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POLICY RELATED TO SCHOOL COMMITTEE OPERATIONS

POWERS AND DUTIES

The Burrillville School Committee, elected by the citizens of the Town of Burrillville, is directly responsible to the Rhode Island Department of Education for the operation of the schools in Burrillville in accordance with State Laws and Department Regulations. The Committee is also responsible to the citizens for the quality of the educational program and responsible stewardship of the District's and Town's financial resources.

The Burrillville School Committee is the policy-making body and has the final authority in matters associated with policy and budget relating to the schools. The School Committee determines policy and enacts business only when meeting as a Committee in a legally called meeting.

First Reading: 3/14/00

Second Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

SCHOOL COMMITTEE RESPONSIBILITIES

As the governing body of the Burrillville public schools with full responsibility for all the many phases of the school program, its attention is necessarily directed to planning, evaluating and policymaking.

The following areas are included among its policy-making functions:

- School Committee Operations
- District Management
- Education
- Budget/Finance
- Personnel Management
- Pupil Personnel
- Support Operations
- Communications/Public Relations

The Committee shall review and evaluate the policies annually. Amendments or revisions shall be made and the Policy Manual shall be updated as needed.

First Reading: 3/14/00

Second Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

GIFTS AND DONATIONS

The Burrillville School Committee, as the representative body of a publicly supported institution, may, by action of the Committee, accept gifts, donations, and services.

The Committee shall in all cases recognize receipt of gifts, donations, and services.

Such recognition shall in no case be considered as a testimonial or endorsement by the school district of a product or a business enterprise.

First Reading: 3/14/00

Second Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

SCHOOL COMMITTEE MEMBER ETHICS

Members of the Burrillville School Committee will regard the educational welfare of all the children of Burrillville as their primary responsibility. To that end, they will provide and promote the finest possible educational program.

Members of the Burrillville School Committee will work together cooperatively in spite of differences of opinion that arise during rigorous debate.

Members of the Burrillville School Committee will base personal decisions upon all available facts in each situation; will vote an honest conviction in every case, unswayed by partisan bias of any kind; and, thereafter, will abide by and uphold the final majority decision of the Committee.

Members of the Burrillville School Committee will remember at all times that an individual member has no legal authority outside the official meetings and will conduct relationships with the school staff, the local citizenry, and all media of communication on this basis.

Members of the Burrillville School Committee will resist every temptation and outside pressure to use their positions as members of the Committee for personal benefit or that of any other individual or agency apart from the total interest of the school district.

Members of the Burrillville School Committee will recognize that it is as important for the Committee to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.

Members of the Burrillville School Committee will understand that the primary function of the Board is to establish the policies by which the schools are to be administered but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/her professional and non-professional staff.

Members of the Burrillville School Committee will welcome input with respect to establishing policy on current school operation and proposed future developments.

First Reading: 3/14/00

Second Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

STUDENT REPRESENTATION ON THE SCHOOL COMMITTEE

The Burrillville School Committee recognizes the importance of student involvement in decision-making. To that end, a Burrillville High School student shall be elected by the student body and appointed by the Burrillville School Committee as a non-voting member of the Committee.

The non-voting student member shall provide a channel of communication between students and policy makers on issues that are brought to the Committee.

Procedures shall be developed for the election of the non-voting student member.

First Reading: 5/13/03

Second Reading: 6/10/03

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

EVALUATION OF THE SUPERINTENDENT

The Superintendent of Schools shall provide school district leadership that promotes an exemplary educational experience and high achievement.

The primary purposes of the Superintendent's evaluation shall be for assessing the performance of the Superintendent; offering opportunity to interact with the Superintendent relative to common goals and the Mission Statement of the Burrillville School Committee; and providing guidance for the improvement of the Superintendent's performance.

The performance evaluation process shall acknowledge excellence, provide constructive feedback, and serve as a guide for self-improvement. It shall focus on the following:

- Vision
- Educational Leadership
- Organization and Personnel Management
- Budget and Finance
- Contract Administration
- Community Relations

The Burrillville School Committee shall annually evaluate the Superintendent in accordance with contract.

