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**The following items will be discussed at the meeting of the Standing Committee on Governance and Employee Issues to be held virtually on Wednesday, February 2, 2022 at 4:30 p.m. in Room 410 of the Durkin Administration Building:**

gb #0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

gb #0-109 - Mr. Monfredo (March 16, 2020)

Request that the School Committee submit to the Clerk any proposed changes to the Rules of the School Committee.

gb #2-17 - Ms. Kamara (January 12, 2022)

To discuss the roles and responsibilities of the chairs and vice chairs of the Standing Committees.

Committee Members  
Laura Clancey, Chair  
Molly McCullough, Vice-Chair  
Jermaine Johnson

Administrative Representative  
Helen A. Friel, Ed.D.  
Jennifer Boulais

OFFICE OF THE  
CLERK OF THE SCHOOL COMMITTEE  
WORCESTER PUBLIC SCHOOLS  
20 IRVING STREET  
WORCESTER, MA 01609

AGENDA #2

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a meeting:

on: Wednesday, February 2, 2022  
at: 4:30 p.m.  
virtually in: Room 410 of the Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

ros #0-9 - Administration (September 23, 2020)

RENNIE CENTER FOR EDUCATION RESEARCH & POLICY – REPORT ON THE TECHNOLOGY SECTION FROM THE STRATEGIC PLAN

c&p #0-13 - Clerk (August 18, 2020)

To consider a communication from the Racism Free Worcester Public School Group regarding nine areas of concerns.

gb #0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

gb #0-109 - Mr. Monfredo (March 16, 2020)

Request that the School Committee submit to the Clerk any proposed changes to the Rules of the School Committee.

gb #0-210 - Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough (June 10, 2020)

To conduct an equity audit of the Worcester Public Schools' policies and student handbook.

gb #0-213 - Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough (June 10, 2020)

To review for possible implementation the Massachusetts Attorney General's Model Memorandum of Understanding for School Resource Officers.

gb #0-288.1 - Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough (September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

gb #0-293 - Ms. Novick/Mrs. Clancey/Ms. McCullough (September 9, 2020)

To ensure Worcester Public Schools remote learning policies ensure all Worcester Public Schools administrators, staff, and students behave as guests in each other's homes.

gb #0-359 - Administration (November 12, 2020)

To consider approval to turn on the self-harm filter that is available with the current software that monitors those students' behaviors.

gb #0-368 - Ms. Novick/Mrs. Clancey/Ms. McCullough (November 23, 2020)

To create Worcester School Committee operational norms.

ros #1-7 - Administration (April 7, 2021)

RENNIE CENTER-PROGRESS ON STRATEGIC PLAN

ros #1-10 - Administration (July 14, 2021)

To update the Superintendent's Goals and to consider changing the evaluation cycle to reflect the school year.

gb #1-50 - Ms. McCullough/Miss Biancheria//Mrs. Clancey/Mr. Foley/  
Mr. Monfredo (January 25, 2021)

Request that the Administration review camera use procedures regarding privacy, legal and family contract options.

gb #1-121 - Mayor Petty/Mrs. Clancey/Mr. Monfredo/Ms. Novick (April 9, 2021)

To consider a report from the Worcester Mayoral Commission on Latino Education and Advancement.

gb #1-189 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Ms. McCullough/Ms. Novick (July 13, 2021)

To consider the Worcester Teacher Pipeline: Recommendations for Diversifying and Retaining Teachers of Color-A Comprehensive Proposal.

gb #1-210.4 - Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough/Mr. Monfredo (November 10, 2021)

Response of the Administration to the request to list all those whose contracts are with the superintendent who are currently:

1. on automatic one year renewals of their contract;
2. beyond one year renewals;
3. beyond the renewal language of their contract otherwise and
4. have no written contract at all.

Report to be current to the filing date of this item (8/16/21).

gb #1-285 - Administration (October 14, 2021)

To formulate a policy regarding the use and replacement of Chromebooks and their accessories.

c&p #2-1 - Clerk (January 4, 2022)

To consider a communication from the EAW to consider approval of a donation of sick days to an Instructional Assistant at South High Community School.

c&p #2-2 - Clerk (January 10, 2022)

To consider a communication from the EAW to consider approval of a donation of sick days to a teacher at Quinsigamond School.

gb #2-17 - Ms. Kamara (January 12, 2022)

To discuss the roles and responsibilities of the chairs and vice chairs of the Standing Committees.

V. ADJOURNMENT

Helen A. Friel, Ed.D.  
Clerk of the School Committee

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Thursday, January 27, 2022

ITEM: Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/  
Mr. Monfredo (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

PRIOR ACTION:

- 1-16-20 - Mayor Petty requested that the item be referred to the Standing Committee on Governance and Employee Issues in order to have a transparent meeting where Mrs. Clancey can bring in experts from other cities and towns.  
Referred to the Standing Committee on Governance and Employee Issues as amended. **(Continued on page 2.)**

BACKUP:

- Annex A (7 pages) contains a copy of the recommendations that were in the 2017 report from the Massachusetts Department of Elementary and Secondary Education.  
Annex B (10 pages) contains a copy of the current Rules of the School Committee.

PRIOR ACTION (continued)

- 3-22-21 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES  
Mrs. Clancey stated that the members of the Standing Committee of Governance and Employee Issues would serve as the Ad Hoc Subcommittee.  
Mrs. Clancey made the following motion:  
Request that the Rules of the School Committee be forwarded to all members for their review in order to submit suggested changes to the Clerk of the School Committee for discussion as its next meeting.  
On a roll call of 3-0, the motion was approved.  
Ms. Novick suggested that the recommendations that were in the 2017 report from the Massachusetts Department of Elementary and Secondary Education be forwarded to the School Committee members and be included as backup for the item.  
Mr. Monfredo requested that the Standing Committee members also consider proposed changes from Administration.
- 4-8-21 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as stated.
- 4-27-21 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES  
Chairman Clancey stated that she would like to hold this item in order to allow all School Committee members the opportunity to provide their recommendations and any proposed changes to the Rules of the School Committee.  
Ms. Novick requested that the School Committee also submit any proposed recommendations to the norms.  
On a roll call of 3-0, the item was held in order for all members to submit their proposed changes to the rules and norms of the School Committee.
- 5-6-21 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as stated.

## DESE - 2017

### Challenges and Areas for Growth

The review team identified a number of challenges to leadership and governance. For example, the time required for district and school leaders to respond to school committee members' motions requesting information, background, and data has distracted administrators from the day-to-day work of school improvement.

### Recommendations

- School committee members should act with restraint with regard to the number and complexity of motions requesting information from school and district leaders.

### Methodology

- Reviews collect evidence for each of the six district standards above. A district review team consisting of independent consultants with expertise in each of the district standards reviews documentation, data, and reports for two days before conducting a four-day district visit that includes visits to individual schools. The team conducts interviews and focus group sessions with such stakeholders as school committee members, teachers' association representatives, administrators, teachers, parents, and students. Team members also observe classroom instructional practice. Subsequent to the onsite review, the team meets for two days to develop findings and recommendations before submitting a draft report to ESE.

### District Profile

- Worcester has a mayor/city council form of government, with the mayor serving as the chair of the school committee and the city council. The seven members of the school committee meet every other week.
- The mayor chairs the school committee as well as the city council. The six members of the council are elected at large and serve two-year terms. Most are long-time members of the committee. The school committee has four standing committees: accountability and student achievement; finance and operations; governance and employee issues; and teaching, learning, and student supports. The school committee is served by a clerk, who is supported, in turn, by two clerks.
- The superintendent has been in the position since May 2016. The district leadership team reporting directly to the superintendent includes the chief academic officer, the chief financial and operations officer, the chief human resources officer, the chief research and accountability officer, and the school safety director. The assistant to the superintendent/clerk of the school committee reports to the superintendent and to the school committee, although her principal duties are in support of the school committee. The number of central office positions had been reduced in recent years, but at the end of the 2015–2016 school year, the superintendent reallocated resources to restore and reorganize a number of positions key for improving teaching and learning in the district.



