



School Committee Policy:

#140

Policies, Regulations, and Job Descriptions

1. Policies

Policies are general statements of School Committee intent. Policy review is an ongoing process throughout the school year. The process for policy adoption is as follows:

- a. Each proposed policy or amendment to an existing policy will have a first reading and a second reading at a minimum of two meetings of the School Committee. The readings are not required to be at consecutive meetings.
- b. The policy or amended policy may be voted upon at the School Committee meeting following the second reading; or at any subsequent School Committee meeting.
- c. After the School Committee's first reading of the proposed policy, the draft version of the policy may be circulated to affected staff and/or other members of the school community for input and comments at the discretion of the Superintendent or the direction of the Committee. The Committee encourages suggestions and comments on policy creation. Suggestions for policy revisions will generally be submitted to the School Committee's Policy Subcommittee prior to being placed on the School Committee's agenda for general discussion.
- d. Adopted policies are numbered, dated, and filed in the School Committee Policy Manual, copies of which are available in the Superintendent's Office, Principals' Offices, and the Maynard Public Library.
- e. Once adopted, School Committee policies will be strictly enforced by the Superintendent and the Administration.

2. Administrative Regulations

Administrative Regulations set forth the administrative details and instructions for implementing School Committee Policies. Each Administrative Regulation is numbered and filed in the School Committee Policy Manual behind the Policy which it implements. Regulations are updated on a regular basis by the Superintendent or designee. Copies of new or revised Regulations will be

furnished to the School Committee prior to general distribution. Although the School Committee does not vote on or create regulations, the Committee will indicate to the Superintendent when a regulation needs revision, or further revision, in order to fully implement the intent of the policy.

3. Job Descriptions

The job descriptions for the following positions will be proposed or amended following the process for Policies described in item 1a, 1b, and 1c of this policy:

- a. Superintendent of Schools,
- b. Assistant or Associate Superintendent,
- c. Business Manager,
- d. Any administrative position covered by the administrators' contract agreement,
- e. Director of Food Services, and
- f. Director of Community Education.

All other job descriptions will be proposed or amended following the process for Administrative Regulations in item 2 of this policy.

4. Collective Bargaining

Certain policies and aspects of job descriptions require collective bargaining as set forth in M.G.L. 150E.

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