

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI**

SCHOOL COMMITTEE OPERATING AND GOVERNANCE STRUCTURE

PURPOSE:

The purpose of this policy is to establish considerations essential to the operation of the Foster-Glocester School Committee in the fulfillment of its authority and direction as established by Laws and Regulations of the State of Rhode Island.

PHILOSOPHY:

The Foster-Glocester School Committee commits to its obligations and responsibilities as designated in the RI School Code, and established these policy statements which it considers important to the proper conduct of its regular order of business.

POLICY STATEMENTS:

1. Number of Members and Terms of Office

The Foster-Glocester Regional School Committee shall be composed of three members from the Town of Foster and six members from the Town of Glocester who are elected in a general election. The members will serve according to the term stipulated in the respective Town Charters.

2. Chairman

The Chairman shall exercise such powers and perform such duties as usually devolve upon the presiding officer of a deliberative body; he/she shall call special meetings of the Committee when he/she shall deem it desirable, and unless otherwise ordered, he/she shall appoint all special committees.

The Chairman shall have the right as any other member present to discuss, question and vote. The Chairman shall declare all votes.

3. Vice-Chairman

The Vice-Chairman shall preside at all meetings from which the Chairman may be absent and shall have the powers and perform the duties of the Chairman in case of the absence from the town, sickness, disability, death or refusal to serve of that officer.

The Vice-Chair shall review monthly the invoices paid by the District Business Office and recommend approval or appropriate changes.

POLICY STATEMENTS (Continued)

4. Clerk

The Clerk shall be responsible for keeping accurate minutes of the proceedings of the Committee and performing such other duties as may be assigned him/her by the Committee. The Clerk shall be responsible for preserving and keeping in order all books, papers, documents and records of the Committee. The Clerk shall be appointed annually.

5. Filling Vacancies

In the event that any elected members of the committee are unable to fulfill his/her term of office, the respective Town Councils will appoint a replacement in accordance with the respective Town Charter.

6. Compensation for Services

School Committee members shall receive their yearly budgeted compensation for services in the month of June.

A member who terminates his term of office at any time before the close of the fiscal year shall receive compensation on a pro rata basis for each month of service completed.

7. Procedure Regarding Complaints

School Committee members, acting individually, will not try to arbitrate the grievances of teachers, but will refer the teacher to the proper school authority.

When parental complaints are received by an individual School Committee member, that member should advise the parent to discuss the situation with the proper school authority.

Appeals may be taken from the Principal to the Superintendent, and from the Superintendent to the School Committee, if satisfaction is not achieved.

In cases which may be appealed from the decision of the Superintendent, grievances will be processed as defined in the grievance procedure of the respective contracts for the certified and support staff.

8. Access to Executive Session Minutes

It shall henceforth be the policy of the Committee that no access shall be had to records of the executive sessions of the Committee, including all past, present, and future records, other than access by members of the Committee, except:

- A. Upon written application by an individual, or an individual representing an organization, stating the approximate date of the meeting, the subject matter of the

POLICY STATEMENTS (Continued)

specific action inquired upon, the alleged right of the applicant or applicant organization to the item requested.

- B. Separate application shall be submitted in this form for each vote or action requested.
- C. The request shall be delivered to the Chairman of the Committee.
- D. Except when an emergency reason is given to and approved by the Committee, each request shall be acted upon at the next executive session of the Committee or in executive session at the next regular Committee meeting.
- E. A vote denying a request shall be sent to the applicant.
- F. A vote approving the request shall be sent to the applicant with a true copy of the pertinent minutes as follows:

“This is to certify that the following is a true copy of a portion of the minutes of an Executive Session of the Foster Gloucester Regional School Committee dated _____ 20_____.

(Copy of minutes verbatim)

Chairman, Foster-Glocester
Regional School Committee

- G. No dissemination of information that may or may not be recorded is to be released if action was not taken on the issue.

9. Establishing Subcommittee

A subcommittee of the Foster-Glocester Regional School Committee may be established for any purpose proposed by the Chair or any school committee member, properly brought before the Regional Committee at an advertised public meeting, and supported by an affirmative vote of the members present. (Quorum required)

The recommendation for establishing a subcommittee must include the following:

- A. The purpose of the subcommittee (charge)
- B. Define the role it will play. (Study, review, recommend, report, etc.)
- C. Establish a timeframe in which the subcommittee will accomplish its task, to whom it will report and at what intervals.

POLICY STATEMENTS (Continued)

- D. Identify administration and staff expected to be involved and if parents, students and community will be asked to participate.
- E. Membership. (May be appointed by the Chair, volunteers sought, or by nomination. Final membership may not constitute a majority of the school committee and must be approved by the school committee for authorization.)
- F. At the conclusion of the assigned task or at the end of the timeframe, unless extended, the subcommittee will be dissolved.

AUTHORITY:

This policy does not relinquish to any subcommittee or subcommittee member, any authority normally held and reserved within the Regional School Committee. No investigations, recommendations or suggestions of subcommittee members, individually or collectively, are to be construed as having the weight of School Committee Policy or approval until brought before the school committee by the subcommittee and acted upon in public meeting.

Earlier Readings: 1965, 1973
First Reading: November 20, 1990
Second Reading: December 4, 1990
Adopted: December 4, 1990
Revised: March 3, 1998