## Challenges and Areas for Growth

**2. School committee members make many motions that require action by administrators and administrators devote much time responding to these motions. Few motions that require action by administrators are aligned with district priorities for continuous improvement or with administrators' main responsibilities.**

**A.** School committee members make many motions requesting information from administrators.

1. School committee members submit items for inclusion on meeting agendas to the committee's clerk; consultation with the superintendent is not required or typical.
2. During committee meetings, some motions are referred to one of the standing subcommittees. The subcommittee, in turn, reports its deliberations to the school committee and typically makes additional motions for administrative action.
3. School committee members reported that their requests for information are often spurred by conversations with constituents, including teachers.
4. As of mid-January 2017, the clerk for the school committee reported 52 outstanding motions awaiting administrators' response, excluding 17 motions made, but not responded to, in June 2016 during budget deliberations.
5. Committee members estimated that the members make approximately 15 motions at each meeting, not including routine motions.<sup>1</sup>
6. A review of the minutes for the 7 regular committee meetings of September 15, October 6, October 20, November 3, November 17, December 3, and December 17, 2016, indicated that committee members made 113 new, non-routine motions that require action by the administration, or an average of 16 motions per meeting, ranging from 5 on November 3 to 31 on October 20.

**B.** Few motions made by members are aligned with district leaders' priorities for improving teaching and learning or with district goals for the year.

1. The motions reviewed encompassed a wide range of topics, including: consider teaching "Smiley Face Song" in honor of Worcester native Harvey Ball; report on the number and description of community service activities performed by the Junior ROTC in 2015–2016 and 2016–2017; provide an inventory about the availability of [elementary literacy] tool kits; consider the feasibility of establishing a citywide girls ice hockey team; and establish an advisory committee to review options for an earlier start time for secondary school students.

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<sup>1</sup> Routine motions include motions to recognize staff, students or members of the community; accept donations; accept reports of the superintendent or standing committees; pay bills or adjust compensation, etc.

- A. District and school leaders devote much time to responding to motions.
1. District leaders reported that they spend up to four hours each Tuesday meeting with the clerk to the school committee reviewing, assigning, and planning responses to motions.
  2. District and school leaders stated that they are often distracted from the work they consider central to their responsibilities to respond to urgent requests for information about topics they see as not aligned with district priorities to improve teaching and learning and/or related to their core responsibilities.
  3. District leaders said that they are generally expected to respond to requests for information at the next school committee or subcommittee meeting.
  4. District and school staff also spend time gathering and sharing the information that the clerk for the school committee needs to respond to motions designed to recognize students or staff.
    - a. Administrators often provide the content for the letters and certificates and the recipients' contact information and explore options for a date for a staff member to join the recipients at a school committee meeting.
  5. Two clerks support the work of the clerk of the school committee.

**Impact:** The large number of school committee motions seeking information from administrators demands much time and attention of many district and school administrators at a significant cost to the time and attention they can pay to their core leadership responsibilities. Because the requests are often not related to the district's goals, they distract district and school administrators from the instructional leadership work that is critical to school improvement.

## **Recommendations**

1. **School committee members should exercise a great deal more restraint in making motions that are not related to the critical task of improving the quality of teaching and learning.**
  - A. The school committee and the superintendent should consider collaborating to identify motions that are likely to advance school performance.
    1. The superintendent and the school committee should use the annual goal setting process to agree about the focus for the district's work in the year ahead and the information that the school committee will need to inform and support that work. In that way, school committee members and administrators can adopt a more predictable and systematic approach to gathering and analyzing the information that school committee members and the superintendent need.

2. To increase efficiency and focus further, the school committee should consider using the “consent agenda” process used by many committees to reduce the time required to act on routine action items. Under a consent agenda, all routine matters are bundled as one action; members agree in advance that discussion of consent agenda items will only take place if a member proposes, and the committee votes, to remove a specific motion from the consent agenda for separate action.
3. With increased efficiency and focus in the work of the school committee, the school committee and superintendent should consider ways to reallocate staff time from the office of the clerk to other offices with more direct impact on teaching and learning.

**Benefit:** By implementing this recommendation, district and school leaders will be able to maintain a consistent focus on the work that is critical to advancing the district’s priorities so as to achieve its goal of becoming a model urban district in the Commonwealth.

**Recommended resource:**

- The *District Governance Program* (<http://www.masc.org/field-services/district-governance-project>), provided by the Massachusetts Association of School Committees, is designed to focus on continuous improvement and to build understanding of the roles and responsibilities of the school committee and the superintendent.

## Financial and Asset Management

### Contextual Background

The school committee has primary responsibility for the district’s budget, finances, and capital assets, and uses a standing committee for finance and operations to work with the superintendent and chief financial and operations officer to review details of budget and capital asset proposals and management. The chief financial and operations officer supervises the day-to-day management of finances and assets. He is assisted by the budget director, the director of payroll, the manager of grant resources, the facilities director, the director of transportation, the information technology officer, the director of nutrition, and the director of materials management and their staffs. The chief financial and operations officer reports to the superintendent and provides her and the school committee with reports on the district’s financial status and recommendations for its budget and capital investments. In addition, the chief financial and operations officer, the superintendent, and the budget director work closely with the city financial officer, the city manager, the city auditor, and the city procurement office on the district’s budget and management of its finances.

The district’s proposed budget for fiscal year 2017 was \$377,118,333, a 1.7 percent increase over fiscal year 2016. It includes all grants and funds as well as \$322,895,803 appropriated by the city. For the past six years the city’s contribution has been less than that required to meet the state net school spending requirement, but the city’s contribution is expected to exceed the requirement for fiscal year 2017. The budget development process is inclusive, transparent, and driven by school and student needs as well as budget limits.

Financial management practices are done in close collaboration with the city's auditor and procurement offices. Payrolls and purchase orders are approved by the city before being sent out and paid, and the city issues and receives bids; the school committee awards contracts. The chief financial and operations officer and the budget director submit quarterly financial reports to the superintendent, administrators, and the school committee along with recommendations for transfers as needed, and the school committee also accepts all gifts and grants.

Of the 44 schools in the district, some are over 100 years old. The district cleans and maintains all school buildings and the city and the Massachusetts School Building Authority (MSBA) Accelerated Repair program have funded annual projects for major repairs. In addition, MSBA has assisted the city with financing five new and renovated schools since 2000. E-Rate funding of approximately \$3.5 million per year in addition to district funds have supported technology infrastructure and equipment.

## **Strength Findings**

### **1. The district uses a zero-based budget development process and input from many stakeholders to allocate resources and develop a budget based on district priorities and students' needs.**

- A.** The district uses a zero-based budget development process including consideration of all grants and funds, and allocates resources on the basis of needs and priorities.
1. District administrators reported that they use a zero-based budget development process to review all staffing, services, and materials for each school and cost center, including all funds and grants. The process starts with each school and cost center at zero, adding essential services and prioritizing all others up to a funding limit.
    - a. Interviews with administrators and a review of the budget document indicated a seven-point plan for budgeting including a zero-based budget development process, a cap of 1.5 percent on administrative costs, the inclusion of all funding sources, and targeting new revenues to high priority needs such as student services and safety.
    - b. In budget meetings administrators discuss needs, reconfigurations, and budget guidelines such as class size and staffing with principals and other administrators.
  2. District administrators and school committee members described budget and grant needs and priorities including a manager for social emotional learning, ELL services, and resources for the district's lowest performing schools.
- B.** The budget development process gives many stakeholders opportunities to provide input into the proposed budget.
1. Administrators described meetings with school and district administrators, school committee and city council members, local business and college leaders, and the city manager to discuss district needs, priorities, and available funding.

2. A review of school committee minutes and the budget calendar indicated public school committee and city council hearings about the proposed budget, meetings of the school committee's standing committee on finance and operations and joint meetings with the city council's education committee, and presentations to local business and college organizations, the parent planning advisory committee and student advisory group.
3. School committee members reported they get a lot of budget information, which helps them and the city manager know how they need to develop and adjust the budget.
4. The superintendent works closely with the city manager on budget and other district issues.

**Impact:** The district's inclusive, transparent, and strategic budget development process has contributed to collaborative relationships and an atmosphere of trust with city officials and to a clear understanding by the school committee and other decision makers of what is needed to improve education and learning. The district's use of reallocations and efficiencies helps the district leverage its resources effectively.

**The district's budget documentation, which has won national awards, is comprehensive and includes summaries and detail for all funds as well as narratives describing the net school spending requirement and school and district priorities. Quarterly budget status reports to the school committee include expenditures, projected balances, and narratives for all funds with recommendations for transfers.**

- C. Administrators prepare summary PowerPoint presentations and handouts for presentations to the school committee and the public.
  1. Interviews with administrators and a review of school committee meeting minutes indicated that administrators have made PowerPoint presentations to the school committee and the public early in the year on anticipated revenues for the schools, especially Chapter 70 and city contributions, and in the spring summaries of the proposed budget.
    - a. Administrators make PowerPoint budget presentations on particular programs such as instructional leadership, special education, ELL, and other support services.
  2. A short two-page document is also available to stakeholders.
- D. Quarterly budget status reports to the school committee are transparent and comprehensive, and they include recommendations for transfers.
  1. Administrators reported that quarterly reports are major components of the district's seven-point financial plan; the school committee's standing committee on finance and operations reviews them in detail.

