



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Andrea Wadsworth, President
Glenn Koocher, Executive Director

March 25, 2022

Dear School Committee Members and Superintendents:

Every year at this time we send you a packet of very important material relating to election of officers of the Association, MASC award nominations, volunteers to serve on MASC Committees, and resolutions for our Delegate Assembly in November. This is your chance to offer a nomination, propose a resolution, volunteer to serve, or run for an MASC office. You may duplicate these forms if you wish to make multiple nominations in any category.

Enclosed are the following items:

- **Official Notice of the 2022 Delegate Assembly** which will be held on **Wednesday, November 2, 2022** in Hyannis and the Appointment Form for the Official Delegate and Alternate appointed by your School Committee to represent you.
- **A Nomination Form for Election** to a position as an officer of MASC. Also included are instructions with information and procedures for the nomination and election process.
- An official **Resolutions Form** on which your School Committee may propose resolutions and by-law changes for the 2022 Delegate Assembly. Also included is an information sheet with instructions.
- A set of instructions, criteria, and **Nomination Forms for Life Membership, Lifetime Achievement Recognition, and the 2022 All-State School Committee.**
- Nominations forms for **Friend of Public Education, Community Leader, Outstanding School Partner** and **Past Presidents Scholarship** awards.
- A form for you to identify **MASC Committees** on which you would like to serve in the year ahead. If you are currently serving on an MASC Committee and wish to continue serving on that committee, please indicate your wish to continue to do so on the committee request form included in this packet.

Please note that there are firm deadlines for submission of each form by mail or fax:

- Past Presidents Scholarship nominations must be returned to MASC by May 1, 2022.
- Subcommittee Preference Forms must be returned to MASC by June 1, 2022.
- Candidates for MASC office must have forms submitted by June 1st for consideration by the Nominating Committee.
- Nominations for Friend of Public Education, Community Leader, and Outstanding School Partner must be submitted by June 1, 2022.
- Resolutions and by-law changes must be submitted by **June 1, 2022.**
THIS IS A MONTH EARLIER THAN PRIOR YEARS.
- Nominations for Life Membership, Lifetime Achievement, and All-State School Committee are due by July 1, 2022.
- Joint Conference Delegates must be appointed and MASC notified by October 20, 2022.

If we can help you in any way, please contact us here at MASC. We welcome your participation and involvement and look forward to working with you during the year.

Yours truly,

Andrea Wadsworth



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Andrea Wadsworth, President
Glenn Koocher, Executive Director

DATE: March 25, 2022
TO: All School Committee Members and MASC Life Members
FROM: Andrea Wadsworth
SUBJECT: Nominations for MASC Office, 2022

The Massachusetts Association of School Committees Nominating Committee is seeking candidates for MASC offices to be placed in nomination for election by the 2022 Delegate Assembly.

NOMINATING PROCEDURES FOR MASC OFFICE

1. Names for consideration as nominees may be submitted to the Nominating Committee by:
 - a. Any member of the Nominating Committee
 - b. Any Division Officer
 - c. Any member school committee
 - d. The candidate him/herself

2. The person to be considered for nomination shall complete the enclosed form and forward two copies to: The Nominating Committee, c/o MASC, One McKinley Square, 2nd Floor, Boston, MA 02109.

3. All applicants for MASC office shall be invited to be interviewed by the Nominating Committee. Reasonable expenses will be paid in accordance with the established travel reimbursement policy of MASC.

Candidates are being sought for the offices of President-Elect, Vice President and Secretary/
Treasurer.

All nominations must be received by June 1, 2022 to be considered by the Nominating Committee.

MASC OFFICERS NOMINATION FORM

NAME: _____

ADDRESS: _____

NUMBER OF YEARS ON SCHOOL COMMITTEE: _____

TELEPHONE NUMBER: HOME _____ WORK _____

CELL PHONE: _____ EMAIL: _____

OFFICE FOR WHICH NOMINATION IS BEING MADE: _____

NOMINATION IS BEING MADE BY: Nominating Committee _____ School Committee _____

Division Officer _____ Nominee _____

PLEASE STATE YOUR REASONS FOR PLACING NAME IN NOMINATION:

SCHOOL COMMITTEE ACTIVITIES: please list all pertinent information including any office(s); sub-committees; leadership roles.