First Reading: 5/11/04

Second Reading: 6/8/04

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

NEW MEMBER ORIENTATION

Following a vacancy or the elective process, the Burrillville School Committee shall ensure that an Orientation Program is conducted for new members.

A newly elected or appointed member of the Committee shall be provided with the *Policy Manual* of the Burrillville School Committee and shall familiarize himself/herself with its contents.

The new member shall meet with the Superintendent and/or the Chairperson of the Committee as soon as possible after the election to be briefed on current school matters.

Fellow committee members shall assist the new member in becoming oriented to the responsibilities of the Committee and its procedures.

Approved: 4/11/00

Amended First Reading: 12/11/01

Amended Final reading: 1/08/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

DEFINITION OF POLICY AND PROCEDURES

The Burrillville School Committee is governed by the Federal Laws and Regulations, the General Laws of the State of Rhode Island, the Regulations of the Rhode Island Department of Education, and the Burrillville School Committee By-Laws.

The School Committee determines Policy, which reflects the values of the Committee and the community. Policy identifies what is to be done. Policy is a focused statement related to one of the following areas of governance:

- School Committee Operations
- District Management
- Educational Program
- Budget/Finance
- Personnel Management
- Pupil Services
- Support Operations
- Communications/Public Relations

Policies shall be maintained in a Policy Manual that provides a guide to administrative action relative to the daily operations of the schools. Policies shall be distributed to the School Committee and to all administrators, and they shall be made available to the community.

Procedures are the result of administrative decisions that convert Policy into action. Procedures identify how things are to be done. Procedures may be developed at the District or School level.

Procedures shall be distributed to the Committee and to appropriate staff, and they shall be made available to the community.

First Reading: 2/8/00

Second Reading: 3/14/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

POLICY DEVELOPMENT

The Burrillville School Committee may adopt, change, or revoke any policy by a majority vote of the Committee members present at two (2) separate regular meetings.

The first such regular meeting will be referred to as the First Reading and First Vote of the proposal. The subsequent regular meeting will be referred to as the Second Reading and Final Vote for the proposal.

No amendment will be permitted to the proposed policy during the Second Reading. Amendments following the First Reading will be considered a new First Reading.

Committee policies shall be reviewed annually.

First Reading: 10/12/99

Second Reading: 11/9/99

Third Reading: 12/14/99

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

SCHOOL COMMITTEE POLICY MANUAL

In order to exercise its Rights and Policies duties, the Burrillville School Committee shall develop a body of policies designed to organize and govern the school system. This document shall be called the *Policy Manual of the Burrillville School Committee*.

A copy of the Policy Manual of the Burrillville School Committee shall be placed in the Principal's Office of each of the Town's public schools and Town libraries and shall be made available to all school employees and interested citizens upon request.

First Reading: 3/14/00

Final Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

CONSENT AGENDA

The Agenda for regular School Committee meetings shall include a Consent Agenda. The purpose of the Consent Agenda shall be to expedite the approval of items that may be reviewed in advance by a Subcommittee or for which discussion is not anticipated.

The minutes, the warrant, and other items on the consent agenda shall be provided to members of the committee in advance. Routine corrections or questions shall be addressed with the superintendent or his/her designee prior to the meeting. Substantive corrections or questions shall be addressed at the school committee meeting.

Such items shall include the following:

- The Minutes of all previous meetings – Regular, Special, and Executive Session - as available.
- Warrants and invoices
- The awarding of bids
- Job descriptions
- Other items requiring simple approvals.

Items appearing in the Consent Agenda shall be voted as a group.

Following a motion to approve the Consent Agenda, a member may request that an item be removed from the Consent Agenda. Action shall then be taken on the Consent Agenda and the removed item shall be acted upon separately.

Approved: 5/8/01

Amended First Reading: 12/11/01

Amended Final Reading: 1/8/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

PUBLIC PARTICIPATION

The Burrillville School Committee encourages citizen involvement.

Any citizen of the Town of Burrillville or other interested party may address the Burrillville School Committee on a relevant subject during the Public Comment section of the meeting agenda.

Any citizen of the Town of Burrillville or other interested party may request an item be placed on the agenda of a particular meeting. Such request shall be in writing and received in the Office of the Superintendent of Schools at least seven (7) days prior to the date of the meeting.