- a. The reports include the budget for each budget line, expenditures to date, and projected ending balances. A brief narrative describes the reasons for projected surpluses and deficits such as savings in utilities and overruns in special education tuitions. Recommendations are made for transfers to cover projected deficits.

**Impact:** Transparent and comprehensive budget documentation has contributed to an atmosphere of trust, collaboration, and support by city officials and the community for the schools. It also enables the school committee to monitor and manage district finances efficiently and effectively.

City officials as well as school committee members should be involved in the development of a long-range funding plan for school building needs.

1. The long-range funding plan can be done in conjunction with a plan for long-range needs for other city facilities, perhaps in conjunction with the city's current capital plan.
2. Funding must take into account the bonding capacity of the city as well as building and educational needs.

**Benefits:** Implementing this recommendation will mean sound planning practices that will ensure that safe, appropriate, and adequate learning environments are available to all Worcester's students and staff.

#### **District Review Activities**

The following activities were conducted during the review:

The team conducted interviews with the following financial personnel: the chief financial and operations officer, the budget director, the manager of grant resources, the financial director of grants, and the chief financial officer for the city of Worcester.

The team conducted interviews with the following members of the school committee: six school committee members.

The review team conducted interviews with the following representatives of the teachers' association: Educational Association of Worcester (EAW) president and Massachusetts Teachers' Association (MTA) secretary.

The team conducted interviews/focus groups with the following central office administrators: the superintendent; the chief academic officer; the chief financial and operations officer; the chief human resources officer; the chief research and accountability officer; the assistant to the superintendent/clerk of the school committee; three managers of instruction and school leadership; the manager of curriculum and learning; the manager of English language learners; the manager of special education and intervention services; the manager of social emotional learning; the liaison for English language arts; the liaison for mathematics; liaison for science and engineering; the elementary science coach; the liaison for history of social science; the liaison for curriculum, professional learning, and technology; the testing and evaluation specialist; the assistant director of special education; the special assistant to the director of special education for Medicaid and special projects; the department head for evaluation team chairs; and the staffing mentor coordinator.

RULES OF THE SCHOOL COMMITTEE  
OF THE  
CITY OF WORCESTER

1. At all meetings of the School Committee, four (4) members shall constitute a quorum for the transaction of business.

DUTIES AND POWERS OF THE CHAIR

2. The School Committee shall consist of the Mayor, who shall be the Chair, and six (6) members. The six (6) members other than the Mayor shall be elected-at-large for terms of two (2) years each by plurality voting. The biennial election shall take place in every odd numbered year.
3. A Vice-Chair shall be chosen at the meeting in January of the year ensuing, from the members of the School Committee by a viva voce vote, each member present answering to his/her name of the person for whom he/she votes. The Clerk or other proper officer shall record every such vote.
4. The seats of the members, with the exception of the Chair, should be numbered and determined by lottery and they may not be changed unless by permission of the Chair.
5. The Mayor shall be Chair of the City Council and Chair of the School Committee. He/She shall have no power to veto but shall have the same powers as any other member of either such body to vote upon all measures coming before it.
6. The Chair shall call the School Committee to order at the time appointed for the meeting and shall preside and cause the records of the last regular meeting and subsequent special meetings to be presented or read, and if they are found correct, the School Committee shall declare them approved. The Clerk of the School Committee shall create and maintain an accurate record of all meetings of the School Committee and all of its committees, including executive sessions, setting forth the date, time and place, the members present or absent and a summary of the discussions on each subject. The record shall include all documents and other exhibits, such as photographs, recordings or maps, used by the School Committee or any committee thereof at any open session or executive session.
7. The Chair shall sign all diplomas awarded in all schools and shall co-sign all contracts entered into and signed by the Worcester School Department.
8. The Vice-Chair shall perform the duties, except the co-signing of contracts, unless authorized by the Mayor, or the Chair in his/her absence and shall sign all diplomas awarded in all schools.
9. No member of the School Committee, including the Chair, shall exercise authority outside of Committee meetings nor exercise any administrative responsibility with respect to the schools unless such authority has been specifically delegated to him/her by statute or is consistent with state statutes.

10. The School Committee by its vote or as individual members of the School Committee shall deal with any School Department employee through the Superintendent, its executive officer, who under the general direction of the Committee, is charged with the care and supervision of the public schools. Individual School Committee members may deal with School Department employees, without notice to the Superintendent, concerning day-to-day matters of a routine nature regarding the administration of the school system, as long as such dealings would not cause any disruption in the course of the performance of that employee's duties. In those situations where the definition of "routine" is in question, that issue may be resolved by the Superintendent.
11. The Chair shall have the power to open the session at the time the School Committee is to meet, by taking the Chair, and calling the members to order; to announce the business in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved and to announce the result of the vote; to enforce on all occasions the observance of order and decorum among the members; deciding all questions of order (subject to an appeal to the committee by any member who submits the question to the entire School Committee). The Chair cannot close debate unless by two-thirds (2/3) vote of the members of the School Committee present.
12. The Chair shall observe the following procedures in conducting the meetings:
  - a. recognizing members in order of request to be heard
  - b. acting upon the motion on the floor before other motions are entertained
  - c. discouraging argumentative and repetitive discussion
  - d. relinquishing the Chair when desiring to engage in discussion or debate of the agenda item
13. When a question is under debate the Chair shall receive no motion but:
  - to refer
  - to hold to a certain day/indefinitely
  - to allow debate to continue on a motion to hold
  - to amend
  - to move the question
  - to file
  - to adjourn
14. As a matter of protocol, the Chair while presiding at regular School Committee meetings shall be seated between and flanked by the Superintendent and the Clerk of the School Committee.

#### RIGHTS AND DUTIES OF MEMBERS

15. Every member, when about to speak, shall respectfully address the Chair, and wait until he/she is recognized, shall confine him/herself to the question under debate and avoid personalities, and speak for no more than five (5) minutes except with the consent by majority vote of the School Committee (excluding Committee reports). Discussion on a single subject at a School Committee meeting will be limited to one hour or until each School Committee member who wishes to speak is given an opportunity to do so.



16. No member speaking shall be interrupted by another, but by calling to order for explanation.
17. Motions shall be carefully worded to avoid confusion and more complicated motions shall be written and submitted to the Clerk to insure that all motions are clearly understood.
18. Agenda items filed by School Committee members shall be concise and specific, shall contain no redundant verbiage or opinions or conclusions and should be worded to avoid confusion.
19. Any member present must vote either "Yea", "Nay" or abstain from voting due to a conflict of interest in which case he/she shall state the nature of the conflict under Chapter 268A of the Massachusetts General Laws.
20. Motions requiring a two-thirds (2/3) vote and a roll call of the members of the Committee present shall be as follows:
  - a. amend, repeal, rescind or annul any part of the By-Laws or Rules of Order (It also requires previous notice.)
  - b. suspend the rules
  - c. move the question
  - d. rescind previous vote
  - e. limit or extend one's limit of debate
21. Any action voted by the School Committee shall be effective 48 hours after said vote.
22. No action of the School Committee shall be reconsidered unless the motion to reconsider is made within forty-eight (48) hours of the date the vote to be reconsidered was taken, excluding legal holidays, Saturdays and Sundays, with the Clerk of the School Committee. The motion for reconsideration can be made during the meeting at which the action to be reconsidered was taken provided that the motion to reconsider is approved by two-thirds of the members of the School Committee who are present. The reason for reconsideration must be included as part of the backup with the caveat that the entire item would be open for discussion.
23. An item to be reconsidered shall be the first item on the agenda for action at the next regular meeting. The motion cannot be postponed, amended or referred to Committee.
24. Items to be reconsidered or held concerning personnel or organizational patterns shall be reconsidered or acted upon within two (2) weeks of the date of the vote to be reconsidered or held was to be taken.
25. No more than one (1) motion for reconsideration of any vote shall be entertained.
26. No member of the School Committee shall vote on any question or serve on any committee where his/her private interest is immediately concerned or where a conflict of interest exists as defined by state statutes and/or judicial interpretation.

