

Basics of Policy

MASC/MASS Joint Conference

November 8, 2023

Hyannis, Massachusetts

Role of the School Committee related to Policy

The School Committee is the Municipal Legislature for the schools in your district, therefore, the Committee *governs* through policy.

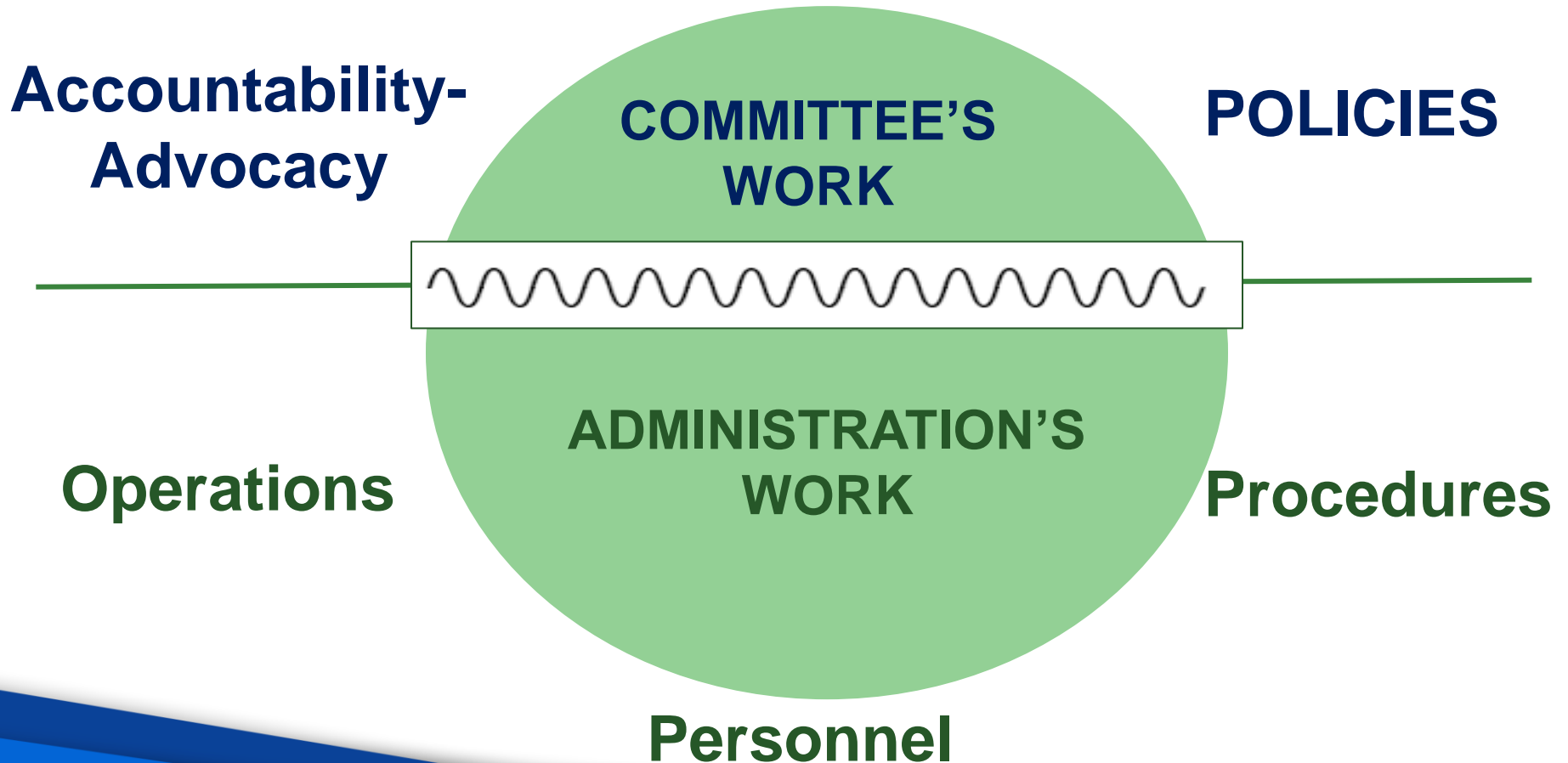
What
Why
How Much

The Superintendent is the CEO of your school district, therefore, the Superintendent *manages* through policy implementation.