The request shall contain background statements that explain the scope and intent of the proposed item. The item will be placed on the agenda subject to the approval of the Committee Chairperson.

Permission to speak on agenda items shall be granted at the discretion of the Committee Chairperson.

Approved: 3/20/01

Amended First Reading: 12/11/01

Amended Final Reading: 1/8/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

SCHOOL COMMITTEE MINUTES

The Minutes of a School Committee meeting constitute the written record of School Committee actions; they are evidence of the action taken. The Recording Secretary of the School Committee will be responsible for recording in the Minutes all actions taken by the School Committee

Minutes will include:

- A statement of the nature of the meeting (regular or special), the time, the place and, whenever possible, the approval of the Minutes of the last regular and each subsequent special meeting.
- Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
- A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
- During the meeting, a School Committee member may request comments to be noted for the record to appear in the Minutes.
- Notation of formal adjournment.

Copies of the Minutes shall be sent to all School Committee members in advance of the meeting at which the Minutes are to be approved.

The approved Minutes shall become permanent records of the School Committee. Minutes of public meetings and Minutes of Executive Sessions that have been declassified shall be in the custody of the Superintendent, who shall make them available to interested citizens upon request within an appropriate timeframe.

Approved: 5/8/01

Amended First Reading: 12/11/01

Amended Final Reading: 1/8/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

SCHOOL COMMITTEE MINUTES - ARCHIVES

The officially approved Minutes of a School Committee meeting constitute the legal record of the proceedings.

The use by the secretary of a tape recorder may be of great benefit in preparing the Minutes, but a transcription shall never be used as the Minutes themselves. Tapes shall be on file only until the Minutes have been officially approved.

Copies of official Minutes shall be considered public documents and shall be accessible upon request.

First Reading: 12/11/01

Second Reading: 1/8/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

PHILOSOPHY

The Burrillville School Committee believes that the public schools in the Town of Burrillville, Rhode Island, must strive to continue and to strengthen the American way of life based on:

- traditional moral and ethical values;
- the Nation's recognition of the existence of God with its emphasis upon freedom of worship and separation of Church and State: and
- fundamental democratic principles and responsibilities as embodied in the Declaration of Independence and the Constitution.

The Burrillville School Committee believes in the dignity and worth of every individual.

The Burrillville School Committee believes that the individual is our country's most valuable resource. This resource can be best developed by providing every individual with an education that promotes:

- the understanding and mastery of basic skills necessary to function effectively in an increasingly complex and changing society;
- cultural and aesthetic experiences;
- understanding of the need to protect and to promote individual and community health; and
- a school climate that
 - emphasizes individual responsibility to the self, nation and world community;
 - fosters a love of learning;
 - encourages achievement to uppermost capability;

- stresses critical thinking;
- provides opportunity for decision-making;
- motivates self-directed learning;
- develops positive human identity; and
- promotes the productive use of leisure time; and
- perceives learning as a lifetime experience.

The Burrillville School Committee believes that

- a child's physical, intellectual, emotional, and social maturity is a continuous developmental process;
- each child has a unique pattern of learning which is directly related to the successful completion of life's tasks at each stage of human development; and
- the welfare of each child must be the primary concern.

The Burrillville School Committee believes that the physical structure and internal organization of our schools must be appropriate vehicles through which children can strengthen themselves as individuals while learning and experiencing responsible social involvement.

The Burrillville School Committee recognizes that education must be deeply rooted in the developmental processes of early childhood because children learn through daily experience and discovery. Their knowledge and skills are the outcome of educational experiences at all stages of growth and development that include:

- the development of self-identify and self-esteem;
- an engagement with a variety of challenges; and
- practice in dealing constructively with reality.

These functional assets must be nurtured by educators and parents alike. The Burrillville School Committee believes that all curricula developed for children and youth

- must be meaningful in terms of today's world, while preserving the values and heritage of the past; and
- must provide the knowledge and skills necessary for successful adjustment to the rapid technological and social changes that will continue to place new demands on them.

The Burrillville School Committee recognizes that

- learning does not happen by schedule or by degree;
- each child is a unique individual who progresses at his/her own pace; and
- success is measured by the progress of each child toward awareness and achievement of his/her maximum potential.

The Burrillville School Committee acknowledges that it must be prepared to provide the resources necessary to meet each child's educational needs.

The Burrillville School Committee believes that

- the Burrillville Public Schools are an integral part of the community, the State, and the Nation;
- the Nation is benefited and democratic principles are perpetuated by an educated citizenry;
- public interest, understanding, and support are necessary components for schools to excel;
- schools have a responsibility to serve the educational needs of the community and, when possible, the cultural, aesthetic, social, and recreational needs as well; and
- services provided by our schools depend upon what the Burrillville School Committee perceives as educational needs based on a free exchange of information between the schools and community.

The Burrillville School Committee recognizes its responsibilities

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- to encourage cooperation between the home and school;

- to foster the underlying values of American society, acknowledging family and community groups as the basic units of our society and sources of our values;
- to respect different religions, cultural, and ethnic traditions, and varying economic and social conditions;
- to enlist the resources of community agencies and local institutions in a cooperative effort toward meeting all student needs; and
- to maintain a sound public relations program to keep citizens informed of school operations, issues, and progress.

The Burrillville School Committee believes that an atmosphere of trust, mutual respect, and cooperation is essential to meet these responsibilities.

The Burrillville School Committee is dedicated to employing individuals who

- are the best qualified people available;
- have a positive influence on the students;
- are life-long learners who continue to acquire new knowledge and skills related to their profession; and
- embrace and practice the concepts inherent in this document.

Policy 2000 Approved: 2/13/80

Amended Policy 1710
Approved: 4/11/00

Amended First Reading: 12/11/01

Amended Final Reading: 1/8/02

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

MISSION STATEMENT

The Mission of the Burrillville Public School System is to provide high quality education to all students in a secure, nurturing environment in which all are challenged to reach full potential as life-long learners, responsible citizens and contributing members of society, recognizing its role as the education center of our unique and evolving community.

First Reading: 3/14/00

Second Reading: 4/11/00

POLICY RELATED TO SCHOOL COMMITTEE OPERATION

GOALS AND OBJECTIVES

The Burrillville School Committee supports the following Goals and Objectives:

Goal 1: High expectations will be the standard for the educational program throughout the Burrillville School Department.

- Student performance will consistently meet or exceed the performance of previous years as exemplified in state and local assessments.
- The educational program will be centered around a standards-based curriculum.
- A K-12 Enrichment program will be developed and implemented.
- Students will demonstrate the ability to use technology as a tool for learning.
- The high school graduation rate will increase, and the high school drop-out rate will decrease.

Goal 2: Core values will be identified and promoted throughout the Burrillville School Department.

- Students will demonstrate good character and responsible behaviors.
- Students will learn in a safe and healthy environment.
- Student disciplinary infractions will decrease
- Student use of alcohol, tobacco, and other drugs will decrease.
- Athletic and co-curricular participation will increase.
- Student community service learning will increase.

Goal 3: High expectations will be established for the use of exemplary instructional practices throughout the Burrillville School Department.

- Teachers will demonstrate an understanding of the importance of teaching to learning styles and individual strengths.
- Diverse forms of instruction will be used to facilitate the success of all students.
- Multiple forms of assessment will be implemented to determine the achievement of students, the validity of curricula, and the success of new programs.

Goal 4: A comprehensive professional development program will be in place for all staff throughout the Burrillville School Department.

- A variety of opportunities will be provided for staff to increase instructional expertise.
- A training program will be in place to increase teacher technology skills and to provide a model for the enhancement of instruction.
- A mentoring program will be in place that provides support for teachers new to the system and new to grade/position.
- A training program will be in place to increase the skills of support staff.

Goal 5: Parent and community participation will increase throughout the Burrillville School Department.

- Parents and guardians will be regarded as partners in their children's education.
- A program will be available to promote parenting skills.
- A public relations plan will be developed and implemented.
- Community and business partnerships will be solicited and valued.

First Reading: 3/14/00

Second Reading: 4/11/00