No Mayor or member of the City Council or School Committee and no Officer or employee of the City shall directly or indirectly make a contract with the City, or receive any commission, discount, bonus, gift, contribution, or benefit from, or any share in, the profits of any person making or performing such contract, unless the Mayor, such member, officer or employee, immediately upon learning of the existence of such contract, or that such contract is proposed, shall notify in writing the Mayor, City Council or School Committee of the nature of his/her interest in such contract, and shall abstain from doing any official act on behalf of the City in reference thereto. In case of such interest on the part of an officer whose duty it is to sign such contract on behalf of the City, the contract may be signed by the Vice-Chair or any other officer of the City duly authorized thereto by the Mayor, provided, that when a contractor with the City is a corporation or a voluntary stock association, the ownership of less than five (5) percent of the stock or shares actually issued shall not be considered as involving an interest in the contract within the meaning of this section, and such ownership shall not affect the validity of the contract, unless the owner of such stock or shares, is also an officer or agent of the corporation or association, or solicits or takes part in the making of the contract.

A violation of any provision of this section shall render the contract in respect to which such violation occurs, voidable at the option of the City. A person violating the provisions of this section shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one (1) year, or both.

27. All School Committee meetings shall terminate no later than midnight. Items that are still pending action at that time shall be carried forward as the "First Items of Business" at the next regular or special School Committee meeting.
28. When an item is filed by a member of the School Committee and that item is to be referred either to a Standing Committee, Special/Ad-Hoc Committee or the School Administration, debate will be limited to opposition, amendment, clarification or supplementation of a motion except for the member who filed the item who, in addition to the debate, may also introduce the item.
29. The Clerk of the School Committee will forward by blind carbon copy the items for the agenda for each School Committee meeting to the School Committee members on the Wednesday prior to each Friday's delivery inquiring as to interest in co-sponsoring the various items on the agenda.

The School Committee members will complete a form and forward it back to the Clerk of the School Committee on or before the Monday prior to each meeting by putting their initials next to the item(s) they wish to co-sponsor.

The Mayor will read the names of the co-sponsor(s) for each item prior to its discussion at each School Committee meeting.

## COMMUNICATIONS AND COMMITTEES

30. All items, petitions or remonstrances addressed to the School Committee shall be filed with the Clerk and presented by the Chair or by a member in his/her place who may explain the subject thereof. No action shall be taken by the School Committee or one of its Committees on any petition unless the principal petitioner of any petition before the School Committee shall be notified that his/her petition is to be heard and/or final action is to be taken by the School Committee. Reports may be referred to the proper Standing Committee for discussion and recommendation before presenting the reports by a Standing Committee to the full School Committee.
31. All Committees shall be appointed by the Chair unless otherwise ordered by the School Committee. Each School Committee member shall serve on no less than two standing committees. The member first named shall be Chair. A majority of each Committee shall constitute a quorum. All reports made by Committees to the School Committee shall be presented by the Standing Committee Chair. No report of business and items voted shall be made to the School Committee unless agreed to in Committee actually assembled and approved by vote of majority of the members of the Standing/Special Committee. Minority reports may be given by members of the Standing Committee as long as the issues raised were discussed in the Standing Committee.
32. There shall be appointed Standing Committees of the School Committee as follows:
  - a. School and Student Performance
  - b. Finance and Operations
  - c. Governance and Employee Issues
  - d. Teaching, Learning and Student Supports
33. Each Committee shall consist of no less than three (3) School Committee Members.
34. If an item is referred to a Standing Committee and has no action for two consecutive meetings, the maker of the original item has the option to request the Clerk of the School Committee to return the item to the full committee.
35. The principal petitioner of any petition to be heard by a Standing Committee of the School Committee must be notified of the date, time and place at which his/her petition is to be heard. No petition may be voted by a Standing Committee of the School Committee unless the principal petitioner has been notified as specified above.

## VACANCIES ON APPOINTED COMMITTEES

36. Whenever a vacancy occurs among School Committee Officers, or in any Committee, the same shall be filled by election or appointment in the same manner and by the authority which first elected the officer or appointed the Committee.
37. When an order, resolution, item or petition relates to a subject which may properly be examined and reported upon by a Standing Committee of the School Committee, such order, resolution, item or petition shall upon presentation be referred to such Committee.

38. All petitions, communications, items or any matter before the School Committee may be referred as follows:
  - a. to a Standing Committee of the School Committee
  - b. to a Special Committee of the School Committee
  - c. to the Superintendent/Administration
39. All items referred to Administration for study and recommendation shall include in the item a suggested date for a report back to the full Committee. The length of time allowed for the study shall be determined by its complexity. The Committee shall be aware of the limited time available for study items during budget preparation and hearing months. The direction, scope and intent to the study shall be specific.
40. On occasion, when there are items of interest involving participation by guests, residents and/or non-residents or groups in the audience, items may be brought forward early in the meeting.
41. A petition, resolution, order, communication or other matter acted upon unfavorably by the School Committee including placing on file such petition, order, or other matter or the substance thereof, shall not again be docketed on the School Committee Calendar for consideration by the School Committee within a period of three (3) months of such unfavorable action unless previously authorized by two-thirds (2/3) vote of the School Committee Members present.

#### MEETINGS

42. Regularly scheduled meetings may be of two (2) kinds: business and/or educational. The meeting may be held for the purpose of reviewing and evaluating the School program, or the development and discussion of policy, and may be held at various schools throughout the City.
43. Special meetings or emergency meetings may be called by the Chair of the Committee, or in his/her absence or disability by the Vice-Chair, by three (3) members collectively, in the event that the Chair fails to act, upon due notice as specified in the By-Laws. Ordinarily no business shall be transacted except that for which the meeting is called. For special meetings, at least forty-eight (48) hours notice must be given in accordance with the Open Meeting Law, G.L. c. 30A §§ 18-25.
44. Recessed/adjourned meetings shall serve as a continuation of a regular meeting, and not as a special or called meeting.
45. The minutes of any open session, whether approved or in draft form, shall be made available upon request by any person within ten (10) days of the request to the extent required by subsection 22(e) of the Open Meeting Law, G.L. c. 30A §§ 18-25.

The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be withheld from public disclosure to the extent provided by subsection 22(f) of the Open Meeting Law, G.L. c. 30A §§ 18-25.

The Mayor shall, at reasonable intervals or as otherwise required by subsection 22(g)(2) of the Open Meeting Law, G.L. c. 30A §§ 18-25, review any previously unreleased minutes of all executive sessions and determine whether continued non-disclosure under the Open Meeting Law is warranted. In conducting this review the Mayor may seek the advice and assistance of the Superintendent, Clerk of the School Committee, the City Manager or City Solicitor. The Mayor shall file a report containing such determinations at the next regular meeting of the School Committee.

46. All meetings of the School Committee shall be open to the public except for executive sessions as described below:

Executive sessions shall be held in accordance with the provisions of the General Laws of Massachusetts, Chapter 30A §§ 18-25.

No executive session shall be held until the School Committee has first convened in open session for which notice has been duly given, a majority of the members have voted to go into executive session, and the vote of each member is recorded on a roll call vote and entered into the minutes, the Chair has cited the purpose for an executive session, and the Chair has stated before the executive session if the School Committee will reconvene after the executive session.

47. Regular meetings of the School Committee shall be held on the first Thursday and the third Thursday of the month and shall convene at 6:00 p.m., at a place so designated on the School Committee Agenda of business, unless by a majority vote, the School Committee determines another day, time and/or place.
48. If a School Committee Meeting is scheduled during a school vacation period, it will be postponed to the following Thursday.
49. During the months of July and August, meetings will be held as follows:
  - July meeting:       third Thursday in July
  - August meeting:    Thursday prior to the opening of school

50. The School Committee shall conduct a public hearing relative to the Minority Deisolation Plan at its first meeting in December each year. At the hearing, the School Committee will review the results concerning the implementation of the plan and will make the necessary changes in an effort to maintain the correct minority/majority percent at each school. The School Committee will vote the revised plans for the schools that require changes and any other amendments necessary prior to the opening of school.
51. Individuals shall have an opportunity to be heard at a meeting of the School Committee in regard to any matter considered thereat; the time allowed for each person shall be limited to five (5) minutes unless the Chair, with the approval of the School Committee, suspends the rules.
52. The conduct of meetings of the business of the School Committee shall be in accordance with the laws of the State, and except as otherwise provided in accordance with the rules of parliamentary practice laid down in Robert's Rules of Order.

## SPECIAL MEETINGS

53. An item not on the calendar of a special meeting shall not be considered nor acted upon.

## ADJOURNED MEETINGS

54. The School Committee may recess/adjourn any regular or recessed/adjourned regular meeting to a time and place specified in the order of recess/adjournment. Less than a quorum may so recess/adjourn from time to time. If all members are absent from any regular or recessed/adjourned regular meeting, the Clerk of the School Committee may declare the meeting recessed/adjourned to a stated time and place, and he/she shall cause a written notice of the recess/adjournment to be given. When a regular or recessed/adjourned regular meeting is recessed/adjourned, the resulting recessed/adjourned regular meeting, is a regular meeting for all purposes.

