

**NATICK PUBLIC SCHOOLS**  
**School Committee Meeting**  
**April 1, 2024**  
**6:00 PM**  
**School Committee Room - 3rd flr, Town Hall - Special Meeting**

**Thursday, March 28, 2024 @ 2:40 PM**

**Open Meeting 6:00PM, Virtual Meeting Accessed Via: <https://us06web.zoom.us/j/2038566119?pwd=TmtsdxGxenQ0YXRlN1FicHVpd3hEZz09> Meeting ID: 203 856 6119 Passcode: 987179 One tap mobile +13126266799,,2038566119# US (Chicago) +16465588656,,2038566119# US (New York) Dial by your location +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 203 856 6119 Find your local number: <https://us06web.zoom.us/u/keAEm9sL> . If any member of the public, attending the meeting virtually, wishes to take advantage of public speak, they should email the School Committee Chair, Shai Fuxman at ([sfuxman@natickps.org](mailto:sfuxman@natickps.org)), one hour prior to the start of the meeting. Your email should include your name, town and your request to be called upon during the public speak portion of the agenda. The School Committee Chair will then announce your name and you will be unmuted and prompted to turn on your video for your opportunity to share your remarks. Per our public speak policy, each speaker will have up to 3 minutes.**

**Posted In Accordance with Provisions of M.G.L. Chapter 30A, Sections 18-25**

<b>OPEN SESSION</b>
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- Roll Call - Pledge of Allegiance - Moment of Silence - Announcements

**PUBLIC SPEAK**

Public Speak is scheduled for a period of fifteen minutes. Each speaker will be permitted a maximum of three minutes during which time they can speak about topics within the scope of responsibility of the School Committee. All remarks will be addressed through the School Committee Chair.

**Special Meeting Item**

1. Organizational Meeting - Officers and Officials  
Organizational Meeting Policy - [LINK](#)

*Agenda items will be addressed in an order determined by the chair. Times are approximate.*

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**ITEM TITLE:** Organizational Meeting - Officers and Officials  
**DATE:**  
**ITEM TYPE:**  
**ITEM SUMMARY:** Organizational Meeting Policy - LINK  
**BACKGROUND INFORMATION:**  
**RECOMMENDATION:**

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**ATTACHMENTS:**

<b>Description</b>	<b>File Name</b>	<b>Type</b>
organizational meeting - officers and officials	organizational_meeting_policy.pdf	Cover Memo

**SCHOOL COMMITTEE ORGANIZATIONAL MEETING,  
OFFICERS AND OFFICIALS**

**A. PURPOSE:**

To define the duties of the various officers of the School Committee and their manner of election.

**B. POLICY:**

**1. Organizational Meeting**

For the purpose of organizing, the School Committee, at an organizational meeting, held only for the purposes listed below, shall be scheduled for a date and time following the Annual Town Election and prior to the first regular meeting will elect from its membership a Chairperson, a Vice-Chairperson, and a Clerk all of whom will hold their respective offices for a term of one year or until a successor is elected.

- a) The meeting shall be called to order by the Executive Secretary of the Committee (the Superintendent), who shall preside during and until the election of the Chairperson.
- b) Nominations for the office of Chairperson will be made from the floor. The Chairperson shall be elected by voice vote of the members participating either remotely or in-person and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
- c) No member may serve as Chairperson for more than two consecutive years except by a separate 2/3 vote of the Committee to permit the then Chairperson to be considered a candidate in (b., above). No member shall serve more than three consecutive years.
- d) Upon election, the new Chairperson will preside, calling for the election of a Vice-Chairperson and Clerk, in order. The procedure used for their election will be the same as that for electing the Chairperson.
- e) Following the election of the Chairperson, Vice-Chairperson and Clerk, the Recording Secretary, who shall not be a member of the School Committee, shall be appointed by the Committee.
- f) The Committee shall review subcommittee and liaison assignments and vacancies. To give members an opportunity to understand the commitment involved and/or express interest in an assignment, appointments to subcommittee and liaison positions shall occur at the next regular meeting.
- g) Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.
- h) Following election of officers at its organizational meeting, the School Committee may proceed into such special business as scheduled on the agenda.
- i) The Student Representative (elected in accordance with Chapter 71, Section 38M) will begin his/her term at the beginning of the next school year.
- j) The retention of School Committee counsel shall be reaffirmed at each organizational meeting and reviewed at such time if the Committee feels appropriate.

2. **Duties of the Chairperson:** The Chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He or she will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chairperson will:

- a. Sign the instruments, acts, and orders approved by the Committee in its name and behalf.
- b. Consult with the Superintendent in the planning of the Committee's agendas.
- c. Confer with the Superintendent on matters that may occur between Committee meetings.

- d. Appoint subcommittees, subject to Committee approval.
- e. Call special meetings of the Committee as found necessary or requested in writing by members of the Committee.
- f. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
- g. Preside at all Committee meetings.
- h. Verify with the Superintendent annually that the Superintendent has completed reviews of direct reports.

If the Chairperson is unable to carry on the duties for an extended period of time, the School Committee will hold an organizational meeting and vote for a new Chairperson and a Vice Chairperson.

3. Duties of the Vice-Chairperson of Policy and Operations

The Vice-Chairperson of Policy and Operations will assume the duties of the Chairperson when the Chairperson is absent or incapacitated. In the absence of the Chairperson and the Vice Chairperson at any School Committee meeting, the Executive Secretary (Superintendent) shall call for the election of a Chairperson pro tem by the members present.

4. Duties of the Clerk

The Clerk will be responsible for a record of the meetings being prepared in accordance with by-law and supervise the Recording Secretary, who takes the notes and review them prior to their acceptance by the School Committee. The Clerk is to attest to the minutes and sign on the line for this purpose in the official book in which they are entered.

5. Duties of the Executive Secretary

The Superintendent shall be elected by the Committee as provided by law and shall serve as Executive Secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as the majority of the Committee may direct.

As Executive Secretary of the School Committee the Superintendent shall cause to be kept and accessible a record of the proceedings of the Committee and shall keep on file all reports, communications, papers, and documents relating to the business of the Committee or belonging to it.

He or she shall issue notices of Committee meetings; shall furnish each member, in advance, an agenda for the forthcoming meeting which he or she shall have prepared with the Chairperson; shall provide a copy of the record of previous meetings as soon as possible; and shall perform such other duties as may be required by the Committee.

6. School Committee-Superintendent Relationship

The Committee will leave to the Superintendent all matters of decision and administration that come within his or her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

- a. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he or she will submit the matter to the Committee for advice and direction.

- b. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.
- c. The Superintendent, after conferring with the Chairperson, shall notify members of the School Committee regarding any meetings between the Superintendent and the Chairperson touching on substantive matters, in a timely fashion.

7. Duties of the Recording Secretary (*Part of MASC Policy BDB*)

The Recording Secretary shall keep the minutes of School Committee meeting and shall have such other duties as the Committee and the Superintendent may determine.

REFERENCES:

71M.G.L.sec.36,38G,41,42.  
MASC, School Committee Policy Manual  
41 M.G.L. sec: 1,41. 107.  
Town of Natick Charter

Note: The treasurer of the town serves as treasurer of the School Committee (*Part of Policy BDB*)

Revised by the Natick School Committee: April 212, 2021