How
Who
When
Where

Division of Effort

Goals, Vision, Vision for Student Outcomes



Who Does What?

School Committee

- Superintendent
- Vision & Goals
- Policies
- Budget
- Approves contracts
- Monitors progress
- Advocacy
- Decides What & Why

Superintendent

- Staff
- Action plans
- Regulations
- Expenditures
- Employee relations
- Reports progress
- Advocacy
- Decides How & When

Governing Principles ↔ Practical Application

Roles Defined

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



School Committee Policy is...

Policies are statements that set forth the **purpose(s)** and **prescribe in general terms** the organization and program of a school system.

Policies **create a framework** within which the Superintendent and their staff can *discharge their assigned duties* with *positive direction*.

Policy defines what is needed.

The 3 Distinct Purposes of All Policies



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





POLICY

Administrative regulations

Internal procedures

Handbooks

School Committee Policy is...

Policy is... a *guideline* adopted by the Committee to chart a *course of action* that is

Broad enough to allow administrative discretion

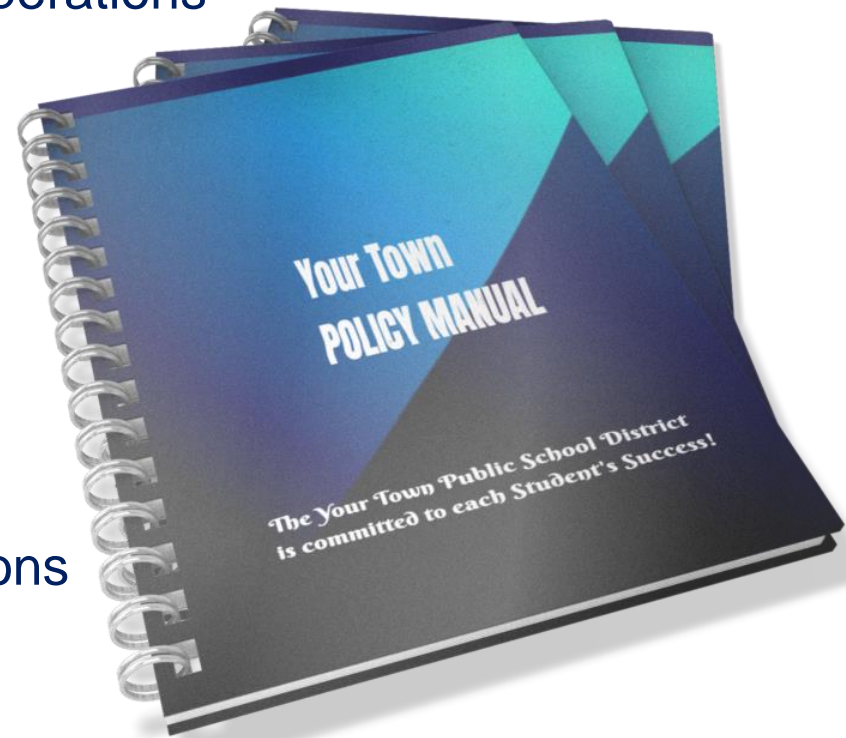
Specific enough to give clear guidance

Policy is the *what* and the *why*

NEPN (National Education Policy Network)

NEPN CODES Policy in these Categories

- A – Foundations and Basic Commitments
- B - School Committee Governance & Operations
- 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



What Policy is Not

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

nada
yada
yada

Procedure (or Regulation) is ...

- 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")

When Reviewing Policy Check These:

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



MASC Policy Services Overview

Policy Manual Review – to review update existing policy manual, with an option for an online, searchable application, with links to legal references - paper copy available (for a fee)



- *Policy Update Newsletter*
- Online Manual Maintenance
- Individual Policy Guidance
- Contract Policy Review Service (Fee)
- *Policy 21* Online Policy Service (Fee)
- Online Policy Review Service (Fee)

We Can Help

Liz Lafond
Field Director – Policy Services
llafond@masc.org

Alicia Mallon
Field Director
amallon@masc.org

QUESTIONS?