55. Any hearing being held, or noticed or ordered to be held, by the School Committee at any meeting, may, by order or notice of continuance, be continued or recontinued to any subsequent meeting of the School Committee provided, that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order of hearing, notice shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

56. At every regular meeting of the School Committee the order of business shall be as follows:

- Call to Order - Statement of Purpose of Meeting
- Invocation, Pledge of Allegiance, National Anthem
- Roll Call
- Approval of Records
- Motion for Reconsideration
- Immediate Action
- Communications and Petitions
- Reports of Standing Committees
- Personnel
- Report of the Superintendent
- General Business
- Adjournment

57. An agenda of business shall be prepared on the Thursday prior to the meeting and sent or delivered to each Member of the School Committee the following day. All items of whatever description, including Standing Committee reports which may require action by the School Committee, shall be presented to the Clerk no later than 12 Noon on the Wednesday in the week preceding the Thursday meeting. Papers or items presented after that hour on such day will not be considered until the next meeting except as follows:

- A. A supplemental agenda may be prepared following the completion of the regular agenda if the item is of an emergency nature which requires the immediate attention of the School Committee and the item must carry an explanation of the emergency addressed. The Clerk shall prepare a list of all matters in the supplemental agenda to come before the School Committee and shall endeavor to deliver to each School Committee member a copy of the same no later than twenty-four (24) hours prior to said meeting; or,
- B. An item not on the calendar of the regular meeting may be brought up during such meeting only with the consent of two-thirds (2/3) of the members of the School Committee present and then only for: 1) routine items introduced for referral to any committee or the Superintendent/Administration; or, 2) items introduced for immediate and final action for which time is of the essence.

### CITIZEN PARTICIPATION

- 58. The citizens and employees of the City shall have a reasonable opportunity to be heard regarding any matter presently under consideration by the School Committee. It will be the responsibility of the chair, as guided by the rules established by the School Committee, to determine citizen participation.
- 59. All petitions filed, by a citizen, with the school committee will be heard by the school committee if requested by the petitioner. That individual will be given up to five minutes to address the committee and may not make a presentation on more than one petition at any single School Committee meeting. The petition, unless approved or filed, will then be referred without debate to the proper standing committee, the administration or other appropriate individual or body for investigation, recommendation or disposition except for clarification, amendment, supplementation or opposition by members of the school committee. The Clerk of the School Committee, in preparation of the school committee agenda, shall note the recommendation on the agenda. Whenever possible, the body or the individual to whom the petition was referred will make every reasonable effort to complete its work on the petition within sixty (60) days.
- 60. In those instances where the referral of a petition shall, by its referral, cause to render the petition moot, the School Committee shall allow only the primary petitioner the opportunity to address the School Committee. It shall be the duty of the chair to determine such instances subject to the challenge of the School Committee. Consistent with other School Committee rules the time for that presentation shall not exceed five (5) minutes.

Once a citizen has been given the opportunity to address the School Committee, members of the School Committee will be allowed to speak guided by the rules of the School Committee governing School Committee participation.

- 61. On any matter being considered for final disposition by the School Committee, any citizen shall have the opportunity to address the School Committee. Consistent with other School Committee rules the time for that presentation shall not exceed five (5) minutes. When speaking, a citizen shall address all his or her remarks to the chair. He or she shall be requested to state his or her name and residential address prior to addressing the issue under consideration.

62. On all matters appearing on the agenda of the School Committee that will be referred to a standing committee or the administration for investigation, recommendations or disposition and which will, at some subsequent time, appear on the agenda of the School Committee for final disposition, debate will be limited to members of the School Committee and the administration.
63. Any individual, except attorneys at law, appearing before the School Committee and claiming to represent another as agent or otherwise in the matter being heard shall file with the School Committee a written authorization signed by the individual, organization or corporation whose interests such individual represents. Said individual will be given the opportunity to address the School Committee consistent with the rules established in this section.
64. No person will be admitted within the rail in the City Council Chamber at any meeting of the School Committee, except upon permission of the Mayor or as voted by the School Committee.



STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Thursday, January 27, 2022

ITEM: Mr. Monfredo (March 16, 2020)

Request that the School Committee submit to the Clerk any proposed changes to the Rules of the School Committee.

PRIOR ACTION:

3-26-20 - Mr. Monfredo suggested that members submit their ideas for changes to the School Committee rules prior to taking up gb#0-28 at the Standing Committee level.  
On a roll call of 6-1 (nay Ms. Novick), the item was referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Annex A (16 pages) contains a copy of proposed changes submitted by School Committee members.

(Tracy Novick)

## Rules of the Worcester School Committee

1. The School Committee shall consist of the Mayor and six (6) members. All members are, by municipal charter, elected during odd year November municipal elections for a two-year term beginning each even-numbered January.
2. At all meetings of the Worcester School Committee, four (4) members shall constitute a quorum for the transaction of business.

### DUTIES AND POWERS OF THE CHAIR

3. The Mayor shall, by municipal charter, serve as the Chair of the School Committee. The Mayor shall have no power to veto, but they shall serve as a full voting member of the Committee.
4. The Chair shall call the School Committee to order at the time appointed for the meeting and shall preside and cause the records of the last regular meeting and subsequent special meetings to be presented or read, and if they are found correct, the School Committee shall declare them approved. The Chair shall have the power to open the session at the time the School Committee is to meet, by taking the Chair, and calling the members to order; to announce the business in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved and to announce the result of the vote; to enforce on all occasions the observance of order and decorum among the members; to decide all questions of order (subject to an appeal to the committee by any member who submits the question to the entire School Committee). The Chair cannot close debate unless by two-thirds (2/3) vote of the members of the School Committee present.
5. The Chair shall sign all diplomas awarded in all schools.

### DUTIES AND POWERS OF THE VICE-CHAIR

6. A Vice-Chair shall be chosen by Committee vote at the first meeting of the term for the full term. Each member shall name their selection for Vice-Chair.
7. The Vice-Chair shall, in the absence of the Chair, call to order and chair any meeting of the full committee, shall take the chair should the Mayor wish to address business before the Committee, and shall have further duties as delineated below.

### RIGHTS AND DUTIES OF MEMBERS

8. No member of the School Committee, including the Chair, shall exercise authority outside of Committee meetings nor exercise any administrative responsibility with respect to the schools unless such authority has been specifically delegated to him/her by statute, by Committee rule, or is consistent with state statutes.

9. The School Committee by its vote or as individual members of the School Committee shall deal with any School Department employee through the Superintendent, its executive officer, who under the general direction of the Committee, is charged with the care and supervision of the public schools. Individual School Committee members may deal with School Department employees, without notice to the Superintendent, concerning day-to-day matters of a routine nature regarding the administration of the school system, as long as such dealings would not cause any disruption in the course of the performance of that employee's duties. In those situations where the definition of "routine" is in question, that issue may be resolved by the Superintendent.
10. No member of the School Committee shall vote on any question or serve on any committee where his/her private interest is immediately concerned or where a conflict of interest exists as defined by state statutes and/or judicial interpretation.

#### MEETINGS OF THE COMMITTEE

11. A meeting of the Committee may be called by the Chair, by the Vice Chair, or by any other three members of the Committee.
12. All meetings must be posted in accordance with the Open Meeting Law at least 48 hours in advance of the meeting. Worcester School Committee meetings are posted by the City Clerk.
13. Regular meetings of the Worcester School Committee will take place on the first and third Thursday of each month at 6 pm. In July and August, the Committee will meet solely on the third Thursday. In June, both meetings will begin at 4 pm for budget deliberation.
14. The seats of the members, with the exception of the Chair, should be numbered and determined by lottery and may not be changed unless by permission of the Chair. As a matter of protocol, the Chair while presiding at regular School Committee meetings shall be seated between and flanked by the Superintendent and the Clerk of the School Committee.
15. The Chair shall observe the following procedures in conducting the meetings:
  - a. recognizing members in order of request to be heard
  - b. acting upon the motion on the floor before other motions are entertained
  - c. discouraging argumentative and repetitive discussion
  - d. relinquishing the Chair when desiring to engage in discussion or debate of the agenda item  
When a question is under debate the Chair shall receive no motion but:
    - e. to refer
    - f. to hold to a certain day/indefinitely
    - g. to allow debate to continue on a motion
    - h. to hold
    - i. to amend
    - j. to move the question
    - k. to file
    - l. to adjourn

