Chairman and the Vice-Chairman, shall perform all the duties of the Chairman.

DUTIES OF THE CLERK

The School Committee may hire or appoint a clerk for School Committee meetings. The clerk will prepare a correct and accurate record of the minutes of regular and special meetings of the committee using a manual and/or an electronic means. At the direction of the committee, the clerk may conduct correspondence for and in the name of the committee. The clerk will fulfill any other functions or carry out any other directives appropriate to his/per position as voted on and ordered by the School Committee. The clerk is responsible for the posting of all meetings as required by the Open Meeting Law, M.G.L., Chapter 39, Section 23B.

SUB-COMMITTEE(S)

The Chairman of the School Committee, subject to committee approval, may appoint members to subcommittee(s) at the meeting for organization or at any time during the year.

The main purpose of subcommittee is to investigate and become informed about an issue or area of concern and then report its findings back to the School Committee.

A subcommittee has no power to make decisions which bind the School Committee as a whole. A subcommittee may make recommendations to the School Committee. Final action must then be taken by the School Committee acting as a corporate body.

Subcommittee meetings are subject to the provisions of the Open Meeting Law and minutes will be kept.

EXTERNAL COMMITTEES / GROUPS

The School Committee may appoint members or other individuals having received committee approval to represent the School Committee on external committees or at functions of other organizations and groups.

An appointee should express the interests of the School Committee and should serve as an information source for the School Committee.

The appointee may make recommendations to the School Committee but may not take any action which binds the School Committee.

ROLES OF COMMITTEE MEMBERS

To establish the School Committee mission for service to students and the community and to define the general policies which will guide the school staff in the pursuit of this mission.

To review and approve the budget, line item by line item, to establish the resource levels that will be made available to staff members with the committee (annual budgets) and/or electorate (capital projects) approval.

To sign approved warrants for expenditure of school funds prepared and certified by the school business official or his/her designee.

To select the Superintendent who shall be:

- The executive officer of the School Committee;
- The chief educational advisory to the committee;
- The leader and accountable officer for all personnel in the school system;
- Liaison officer between the School Committee and all school system personnel, state agencies, community groups or agencies as directed by the committee.

To appoint an acting or interim Superintendent of Schools to fulfill said Superintendent's responsibilities with exceptions under M.G.L. (in the event of an unexpected circumstance incapacitating or rendering the seated Superintendent unavailable to fulfill his/her responsibilities).

To act on matters related to personnel as stipulated by M.G.L., Chapter 71, Section 59.

Chapter 71: Section 59. Superintendent of schools; appointment; compensation; powers and duties

Section 59. The school committee of a town not in a superintendency union or district shall employ a superintendent of schools and fix his compensation. A superintendent employed under this section or section sixty or sixty-three shall manage the system in a fashion consistent with state law and the policy determinations of that school committee. Upon the recommendation of the superintendent, the school committee may also establish and appoint positions of assistant or associate superintendents, who shall report to the superintendent, and the school committee shall fix the compensation paid to such assistant or associate superintendents. The school committee shall approve or disapprove the hiring of said positions. Such approval by the school committee of the recommendation shall not be unreasonably withheld; provided, however, that upon the request of the superintendent the school committee shall provide an explanation of disapproval

To encourage a management climate in which staff members are encouraged to exercise individual initiative and creativity in pursuing the organization's goals and objectives.

AUTHORITY OF COMMITTEE MEMBERS

Committee members recognize that their authority is derived from the state and the local electorate and that such authority rests with the operation of the committee as a whole in its formal meetings, not with individual members who have no legal authority outside the meetings of the committee.

The committee as a whole shall request information from and make referrals to municipal agencies, parent councils, student committees, and other governmental or advisory groups through the Superintendent and his/her administrative staff except when:

- joint meetings are arranged with such groups; or
- members of such groups are recognized to speak at committee meetings; or
- as otherwise directed by the Chairman.