MASC ACTIVITIES: please include committee and year(s) served, as well as any other representation on behalf of MASC.

COMMUNITY ACTIVITIES:

ANY OTHER INFORMATION YOU FEEL WOULD BE HELPFUL TO THE NOMINATING COMMITTEE: (i.e., occupation, accomplishments, education, etc.)

Signature of Nominee: _____

Signature of person placing name in nomination
(school committee chairman, if by vote of a school committee) _____

Date: _____

Please forward two copies to:

MASC Office
c/o Nominating Committee
One McKinley Square #2
Boston, MA 02109

LIFE MEMBERSHIP NOMINATION

Guidelines for Life Membership:

Life membership is a designation established to honor individuals who, through their service to the Association, have made a significant contribution to the Association. Life membership shall be limited to present or former school committee members who have made significant contributions to the Association through:

- participation as MASC Board members or Division Officers
- through service on various MASC committees, and/or external statewide committees, commissions or task forces representing the interests of MASC.

Candidates for Life Membership may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for Life Membership each year.

The award of Life Membership is made by vote of the MASC Delegate Assembly according to the by-laws of the Association.

In making its decision to recommend Life Membership to the Delegate Assembly, the Board of Directors shall consider:

- number of years of participation in the several activities, boards, and commissions noted.
- the quality of service to the Association.
- the value of service as represented by outcomes from the potential honors and contributions.
- reputation and character of the honorand.
- completion of fulfillment of terms of office including service as a member of the Board of Directors.

Name: _____

Address: _____

Name of school district: _____

Number of years on school committee: _____

Please state your reasons for placing name in nomination:

MASC activities: please include committee and year(s) served, as well as any other representation on behalf of MASC.

School committee activities: please list all pertinent information including any office(s); subcommittees; leadership roles.

Any other information you feel would be helpful to the nominating committee: (i.e., occupation, accomplishments, education, etc.)

Person placing name in nomination (school committee chairman, if by vote of a school committee)

Date: _____

Please forward one copy, no later than July 1st to:
MASC Office
c/o Life Membership
One McKinley Square #2
Boston, MA 02109

or fax (617) 742-4125

LIFETIME ACHIEVEMENT AWARD NOMINATION

Guidelines for Lifetime Achievement Award:

Lifetime achievement is a designation established to honor individuals who, through their service to their community and their local school committee, have exhibited the best characteristics of public service.

Lifetime achievement shall be limited to:

- Present or former school committee members who have 10 years of elective service in the community or in (non-elective) service to public education as a volunteer, member of the public school faculty, or benefactor of public schools including not less than two terms on the school committee.

This designation is not dependent on the nominees participation in MASC programs or activities. Upon nomination by their local school committee and approval by the MASC Board of Directors, an appropriate symbol of recognition will be forwarded to the nominating school committee for presentation to the honoree.

Candidates for Lifetime Achievement may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for Lifetime Achievement each year except in extraordinary circumstances. Extraordinary circumstances may include, but are not limited to the following: extraordinary contribution to the welfare of the public schools that merits recognition.

Name: _____

Address: _____

Name of school district: _____

Number of years on school committee: _____

Please state your reasons for placing name in nomination: (Attach a separate page if more space is needed.)

Community Activities: please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.

Any other information you feel would be helpful to the Board of Directors: (i.e., occupation, accomplishments, education, community involvement, etc.)

Return this form to: Glenn Koocher; c/o MASC; One McKinley Square; Boston, MA 02109. Or fax: (617) 742-4125.
Or fill out online www.masc.org

2022 MASC All-State School Committee

See reverse for
selection criteria.

All-State School Committee Guidelines

The All-State School Committee is established to annually recognize significant achievement on the part of local school committee members. This recognition is intended to honor school committee members who, during the previous year, have made a significant contribution to their community or their school committee either through specific action or as an inspiration and role model for their peers and constituents. The MASC Board of Directors will annually select ten individuals who have been nominated by their local school committees and recommended by a designated selection committee to be recognized as members of the All-State School Committee. A member will be selected from each of the ten Divisions of MASC. In the event no nomination is presented from a specific Division or, if the selection committee is unable to recommend an individual from any specific Division, at-large selections may be recommended to complete the ten-member All-State School Committee. Nominees deserving of recognition who are not selected for the All-State School Committee may be awarded honorable mention.