16. Every member, when about to speak, shall respectfully address the Chair, and wait until they are recognized, shall confine themselves to the question under debate, and shall avoid personalities.
17. No member speaking shall be interrupted by another, but by calling for a point of order or explanation.
18. Any member present must vote either "Yea", "Nay," or abstain from voting.
19. Motions requiring a two-thirds (2/3) vote and a roll call of the members of the Committee present shall be as follows:
  - a. To amend, repeal, rescind or annul any part of the By-Laws or Rules of Order (These also require previous notice.)
  - b. To suspend the Rules
  - c. To move the question
  - d. To rescind previous vote
  - e. To limit or extend one's limit of debate
20. Any action voted by the School Committee shall be effective 48 hours after said vote.
21. No action of the School Committee shall be reconsidered unless the motion to reconsider is made within forty-eight (48) hours of the date the vote to be reconsidered was taken, excluding legal holidays, Saturdays, and Sundays, with the Clerk of the School Committee. Any member may move or file for reconsideration. The motion for reconsideration can be made during the meeting at which the action to be reconsidered was taken provided that the motion to reconsider is approved by two-thirds of the members of the School Committee who are present. The reason for filing for reconsideration must be included as part of the backup with the caveat that the entire item would be open for discussion. An item to be reconsidered shall be the first item on the agenda for action at the next regular meeting. The motion cannot be postponed, amended or referred to Committee. Items to be reconsidered or held concerning personnel or organizational patterns shall be reconsidered or acted upon within two (2) weeks of the date of the vote to be reconsidered or held was to be taken. No more than one (1) motion for reconsideration of any vote shall be entertained.
22. All School Committee meetings shall terminate no later than midnight. Items that are still pending action at that time shall be carried forward as the first order under General Business at the next regular or special School Committee meeting.
23. When an item is filed by a member of the School Committee and that item is to be referred either to a Standing Committee, Special/Ad-Hoc Committee or the School Administration, debate will be limited to opposition, amendment, clarification or supplementation of a motion except for the member who filed the item who, in addition to the debate, may also introduce the item.

AGENDA OF MEETINGS

24. Any member wishing to place an item on an upcoming agenda shall send the item to the Vice Chair of the Committee by the Thursday preceding a regular meeting.
25. Agenda items filed by School Committee members shall be under the purview of the Committee, focus on the business of the Committee, and should be concise and specific. Members shall not file items that can be disposed of via contact per rule 9. Items that are recognitions will be placed on the consent agenda; items that note upcoming events will be placed under announcements.
26. On the Friday preceding a regular meeting, the agenda of the Committee will be assembled by the Vice Chair, in consultation with the Superintendent and the Clerk of the Committee. The agenda will then be posted by the Clerk of the Worcester School Committee and will be officially posted by the City Clerk.
27. The assembly of the agenda should be done with respect to the calendar of the Worcester Public Schools as well as the calendar of the Committee.
28. The agenda of the Committee will be as follows:
  - a. Call to order
  - b. Pledge of Allegiance
  - c. Roll call
  - d. Consent agenda
    - i. Approval of minutes
    - ii. Approval of donations
    - iii. Notification of personnel records
    - iv. Initial filing of individual recognitions
    - v. Notices of interest to the district or to the public
  - e. Items for reconsideration
  - f. Public comment
  - g. Public petition
  - h. Report of the Superintendent
  - i. Report of Standing Committees
  - j. Student Advisory Committee items
  - k. Approval of grants and other finance items
  - l. General business
  - m. Announcements
29. Any item may be removed from the consent agenda to the general business agenda by majority vote of the Committee.

30. Any member of the public may address the Committee regarding any item before them for two (2) minutes. Those speaking will state their name, their residence, and the item on which they wish to speak for the record. Those speaking may do so in person or via remote participation. Those wishing to address the Committee in a language other than English are asked to notify the Clerk of the Committee in advance, so the Committee may be provided with an interpreter. Members of the Committee may not respond to the comments of the public at the meeting.
31. Any member of the public may file a petition to the Committee on any matter under the Committee's purview by submitting such a petition in writing (on paper or electronically) by the Wednesday of the week prior to a regular meeting of the Committee. Anyone so filing will be invited to address the Committee on their petition at the meeting of the Committee on which such item appears. Any Standing Committee receiving such a referral will endeavor to take up any such petition within 60 days. When such an item appears on Standing Committee agenda, the petitioner will be invited to the meeting.
32. There will be a report of the Superintendent at every regular meeting of the Committee. Said reports will specifically be in reference to the goals of the district and/or of the superintendent.
33. There will be a calendar of regular reports of the Superintendent, as follows:
  - First February meeting: Report on the Governor's budget
  - July meeting: Evaluation of the superintendent
  - August meeting: Back to school report
  - Second October meeting: MCAS report
  - First December meeting: Superintendent's midcycle review
34. All petitions, communications, items or any matter before the School Committee may be referred as follows:
  - a. to a Standing Committee of the School Committee
  - b. to a Special Committee of the School Committee
  - c. to the Superintendent/Administration
35. All items referred to Administration for study and recommendation shall include in the item a suggested date for a report back to the full Committee. The length of time allowed for the study shall be determined by its complexity. The Committee shall be aware of the limited time available for study items during budget preparation and hearing months. The direction, scope and intent to the study shall be specific.
36. A petition, resolution, order, communication or other matter acted upon unfavorably by the School Committee including placing on file such petition, order, or other matter or the substance thereof, shall not again be docketed on the School Committee agenda for consideration by the School Committee within a period of three (3) months of such unfavorable action unless previously authorized by two-thirds (2/3) vote of the School Committee Members present.

37. The conduct of meetings of the business of the School Committee shall be in accordance with the laws of the State, and except as otherwise provided, in accordance with the rules of parliamentary procedure laid down in Robert's Rules of Order.
38. All meetings of the School Committee shall be open to the public except for executive sessions as described below:

No executive session shall be held until the School Committee has first convened in open session for which notice has been duly given, a majority of the members have voted to go into executive session, and the vote of each member is recorded on a roll call vote and entered into the minutes, the Chair has cited the purpose for an executive session, and the Chair has stated before the executive session if the School Committee will reconvene after the executive session.

### STANDING COMMITTEES

39. All Committees shall be appointed by the Chair unless otherwise ordered by the School Committee. Each School Committee member shall serve on no less than two standing committees. A majority of each Committee shall constitute a quorum. All reports made by Committees to the School Committee shall be presented by the Standing Committee Chair. Minority reports may be given by members of the Standing Committee as long as the issues raised were discussed in the Standing Committee.
40. There shall be appointed Standing Committees of the School Committee as follows:
- a. Finance and Operations
  - b. Governance and Employee Issues
  - c. School and Student Performance
  - d. Teaching, Learning, and Student Supports
41. Each Committee shall consist of no less than three (3) School Committee Members.
42. Meetings of the Standing Committee may be called by the chair of the Standing Committee or by the two other members of the Standing Committee.
43. If an item is referred to a Standing Committee and has no action for two consecutive meetings, the maker of the original item may request the item be returned to the full committee.
44. The principal petitioner of any petition to be heard by a Standing Committee of the School Committee must be notified of the date, time and place at which their petition is to be heard. No petition may be voted by a Standing Committee of the School Committee unless the principal petitioner has been notified as specified above.
45. The Chair of any Standing Committee who does not call a meeting of the committee for six months shall be removed as chair, and the Mayor shall appoint another member in that member's stead.

### VACANCIES ON APPOINTED COMMITTEES

46. Whenever a vacancy occurs among School Committee Officers, or in any Committee, the same shall be filled by election or appointment in the same manner and by the authority which first elected the officer or appointed the Committee.

### MAINTENANCE OF RECORDS

47. The Clerk of the School Committee shall create and maintain an accurate record of all meetings of the School Committee and all of its committees, including executive sessions, setting forth the date, time and place, the members present or absent, and a summary of the discussions on each subject. The record shall include all documents and other exhibits, such as photographs, recordings or maps, used by the School Committee or any committee thereof at any open session or executive session.
48. The minutes of any open session, whether approved or in draft form, shall be made available upon request by any person within ten (10) days of the request to the extent required by subsection 22(e) of the Open Meeting Law, G.L. c. 30A §§ 18-25.
49. The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be withheld from public disclosure to the extent provided by subsection 22(f) of the Open Meeting Law, G.L. c. 30A §§ 18- The Mayor shall, at reasonable intervals or as otherwise required by subsection 22(g)(2) of the Open Meeting Law, G.L. c. 30A §§ 18-25, review any previously unreleased minutes of all executive sessions and determine whether continued non-disclosure under the Open Meeting Law is warranted. In conducting this review, the Mayor may seek the advice and assistance of the Superintendent, Clerk of the School Committee, the City Manager or City Solicitor. The Mayor shall file a report containing such determinations at the next regular meeting of the School Committee.