None of the above provisions are intended to limit the rights and responsibility of individual members to voice their personal views on issues relating to the school system.

SCHOOL COMMITTEE POWERS

The following is a list of School Committee general powers:

1. Select, evaluate, and terminate the Superintendent
2. Review and approve the budget.
3. Establish educational goals and policies consistent with the requirements of law and statewide goals and standards established by the Board of Education.
4. Establish standards for evaluation of employee performance.
5. Prescribe additional qualifications for the employment of teachers.
6. Adopt and implement a professional development plan for the professional employees.
7. May supervise and control athletic and other organizations.
8. Change school books by a two-thirds vote.
9. Appoint physicians and nurses.
10. Bargain with teachers and other bargaining units subject to participation of the municipal representative.
11. Approve creation and appointment of Assistant Superintendents upon recommendation of the Superintendent.

Consistent with Massachusetts General Laws, the School Committee acting as a whole shall be the ultimate authority in deciding which actions represent policy making and which are administrative matters.

DECISIONS ON POLICY

Policy statements approved by the committee shall consist of general judgments which express intentions for achieving district goals. These statements shall serve as the basis for administrative actions in the school system. In this regard, the committee will not assume the task of constructing rules, regulations or procedures for implementation of policy statements. Such rules and procedures shall be formulated by the Superintendent of Schools and his/her administrative staff. These procedures will be reviewed with the committee on request.

The policy process may begin with a proposal or recommendation from a school committee member, school administrator, an interested group, or a change in the law or Department of Education regulation. The committee shall act upon a policy statement after requesting a report or recommendation from the Superintendent of Schools or his/her designated representative. The Superintendent or his/her representative will provide such reports and/or recommendations whenever such are requested by the committee.

In separating the policy approving role of the committee and the executive role of the Superintendent, it is neither necessary nor desirable to list all anticipated examples of role division.

HANDLING OF COMPLAINTS

Communications or complaints from staff, parents or other citizens will be referred to the appropriate school administrators. Only in those cases where satisfactory adjustment cannot be made by the school administrator or Superintendent of Schools shall said communications and/or complaints be referred to the committee for action.

REGULAR, SPECIAL, AND EMERGENCY COMMITTEE MEETINGS

Regular School Committee meetings will be held alternating Tuesdays of each month and at any other times as may be deemed necessary to conduct the affairs of the committee. The committee may, at its discretion, omit or change the date of any meeting if so voted at a prior meeting by a majority of the membership. It may also, if it chooses, discontinue its sessions during the months of July and August.

A special meeting is one called for the purpose of acting on an article referring to an existing condition where prompt action is expedient for the general welfare and good of the School Department. The agenda for a special meeting shall be limited to the specific article of an emergency nature that required the calling of the special meeting. A special meeting shall be called by the Superintendent and one member of the committee or two members of the committee.

A work session meeting is one set at the regular meeting for the purpose of further study on articles listed on the agenda at a regular meeting for said work session or any other further study that the committee feels is in the best interests of the general welfare and good of the School Department.

A notice of all meetings of the School Committee shall be filed with the Town Clerk and posted on the principal official bulletin board of the Town and of the School Administration Building at least forty-eight (48) hours (including Saturday but not Sunday and legal holidays) prior to such a meeting, with the exception of an emergency meeting.

An emergency meeting of the School Committee may be requested by the Superintendent and one member of the School Committee or two members of the committee in the event of any unforeseen circumstances of an urgent nature requiring prompt action by the committee. The chair or his/her designee will make contact with each committee member to inform them of the meeting. A quorum of the committee must be present to convene said meeting and any action(s) taken must be announced at the committee's next scheduled regular or special meeting.

All meetings shall be held at the location designated at the School Committee meeting when such meetings are announced unless otherwise determined by the committee at a later date that said location shall be changed.

Three (3) members of the committee shall constitute a quorum.

