

masc The Massachusetts Association of School Committees

Basics of Policy MASC/MASS Conference November 2017



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What do Committees Do?

School Committees . . .
Govern!



Superintendents . . .
Manage!



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Division of Labor

*Goals, vision, mission
for Student
Achievement*

COMMITTEE'S WORK

ADMINISTRATION'S WORK

Personnel

Regulations

Policies

Accountability/
Advocacy

Operations

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Who Does What?

<u>The Committee</u>	<u>The Superintendent</u>
<ul style="list-style-type: none"> ▪ Superintendent ▪ Vision & Goals ▪ Policies ▪ Budget ▪ Approves contracts ▪ Monitors progress ▪ Advocacy ▪ Decides what, why 	<ul style="list-style-type: none"> • Staff • Action plans • Regulations • Expenditures • Employee relations • Reports progress • Advocacy • Decides how, when
<p>= End results (Ends) = Methods (Means)</p>	


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Roles Defined

- State Statutes/Regulations
- School Committee Policy
- Superintendent Contract
- Job Description
- Institutional History
- Operating Protocols





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NSBA Definition of Policy

School Committee policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system.

They create a framework within which the Superintendent and his/her staff can discharge their assigned duties with positive direction. Policy tells what is needed.



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Not everything that is required, is required to be in policy!

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Policy



Administrative regulations
Internal procedures **Handbooks**

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What is Policy?

- A guideline adopted by the Committee to chart a course of action
- Broad enough to allow administrative discretion; specific enough to give clear guidance
- Policy is the what and the why

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NEPN (National Education Policy Network)

- NEPN CODES
- A – Foundations and Basic Commitments
- B - School Committee Governance & Operation
- C – School District Administration
- D – Fiscal Management
- E – Support Services
- F – Facilities Planning & Development
- G – Personnel
- H – Negotiations
- I – Instruction
- J – Students
- K – School, Community, & Home Relations
- L- Education Agency Relations



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AC Nondiscrimination/Equal Opportunity/Human Relations

- ACA** Nondiscrimination on the Basis of Sex
- ACB** Nondiscrimination on the Basis of Ethnicity and Race
- ACC** Nondiscrimination on the Basis of Age
- ACD** Nondiscrimination on the Basis of Religion
- ACE** Nondiscrimination on the Basis of Handicap/Disability
- ACF** Interpersonal/Human Relations
- ACG** Resolution of Discrimination Complaints
- AD Educational Philosophy/School District Mission**
- ADA** School District Goals and Objectives
- ADB** Drug-Free Schools
- ADC** Tobacco-Free Schools
- ADD** Safe Schools
- ADE** Effective Schools
- ADF** School Wellness
- ADFA** Coordinated School Health Program
- AE** Accountability/Commitment to Achievement



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What Policy is Not

- Detailed direction
- Procedures
- Process
- Forms, job descriptions, fee lists, etc.



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What is a regulation or procedure?

- Detailed directions
- Developed by administration
- Reviewed by the Committee (if required)
- Puts policy into practice
- Tells how, by whom, where and when things are to be done



When Reviewing Current Policy ASK:

- Is it legal ?
- Does it reflect current practice?
- Is it working? If not, what needs to be changed?
- Do we need it? Don't be afraid of repealing policies that are no longer relevant. (Sometimes "less is more")



Policies Under Review

When Reviewing Policy Check These:

- Policy Manual
- Collective Bargaining Agreements/Contracts
- Parent/Student Handbooks
- Staff/Employee Handbooks
- Budget document



MASC Policy Services Overview

Policy Reference Manual - online, searchable
paper copy available for a fee



Subscription Services (dues)
Policy Update newsletter
Manual maintenance (online)
Individual Policy guidance

Contract Policy Review Service (Fee)

Policy 21 Online Policy Service (Fee)

Online Policy Review Service (Fee)



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