### STUDENT ADVISORY COMMITTEE

50. There will be a School Committee Student Advisory Committee, as created by G.L. c. 71 §§ 38M. Members shall be elected each spring by their peers at each city secondary school for a term the succeeding year. The results of such election will be forwarded to the Clerk of the School Committee by the first week of June.
51. The members of said Committee are recognized by the Worcester School Committee as the elected representatives of the students of the Worcester Public Schools. The members of the Student Advisory Committee thus are not to be subjected to district pressure regarding their opinions. The contact information of the members of the Student Advisory Committee will be shared with all K-12 Worcester Public School Students.
52. It will be the responsibility of the Vice Chair to ensure that the Student Advisory Committee meets once a month on its own and once every other month, as required by G.L. c. 71 §§ 38M with the entire Worcester School Committee.



53. Members of the Student Advisory Committee will decide, when meeting among themselves, what items will be brought forward to the Worcester School Committee on its next agenda.

The chair of the Student Advisory Committee, as elected by its members, shall serve as a non-voting member of the Worcester School Committee. This member will have dedicated time on each agenda to bring forward the business of the Student Advisory Committee. This, and any, member of the Student Advisory Committee has the same right to be recognized by the Chair and to speak on any business before the Committee as any other Worcester School Committee member in public session.

Jermaine Johnson

The Assistant to the Superintendent and Clerk of the Worcester School Committee will work collaboratively with the Vice Chair to ensure the agenda is focused on district goals, strategic planning, and superintendent goals.

Jermoh Kamara

In working with the School Committee members for the agenda, the Vice Chair should also work with the Clerk of the School Committee and the Superintendent to compile the agenda.

(Molly McCullough)

## Rules of the Worcester School Committee

1. The School Committee shall consist of the Mayor and six (6) members. All members are, by municipal charter, elected during odd year November municipal elections for a two-year term beginning each even-numbered January.
2. At all meetings of the Worcester School Committee, four (4) members shall constitute a quorum for the transaction of business.

### DUTIES AND POWERS OF THE CHAIR

3. The Mayor shall, by municipal charter, serve as the Chair of the School Committee. The Mayor shall have no power to veto, but they shall serve as a full voting member of the Committee.
4. The Chair shall call the School Committee to order at the time appointed for the meeting and shall preside and cause the records of the last regular meeting and subsequent special meetings to be presented or read, and if they are found correct, the School Committee shall declare them approved. The Chair shall have the power to open the session at the time the School Committee is to meet, by taking the Chair, and calling the members to order; to announce the business in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved and to announce the result of the vote; to enforce on all occasions the observance of order and decorum among the members; to decide all questions of order (subject to an appeal to the committee by any member who submits the question to the entire School Committee). The Chair cannot close debate unless by two-thirds (2/3) vote of the members of the School Committee present.
5. The Chair shall sign all diplomas awarded in all schools.

### DUTIES AND POWERS OF THE VICE-CHAIR

6. A Vice-Chair shall be chosen by Committee vote at the first meeting of the term for the full term. Each member shall name their selection for Vice-Chair.
7. The Vice-Chair shall, in the absence of the Chair, call to order and chair any meeting of the full committee, shall take the chair should the Mayor wish to address business before the Committee, and shall have further duties as delineated below.

### RIGHTS AND DUTIES OF MEMBERS

8. No member of the School Committee, including the Chair, shall exercise authority outside of Committee meetings nor exercise any administrative responsibility with respect to the schools unless such authority has been specifically delegated to him/her by statute, by Committee rule, or is consistent with state statutes.

9. The School Committee by its vote or as individual members of the School Committee shall deal with any School Department employee through the Superintendent, its executive officer, who under the general direction of the Committee, is charged with the care and supervision of the public schools. Individual School Committee members may deal with School Department employees, without notice to the Superintendent, concerning day-to-day matters of a routine nature regarding the administration of the school system, as long as such dealings would not cause any disruption in the course of the performance of that employee's duties. In those situations where the definition of "routine" is in question, that issue may be resolved by the Superintendent.

10. No member of the School Committee shall vote on any question or serve on any committee where his/her private interest is immediately concerned or where a conflict of interest exists as defined by state statutes and/or judicial interpretation.

### MEETINGS OF THE COMMITTEE

11. A meeting of the Committee may be called by the Chair, by the Vice Chair, or by any other three members of the Committee.

12. All meetings must be posted in accordance with the Open Meeting Law at least 48 hours in advance of the meeting. Worcester School Committee meetings are posted by the City Clerk.

13. Regular meetings of the Worcester School Committee will take place on the first and third Thursday of each month at 6 pm. In July and August, the Committee will meet solely on the third Thursday. In June, both meetings will begin at 4 pm for budget deliberation.

14. The seats of the members, with the exception of the Chair, should be numbered and determined by lottery and may not be changed unless by permission of the Chair. As a matter of protocol, the Chair while presiding at regular School Committee meetings shall be seated between and flanked by the Superintendent and the Clerk of the School Committee.

15. The Chair shall observe the following procedures in conducting the meetings:

- a. recognizing members in order of request to be heard
- b. acting upon the motion on the floor before other motions are entertained
- c. discouraging argumentative and repetitive discussion
- d. relinquishing the Chair when desiring to engage in discussion or debate of the agenda item  
When a question is under debate the Chair shall receive no motion but:
  - e. to refer
- f. to hold to a certain day/indefinitely
- g. to allow debate to continue on a motion
- h. to hold
- i. to amend
- j. to move the question
- k. to file
  - l. to adjourn

16. Every member, when about to speak, shall respectfully address the Chair, and wait until they are recognized, shall confine themselves to the question under debate, and shall avoid personalities.
17. No member speaking shall be interrupted by another, but by calling for a point of order or explanation.
18. Any member present must vote either "Yea", "Nay," or abstain from voting.
19. Motions requiring a two-thirds (2/3) vote and a roll call of the members of the Committee present shall be as follows:
  - a. To amend, repeal, rescind or annul any part of the By-Laws or Rules of Order (These also require previous notice.)
  - b. To suspend the Rules
  - c. To move the question
  - d. To rescind previous vote
  - e. To limit or extend one's limit of debate
20. Any action voted by the School Committee shall be effective 48 hours after said vote.
21. No action of the School Committee shall be reconsidered unless the motion to reconsider is made within forty-eight (48) hours of the date the vote to be reconsidered was taken, excluding legal holidays, Saturdays, and Sundays, with the Clerk of the School Committee. Any member may move or file for reconsideration. The motion for reconsideration can be made during the meeting at which the action to be reconsidered was taken provided that the motion to reconsider is approved by two-thirds of the members of the School Committee who are present. The reason for filing for reconsideration must be included as part of the backup with the caveat that the entire item would be open for discussion. An item to be reconsidered shall be the first item on the agenda for action at the next regular meeting. The motion cannot be postponed, amended or referred to Committee. Items to be reconsidered or held concerning personnel or organizational patterns shall be reconsidered or acted upon within two (2) weeks of the date of the vote to be reconsidered or held was to be taken. No more than one (1) motion for reconsideration of any vote shall be entertained.
22. All School Committee meetings shall terminate no later than midnight. Items that are still pending action at that time shall be carried forward as the first order under General Business at the next regular or special School Committee meeting.
23. When an item is filed by a member of the School Committee and that item is to be referred either to a Standing Committee, Special/Ad-Hoc Committee or the School Administration, debate will be limited to opposition, amendment, clarification or supplementation of a motion except for the member who filed the item who, in addition to the debate, may also introduce the item.

#### AGENDA OF MEETINGS

24. ~~Any member wishing to place an item on an upcoming agenda shall send the item to the Vice Chair of the Committee, copying the Clerk by the Wednesday preceding a regular meeting.~~ Any member wishing to place an item on an upcoming agenda shall send it to the Clerk, copying the Vice Chair of the Committee by the **Wednesday** receding a regular meeting.

25. Agenda items filed by School Committee members shall be under the purview of the Committee, focus on the business of the Committee, and should be concise and specific. Members shall not file items that can be disposed of via contact per rule 9. Items that are recognitions will be placed on the consent agenda; items that note upcoming events will be placed under announcements.