AGENDA PREPARATION AND DISTRIBUTION

Committee members may ask for items to be included on the agenda through the Chairman of the School Committee and/or his/her designee.

The agenda shall be prepared by the Superintendent, conferring with the Chairman of the School Committee. The meeting agenda shall be posted twenty-four (24) hours in advance of the meeting.

The agenda will be delivered to committee members, administration and the President of the Teachers' Association at least two (2) working days prior to the date for a scheduled meeting or any other meeting to be held unless the committee determines otherwise.

The agenda will be prepared in such detail and with such backup materials provided by the Superintendent or other responsible parties as so determined by the Chairman at such time as the agenda request is accepted, so that the committee can reasonably be expected to make necessary decisions without delay.

Additional agenda items (those items presented to the committee at a meeting) will be limited in number in accordance with the Marshfield Town Charter Article 7-2. ("At least twenty-four hours before any meeting of a board, commission or committee is to be held an agenda containing all items which are scheduled to come before the board, commission or committee at the meeting shall be posed on the town bulletin board(s). No action taken on a matter not included in the posted agenda shall be effective unless the board, commission or committee posted agenda shall be effective unless the board, commission or committee first adopts by a separate vote a resolution declaring that a reasonable cause exists and stating such cause.)

Each agenda will provide the opportunity for committee members to place items on the agenda for the following and upcoming meetings.

The committee may at any time introduce questions and/or discuss items relative to the agenda.

Any member of the public or staff may request through the Chairman of the School Committee a time scheduled appointment to present a topic to the School Committee. Requests for agenda items and scheduled appointments must be received in written form at least five (5) days in advance of the meeting.

ORDER OF BUSINESS FOR REGULAR MEETINGS

The general pattern for the “Order of Business” for a regular meeting is:

- I. Roll Call
- II. Pledge of Allegiance
- III. Informational:
 - Superintendent’s report
 - Assistant Superintendent
 - Director of Pupil Personnel / Special Education
 - Director, Business and Finance
 - Subcommittee Reports
 - Minutes
- IV. Public Participation
- V. Old Business
- VI. New Business
- VII. Future Meetings
- VIII. Adjournment
- IX. Executive Session

CONDUCT OF MEETINGS

The conduct of the meetings and the business of the committee shall conduct meetings in accordance with “Robert’s Rules of Order Revised” as a guideline, which shall be provided to new members of the committee no later than their first regularly scheduled meeting.

No person may address a School Committee meeting without the permission of the Chairman. The Chairman shall see that persons addressing the committee identify themselves by name and address to be entered into the record of the meeting.

A person who persists in disorderly behavior will be asked to leave the meeting.

EXECUTIVE SESSIONS

Executive sessions will be held and minutes and records of executive session will be kept in accordance with the provisions of the Open Meeting Law.

An executive session is closed to all except members of the School Committee and those persons requested by the School Committee to attend. It is presumed that the Superintendent is one of "those persons requested by the School Committee to attend" unless the School Committee indicates otherwise.

The minutes of the executive sessions of the Marshfield School Committee are to be considered part of the public records of the Marshfield School Department when legal counsel has determined that there is no longer any adverse effect upon persons or actions involving the Marshfield School Department, at which time the School Committee will vote to release the executive session minutes.

VOTING

The quorum for the transaction of business shall be three (3) members, a majority of the committee.

All voting must be by voice or roll call votes and no secret ballot shall be used. Votes relayed by telephone or written votes from absent members are not valid. There shall be no votes by telephone, fax, email, or other telecommunication devices.

The Chairman shall normally call for a voice vote. If the Chairman or any member questions the voice vote, the Chairman shall call for a roll call vote. Votes shall be counted as affirmative, negative, or abstaining and shall be so recorded. Any member may have his/her vote on any motion recorded by name.

The Chairman will announce the result of any vote taken. No action shall carry unless it receives the vote of a majority of the members present.

To move into executive session a majority of the members must vote and each member must be recorded on a roll call vote and entered into the minutes. The presiding officer has cited the purpose for an executive session, and the presiding officer has stated before the executive session if the governmental body will reconvene after the executive session. M.G.L. Chapter 39, Section 23B.

MINUTES

The minutes of meetings of the Marshfield School Committee shall include the following items of information:

1. A record of the date, time and place of each meeting.
2. A record of those in attendance at each meeting.
3. A description of action(s) taken by the committee at each meeting, including a record of the vote on each action.
4. All materials presented.
5. Minutes of open meetings shall become a public record and be available to the public once voted by the committee. Said minutes will then be posted on the Marshfield Public School Department website.
6. Minutes of executive session shall become a public record and be available to the public once voted by the committee and released by appropriate legal counsel.

ADJOURNMENT

The committee seeks to adjourn each meeting no later than 10:00 p.m. Business which is unfinished at that time may be placed on the agenda for the next regular or special meeting of the School Committee.

This statement of desired adjournment time in no way affects the validity of formal action taken after 10:00 p.m. should the School Committee be unaware of or choose to ignore the passage of time.

CODE OF ETHICS

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 adhere 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: (1) community responsibility; (2) responsibility to school administration; and (3) relationship to fellow committee members.

A school committee member in his/her relationship with the community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is policy-making, not administration.
3. Remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
4. Be well informed concerning the duties of a committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office of committee member as a means of unselfish service with no intent to gain political influence in any sense of the word, or to benefit personally from committee activities.

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

1. Endeavor to establish sound, clearly defined policies with which to direct and support administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel.
4. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
5. Request reports/data from school administration to evaluate policy effectiveness.

A school committee member in his/her relations with fellow committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings.
2. Realize that statements or promises should not be made regarding how he/she will vote on matters that will come before the committee.
3. Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems from members of his/her own committee or from members of other committees who may be seeking help and information on school problems.
5. Make decisions only after all facts on a question have been presented/discussed.

ANNUAL REVIEW OF BYLAWS

At the first regular meeting after new members take office annually or as soon thereafter as determined by the committee, the committee shall review the bylaws in order to: (1) clarify their meaning and importance to new members; (2) consider the possibility of any need for revision of or additions to the guidelines based upon the experience of the past year or other experiences.

The bylaws shall be presented at a regularly scheduled meeting for discussion and a vote of acceptance.

The bylaws shall be available to the community on the Marshfield Public Schools website and during regular business hours at the Marshfield School Administration Building, Ventress Memorial Library and the Marshfield Town Hall or by request directed to the Chairman of the School Committee.

GENERAL SCHOOL ADMINISTRATION

SUPERINTENDENT EVALUATION

APPROVAL OF HANDBOOKS AND DIRECTIVES

ADMINISTRATIVE REPORTS

SCHOOL DISTRICT ANNUAL REPORT

SUPERINTENDENT EVALUATION

The School Committee shall annually compile together a time line and evaluation using an approved instrument tool.

APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the School Council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each March to consider changes in disciplinary and other policies to take effect in September.

It is essential that the contents of all handbooks conform with school committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the School Department. Therefore, the committee expects all handbooks to be approved prior to publication by the committee and the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The Superintendent will use his judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for informational purposes.

The following timeline will be used:

Approval of middle school and high school by:	Second meeting in June
Review of elementary schools by:	First meeting in June

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, or a controlled substance may be subject to expulsion from school by the principal.
- (b) Any student who assaults any employee of the school district may be subject to expulsion from school by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing the principal may decide to suspend rather than expel a student.
- (d) Any student who has been expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools. Reports will include, but not be limited to:

- Monthly financial statements
- Capital budget recommendations/update
- MCAS reports
- Adequate Yearly Progress Report
- Monthly student enrollments
- Updates on curriculum initiatives (as needed)
- School District Annual Report
- State of the Schools Report

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

SCHOOL DISTRICT ANNUAL REPORT

An annual report for publication in the Town of Marshfield's Annual Report and the State of the Schools Report covering the diversified activities of the school system will be prepared by the Superintendent and presented to the School Committee as an informational item prior to publication. The report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

FISCAL MANAGEMENT

OPERATING BUDGET

FUNDING PROPOSALS AND APPLICATIONS

AUTHORIZED SIGNATURES

BONDED EMPLOYEES AND OFFICERS

FISCAL ACCOUNTING AND REPORTING

AUDITS

PURCHASING

BIDDING REQUIREMENTS

PAYMENT PROCEDURES

POLICY, GUIDELINES AND PROCEDURES

OPERATING BUDGET

This policy defines the role and responsibility of the School Committee relative to Marshfield Public Schools, operating budget.

The School Committee will:

- review and update budget policy as needed.
- review, amend, and approve the requested school budget.
- approve all contracts for goods and services in accordance with Massachusetts General Laws, town procedures, and audit recommendations in compliance with town requirements that all contracts in excess of twenty-five thousand dollars be on town standard contract documents for procurement of goods and services and that this contract be executed by the School Committee.
- approve school expenditure warrants weekly in accordance with established School Committee procedures.
- ensure that the Superintendent of Schools responds to and works with the School Committee, the Town Administrator, the Board of Selectmen, the Town Accountant, the Advisory Board and all commissions and personnel as related to any budget issues.

The Superintendent of Schools will:

- be present for all budget related presentations, meetings, and hearings as required or requested by the School Committee.
- present to the School Committee an administrative budget proposal for each fiscal year. The proposed budget will be developed based on School Committee goals set forth prior to budget development by the administration. The proposal shall be comprehensive and shall contain detailed back-up material satisfactory to the Committee.
- the administrator's capital budget proposal will be presented to the School Committee and forwarded to the town Capital Budget Committee on or before the first week in November which is about one month prior to submission to the town Capital Budget Committee as established by the Town Charter Capital Budget Bylaws.
- in early October, the administration will request from the School Committee guidance on budgetary growth, if any, prior to development of administration's proposed budget.
- the operating budget will be presented to the School Committee the first week of December prior to the Annual Town Meeting.
- manage the approved budget on a day-to-day basis
- provide to the School Committee a written monthly budget status report in a form acceptable to the School Committee
- under no circumstances fill a position unless it has been approved as part of the budget by the School Committee, and the budget has been approved by town meeting.

Individual School Committee Members will:

- be encouraged to direct any and all individual budgetary questions or concerns to the Superintendent at any time.

FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

(Adoption Date)

Revised: January 18, 1996

LEGAL REFS: M.G.L. 44:53A
 P.L. 874 Impact Aid
 Board of Education 603, CMR 32:00,34:00

NOTE: Regulations for staff investigation and submission of proposals are frequently needed to implement a policy in this area.

AUTHORIZED SIGNATURES

The Chairman of the School Committee or his/her designee and the Superintendent or his/her designee will sign all warrants presented for approval.

The Town Treasurer, who also serves as the School Department Treasurer, signs all checks drawn against School Department funds. No other signature is valid.

BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the town.

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive monthly financial statements from the Superintendent showing the financial condition of the School Department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

AUDITS

An audit of the School Department's accounts should be conducted annually. In addition, the committee may request a private audit of the school system's accounts at its discretion.

The committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets, upon review of said recommendations.

PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Superintendent or his/her designee will serve as purchasing agent. He will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or his/her designee with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

BIDDING REQUIREMENTS

All the provisions of MGL 30B shall be adhered to and further, all purchasing rules and regulations of the Town of Marshfield shall be followed.

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices, initialed by person responsible for authorization, properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the committee will receive weekly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the Town Accountant for processing and subsequent payment by the Town Treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.