Candidates for the All-State School Committee may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for the All-State School Committee each year.

Part I

Name of person being nominated: _____ School Committee: _____

School committee: _____ Years of school committee service: _____

Positions held on committee: _____

Educational background of nominee: _____

Occupational background of nominee: _____

Part II

Community involvement of nominee: _____

School committee professional development workshops/conferences attended (local, regional, state): _____

Other activities: _____

Part III

Please submit on a separate sheet of paper a typed statement of no more than one page explaining why you believe this individual should be selected as a member of the 2022 MASC All-State School Committee.

Your name: _____ Your address: _____

Your district: _____

2022 MASC All-State School Committee Selection Criteria

1. The nominee must be serving on a school committee which is a member of MASC.
2. The nominee must have completed at least one full term in office on his/her home school committee.
3. The nominee must be nominated by other members of his/her school committee and the nomination form returned to the MASC office no later than **July 1, 2022**.
4. All entries must be on the official nomination form. Additional official endorsements from other organizations or groups outside of the school district are not encouraged.
5. A school committee should consider its nominee in light of the following characteristics.
The nominee:
 - Keeps the education and welfare of children as his/her primary concern;
 - Represents the best interest of all constituents rather than special interest groups;
 - Understands the need for compromise and abides by decisions of the majority;
 - Has made the time commitment necessary to become an informed and effective school committee member;
 - Channels complaints and potential problems to the proper authority;
 - Reaches decisions on the merits of issues and on the basis of the best available information;
 - Participates in in-service programs at the local, state or national level;
 - Does not individually or unilaterally make commitments on behalf of the school committee;
 - Is open and honest with other committee members and administrators, shares information and avoids surprises whenever possible;
 - Is familiar with and abides by the MASC Code of Ethics.
6. If applicable, the school committee should include examples of any actions or series of actions taken by the nominee that significantly benefited the school district.
7. Only one school committee member may be nominated by a committee in any one year.
8. Members of the MASC Board of Directors or employees of the Association are not eligible.
9. Former MASC All-State School Committee members are not eligible.

**Return this form to: Glenn Koocher; c/o MASC; One McKinley Square; Boston, MA 02109.
Or fax: (617) 742-4125. Or fill out online www.masc.org**

FRIEND OF PUBLIC EDUCATION AWARD NOMINATION

Guidelines for Friend of Public Education Award: The Friend of Public Education Award recognizes an individual or group of individuals not acting as an organization who through their individual or team contribution to the public schools of any community, region, or at large, have demonstrated commitment to and support of public education. The contribution may be in any form including financial, programmatic or in-kind, and may represent single or multi-year support provided that it is ongoing during the year the nomination is made. The MASC Board of Directors may designate one or more award recipients per year and may designate corporate and non-profit agency award winners. *(Recipients may not be employees of MASC or current members of the MASC Board of Directors).*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 742-4125, no later than **June 1, 2022** to:

MASC Office

c/o Friend of Public Education Award

One McKinley Square, 2nd Floor

Boston, MA 02109

forms available at www.masc.org

MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES

MASC PAST PRESIDENTS' SCHOLARSHIP Information and Application for 2022 Award

MASC has established a scholarship funded by and honoring the Association's Past Presidents to recognize an outstanding student who demonstrates outstanding scholarship, service to the school district, community or public at large, or distinguished achievement.

Eligible candidates must be:

- A relative of a current or former school committee member.
- A graduating student of a public high school in a municipal or regional school district that is a member of MASC, or an individual returning from military service and enrolling in post-secondary education or in a licensed or accredited apprenticeship program.

The selection will be made by the Past Presidents Council as authorized by the Board of Directors. Criteria have been established broadly to recognize and encourage a wide range of applicant interest.

CRITERIA FOR SELECTION

- Outstanding scholarship (as evidenced by a current transcript)
- Service to the school district, community or the public at large (letters of support from the organizations if available)
- Distinguished achievement in any field (include documentation, letters of support)
- Relationship to an MASC member
- Specific criteria and/or a specified field of study
- Years served on a MASC School Committee
- Colleges or college that candidate will attend (include acceptance letters, etc.)
- Military service prior to seeking the scholarship
- Apprenticeship program
- An e-mail address for all persons submitting documentation, including the candidate and their nominator.

If any of the above criteria is omitted, the Past Presidents Council reserves the right to omit the candidate from being processed.

APPLICATION PROCESS

Eligible students may apply directly by submitting the brief application and statement. School Committee members and others may submit the application and statement on behalf of any eligible student. Applicants may submit supporting data but are asked to limit all submissions to no more than five pages.

Applications must be submitted in hard copy format via US Mail and must be received not later than 3:00 p.m., May 6, 2022.

Applications must be sent to:

Executive Director, Massachusetts Association of School Committees
One McKinley Square, Suite 200, Boston, MA 02109

Applications may be downloaded from the MASC Web Site at www.masc.org.

(over)

**MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES
PAST PRESIDENTS' SCHOLARSHIP - Application for 2022 Award**

NOMINEE: _____

NAME: _____

ADDRESS: _____

SCHOOL: _____

DISTRICT: _____

RELATIONSHIP TO CURRENT OR FORMER MASC MEMBER: _____

NOMINATOR (IF OTHER THAN NOMINEE)

NAME: _____

ADDRESS: _____

EMAIL _____ PHONE: _____

SCHOOL/DISTRICT: _____

RELATIONSHIP TO NOMINEE: _____

Please include the following with application:

- High school transcript including GPA/out of top scale.
- A statement explaining how nominee demonstrates scholarship, leadership, service to school, community or public at large with documentation showing such, if available.
- A list of colleges, apprenticeship or trade program, or military service into which the candidate has applied to/been accepted or, served, in the case of military service.

Submit this sheet and attachment(s) to:

Executive Director, MASC

One McKinley Square, Suite 200, Boston, MA 02109

Applications must be received by 3:00 p.m., May 6, 2022.

COMMUNITY LEADER FOR PUBLIC EDUCATION AWARD NOMINATION

Guidelines for Community Leader for Public Education Award: The Community Leader for Public Education Award recognizes an individual community leader who has demonstrated outstanding support for the public schools either a single district or regional district, or public schools at large. *Recipients may not be currently seated school committee members. (School committee members may be recognized as All-State School Committee members or for Lifetime Achievement or Life Membership). Recipients may not be members of the state legislature. (Legislators may be recognized separately as Legislator of the Year). Recipients may not be employees of MASC.*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: (Attach a separate page if more space is needed.)

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee) _____ Date _____

Please forward one copy or fax (617) 742-4125, no later than **June 1, 2022** to:
MASC Office
c/o Community Leader for Public Education Award
One McKinley Square, 2nd Floor
Boston, MA 02109
forms available at www.masc.org

OUTSTANDING SCHOOL PARTNER AWARD NOMINATION

Guidelines for Outstanding School Partner Award: The Outstanding School Partner Award recognize a corporate or nonprofit entity who, through their contribution to the public schools of an individual community, region or at large, have demonstrated support for public education. The contribution may be in any form including financial, programmatic or in-kind, and may represent single or multi-year support provided that it is ongoing during the year the nomination is made. The MASC Board of Directors may designate one or more award recipients per year and may designate corporate and non-profit agency award winners. *(Recipients may not be employees of MASC or current members of the MASC Board of Directors).*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 742-4125, no later than **June 1, 2022** to:

MASC Office
c/o Outstanding School Partner Award
One McKinley Square, 2nd Floor
Boston, MA 02109
forms available at www.masc.org



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Andrea Wadsworth, President
Glenn Koocher, Executive Director

March 25, 2022

TO: School Committee Members

SUBJECT: **MASC ANNUAL BUSINESS MEETING**

Will be held during the Joint Conference on **WEDNESDAY, NOVEMBER 2, 2022**

3:15pm.

RESORT and CONFERENCE CENTER at HYANNIS

Voting Delegate

Resolutions

Enclosed is the Official Delegate Form for registering your voting delegate for the MASC annual business meeting. This year's meeting will be in Hyannis during the joint conference. The form must be received in the MASC office by Thursday, October 20, 2022.

MASC adopts its formal positions from decisions made by our membership. The resolution process is the primary vehicle for measuring feedback and developing legislative positions and action. Enclosed is the form, and instructions for submitting a resolution for consideration at the annual meeting. The deadline for submission of resolutions for review by the Resolutions Committee is June 1, 2022.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Andrea Wadsworth, President

Date: March 2022

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: **DURING JOINT CONFERENCE. WEDNESDAY, NOVEMBER 2**

Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2022 annual meeting is October 20, 2022.

Official Delegate Form

For the school committee of _____

The official voting delegate is: _____

The alternate voting delegate is: _____

Signed _____

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

Resolutions 2022

We reprint section one of Article IX of the MASC by-laws here: this regulates the submission and passage of resolutions by MASC's membership.

By-laws, Article IX, Sec. 1

The Annual Meeting of the Association, to be known as the Delegate Assembly, shall be held at such hour on such business day, not earlier than September 20 nor later than November 30, in each year and at such place within Massachusetts as the Board of Directors shall determine. Resolutions and other purposes for which an annual meeting is to be held additional to those proscribed by law, by the agreement of the association, and by these by-laws may be specified by the Board of Directors and by written application made to

the Secretary-Treasurer not later than July 1 in any year by at least five active members located in at least two Divisions. Resolutions submitted by a single school committee may be presented to the Delegate Assembly upon approval by the Board of Directors on the recommendation of the Resolutions Committee. If an annual meeting is not held within the dates specified above, a special meeting may be held upon call by the Board of Directors with all the force and effect of an annual meeting.

How to submit a resolution

The 2022 Annual Meeting will be held on **WEDNESDAY, NOVEMBER 2** during the **Joint Conference**. At this meeting, the delegates will review and vote on resolutions relative to Association policies or requests that legislation be filed by the Association during the 2022 legislative session.

If your school committee wishes to submit a resolution for consideration at the annual meeting, we must receive it by the deadline specified in the MASC by-laws. The deadline for receipt of resolutions at the MASC office is **JUNE 1, 2022**.

Please remember that school committees, not individual school committee members, are members of the association. Therefore, a resolution must be submitted by vote of the member school committee.

Serious thought should be given to the intent of the resolution, with careful attention to its wording to guarantee that the resolution says what you intend to say.

If the resolution will ultimately result in the filing of legislation, please include the following language: *Now therefore be it resolved that the MASC file legislation which would have the effect of . . .*

To ensure an orderly meeting, the MASC by-laws provide for a proper presentation of resolutions. Article IX stipulates two types of resolutions:

FORMAL—submitted by at least five active member school committees located in at least two divisions. A formal resolution is automatically submitted to the delegate assembly.

INFORMAL—submitted by a single member school committee. A by-laws provision permits the Board of Directors to present an informal resolution at the delegate assembly on the recommendation of the resolutions committee.

Resolutions must adhere strictly to the prescribed procedure for consideration by the delegate assembly. If your resolution is not self-explanatory, please include a rationale. Resolutions and their rationales will be printed in the 2022 Delegate Manual which will be sent to all MASC members. Please submit the name of the proponent who will present the resolution at the annual meeting. A form for submission is provided on the reverse side of this page.

2022 Resolution form

SUBJECT _____

SUBMITTED BY _____

PROPONENT _____

WHEREAS _____

WHEREAS _____

WHEREAS _____

NOW, THEREFORE BE IT RESOLVED _____

RATIONALE. (IF ADDITIONAL PAGES ARE NEEDED, PLEASE ATTACH.) _____

Reminder: School committees submitting resolutions should be prepared to provide the necessary testimony and statistics at the legislative hearings. The official deadline is June 1, 2022.

This form is also available online at www.masc.org

Return to: Resolutions Committee; c/o MASC; One McKinley Square; Boston, MA 02109. Or fax: (617) 742-4125.