26. On the Friday preceding a regular meeting, the agenda of the Committee will be assembled by the ~~Vice Chair~~ Clerk, in consultation with the Superintendent and the ~~Clerk of the Committee~~ Vice Chair. The agenda will then be posted by the Clerk of the Worcester School Committee and will be officially posted by the City Clerk.

27. The assembly of the agenda should be done with respect to the calendar of the Worcester Public Schools as well as the calendar of the Committee.

28. The agenda of the Committee will be as follows:

- a. Call to order
- b. Pledge of Allegiance
- c. Roll call
- d. Consent agenda
- i. Approval of minutes
- ii. Approval of donations
- iii. Notification of personnel records
- iv. Initial filing of individual recognitions
- v. Notices of interest to the district or to the public
- e. Items for reconsideration
- f. Public comment
- g. Public petition
- h. Report of the Superintendent
- i. Report of Standing Committees
- j. Student Advisory Committee items
- k. Approval of grants and other finance items
- l. General business
- m. Announcements

29. Any item may be removed from the consent agenda to the general business agenda by majority vote of the Committee.

30. Any member of the public may address the Committee regarding any item before them for two (2) minutes. Those speaking will state their name, their residence, and the item on which they wish to speak for the record. Those speaking may do so in person or via remote participation. Those wishing to address the Committee in a language other than English are asked to notify the Clerk of the Committee in advance, so the Committee may be provided with an interpreter. Members of the Committee may not respond to the comments of the public at the meeting. Do we currently have a cap on the overall length of time for public comment or number of commenters on a particular issue?

31. Any member of the public may file a petition to the Committee on any matter under the Committee's purview by submitting such a petition in writing (on paper or electronically) by the Wednesday of the week prior to a regular meeting of the Committee. Anyone so filing will be invited to address the Committee on their petition at the meeting of the Committee on which such item appears. Any Standing Committee receiving such a referral will endeavor to take up any such petition within 60 days. When such an item appears on Standing Committee agenda, the petitioner will be invited to the meeting.

32. There will be a report of the Superintendent at every regular meeting of the Committee. Said reports will specifically be in reference to the goals of the district and/or of the superintendent. When other reports or presentations are on the agenda consideration will be given to holding the report of the Superintendent till the next meeting.

33. There will be a calendar of regular reports of the Superintendent, as follows:

First February meeting: Report on the Governor's budget  
July meeting: Evaluation of the superintendent  
August meeting: Back to school report  
Second October meeting: MCAS report  
First December meeting: Superintendent's midcycle review

34. All petitions, communications, items or any matter before the School Committee may be referred as follows:

- a. to a Standing Committee of the School Committee
- b. to a Special Committee of the School Committee
- c. to the Superintendent/Administration

35. All items referred to Administration for study and recommendation shall include in the item a suggested date for a report back to the full Committee. The length of time allowed for the study shall be determined by its complexity. The Committee shall be aware of the limited time available for study items during budget preparation and hearing months. The direction, scope and intent to the study shall be specific.

36. A petition, resolution, order, communication or other matter acted upon unfavorably by the School Committee including placing on file such petition, order, or other matter or the substance thereof, shall not again be docketed on the School Committee agenda for consideration by the School Committee within a period of three (3) months of such unfavorable action unless previously authorized by two-thirds (2/3) vote of the School Committee Members present.

37. The conduct of meetings of the business of the School Committee shall be in accordance with the laws of the State, and except as otherwise provided, in accordance with the rules of parliamentary procedure laid down in Robert's Rules of Order.

38. All meetings of the School Committee shall be open to the public except for executive sessions as described below:

No executive session shall be held until the School Committee has first convened in open session for which notice has been duly given, a majority of the members have voted to go into executive session, and the vote of each member is recorded on a roll call vote and entered into the minutes, the Chair has cited the purpose for an executive session, and the Chair has stated before the executive session if the School Committee will reconvene after the executive session.

### STANDING COMMITTEES

39. All Committees shall be appointed by the Chair unless otherwise ordered by the School Committee. Each School Committee member shall serve on no less than two standing committees. A majority of each Committee shall constitute a quorum. All reports made by Committees to the School Committee shall be presented by the Standing Committee Chair. Minority reports may be given by members of the Standing Committee as long as the issues raised were discussed in the Standing Committee.
40. There shall be appointed Standing Committees of the School Committee as follows:
  - a. Finance and Operations
  - b. Governance and Employee Issues
  - c. School and Student Performance
  - d. Teaching, Learning, and Student Supports
41. Each Committee shall consist of no less than three (3) School Committee Members.
42. Meetings of the Standing Committee may be called by the chair of the Standing Committee or by the two other members of the Standing Committee.
43. If an item is referred to a Standing Committee and has no action for two consecutive meetings, the maker of the original item may request the item be returned to the full committee.
44. The principal petitioner of any petition to be heard by a Standing Committee of the School Committee must be notified of the date, time and place at which their petition is to be heard. No petition may be voted by a Standing Committee of the School Committee unless the principal petitioner has been notified as specified above.
45. The Chair of any Standing Committee who does not call a meeting of the committee for six months shall be removed as chair, and the Mayor shall appoint another member in that member's stead.

### VACANCIES ON APPOINTED COMMITTEES

46. Whenever a vacancy occurs among School Committee Officers, or in any Committee, the same shall be filled by election or appointment in the same manner and by the authority which first elected the officer or appointed the Committee.



## MAINTENANCE OF RECORDS

47. The Clerk of the School Committee shall create and maintain an accurate record of all meetings of the School Committee and all of its committees, including executive sessions, setting forth the date, time and place, the members present or absent, and a summary of the discussions on each subject. The record shall include all documents and other exhibits, such as photographs, recordings or maps, used by the School Committee or any committee thereof at any open session or executive session.

48. The minutes of any open session, whether approved or in draft form, shall be made available upon request by any person within ten (10) days of the request to the extent required by subsection 22(e) of the Open Meeting Law, G.L. c. 30A §§ 18-25.

49. The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be withheld from public disclosure to the extent provided by subsection 22(f) of the Open Meeting Law, G.L. c. 30A §§ 18-25. The Mayor shall, at reasonable intervals or as otherwise required by subsection 22(g)(2) of the Open Meeting Law, G.L. c. 30A §§ 18-25, review any previously unreleased minutes of all executive sessions and determine whether continued non-disclosure under the Open Meeting Law is warranted. In conducting this review, the Mayor may seek the advice and assistance of the Superintendent, Clerk of the School Committee, the City Manager or City Solicitor. The Mayor shall file a report containing such determinations at the next regular meeting of the School Committee.

## STUDENT ADVISORY COMMITTEE

50. There will be a School Committee Student Advisory Committee, as created by G.L. c. 71 §§ 38M. Members shall be elected each spring by their peers at each city high school for a term the succeeding year. The results of such election will be forwarded to the Clerk of the School Committee by the first week of June.

51. The members of said Committee are recognized by the Worcester School Committee as the elected representatives of the students of the Worcester Public Schools. The members of the Student Advisory Committee thus are not to be subjected to district pressure regarding their opinions. The contact information of the members of the Student Advisory Committee will be shared with all K-12 Worcester Public School Students.

52. It will be the responsibility of the **Clerk and the Vice Chair** to ensure that the Student Advisory Committee meets once a month on its own and once every other month, as required by G.L. c. 71 §§ 38M with the entire Worcester School Committee.

53. Members of the Student Advisory Committee will decide, when meeting among themselves, what items will be brought forward to the Worcester School Committee on its next agenda **and shall prepare those items for submission to the Clerk and the Vice Chair.**

54. The chair of the Student Advisory Committee, as elected by its members, shall serve as a non-voting member of the Worcester School Committee. This member will have dedicated time on each agenda to bring forward the business of the Student Advisory Committee. This, and any, member of the Student Advisory Committee has the same right to be recognized by the Chair and to speak on any business before the Committee as any other Worcester School Committee member in public session. **Members shall submit agenda items to be considered in the same manner as the school committee in order to speak on a topic at meetings.**

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Thursday, January 27, 2022

ITEM: Ms. Kamara/Ms. Clancey/Mr. Johnson/Ms. Mailman/Ms. Novick (January 12, 2022)

To discuss the roles and responsibilities of the chairs and vice chairs of the Standing Committees.

PRIOR ACTION:

- 1-20-22 - Ms. Kamara requested that information be provided in terms of the job descriptions of the roles of chair and vice-chair so all members are aware of their duties and how to engage with the chairs of the Standing Committees.  
Ms. Novick stated that the responsibilities of each of the Standing Committees also be clear and contained in the Rules of the School Committee.  
On a roll call of 7-0, the item was referred to the Standing Committee on Governance and Employee Issues.

BACKUP: