

Formation and Operation of School Councils

In accordance with the requirements of law, the Principals of The Bromfield School and Hildreth Elementary School in Harvard shall establish and serve as co-chair of a School Council. Each School Council shall conform to all statutory requirements as provided by law.

The selection procedure shall be by representative process as follows:

1. In consultation with the teachers and parents, the building Principal shall determine the total number of individuals to serve on the School Council. All School Councils shall consist of equal numbers of teachers and parents plus community representatives not to exceed 50% of the total School Council membership. The High School shall also include at least one student representative on its School Council.
2. Parent representatives shall be selected by elective ballot. Nominations shall be sought through general written announcement and invitation to all parents. All nominees receiving the largest number of votes shall be deemed elected to the available parent positions on the School Council for the ensuing academic year.
3. Teacher representatives shall also be selected by elective ballot. The Principal shall seek nominations by written invitation to all teachers (full or part time) within the school. Nominees willing to serve shall have their names placed on a written ballot distributed to all teachers serving the individual school. Teacher nominees receiving the most votes shall be deemed elected to the available teacher positions on the School Council for the ensuing academic year. In the case of transient teachers, no individual teacher may serve on more than one School Council.
4. Community representatives to each School Council (not parents or teachers at the school) shall be sought collaboratively by the Principal and Superintendent for appointment by the Principal. Non-school members cannot be more than 50% of the School Council.
5. The High School shall include at least one student (grades 9-12) on its School Council. The elected Student Government shall determine how its representative(s) shall be elected.
6. As part of its first official agenda for the academic year, members of each School Council shall elect one of its members to serve with the Principal as Co-Chair of the School Council.
7. Each principal is responsible for convening the first meeting of the School Council not later than 40 days after the first day of school at which time a co-chairman shall be selected.
8. Within one week following the first meeting of the School Council, each principal shall submit to the Superintendent of Schools a written report certifying the formation of a School Council in conformity to the process herein described. This report shall include the names of all School Council members, date the first School Council meeting was held, and name of the individual elected Co-Chair.

9. School Councils are subject to all Open Meeting laws and shall meet "regularly" (minimum of 4 annually) as each Council may deem appropriate.
10. A calendar of meetings shall be established and publicly posted. All meetings of School Councils are subject to the requirements of Chapter 30A Sections 18-25 (the "Open Meeting Law"). Meetings must be properly posted (a minimum of 48 hours notice to the Town Clerk), held in public session, and official minutes maintained.
11. Members of School Councils are subject to 268A – State Ethics law. See Policy File BBBA/BBBB
12. All duties and activities of the School Councils shall conform to the statutory provisions and limitations as outlined in Mass. General Laws Chapter 71, Section 59C and 59D.

APPROVED: January 9, 2012

SOURCE:

LEGAL REF.: [71:38Q](#); [71:59C](#)