



Framingham

PUBLIC SCHOOLS

School Committee

FRAMINGHAM SCHOOL COMMITTEE POLICY SUMMARY FOR THE SCHOOL COMMITTEE August 3, 2022

All policy changes below are on the agenda for a second reading and were policies that were discussed and approved in the Policy Subcommittee of July 18, 2022. You can watch the video of that meeting [here](#). They were passed for first readings in the School Committee meeting of July 27, 2022. Changes in the full policies can be found in this packet

Policy	Background/Overview of Changes
Policy KA: School/Community Relations Goal Policy KBA: School/Parent and/or Guardian Relations Goals Policy KBB: Translation and Interpretation	Grammar changes Changes from parents to parent/guardians
Policy BDB: School Committee Officers	Changes to the role of the Chair regarding needing approval for appointing subcommittees and setting agenda topics Changes to the role of the Clerk in regards to reviewing minutes, signing diplomas, and sending communications
Policy BIBA: School Committee Conferences, Conventions, and Workshops	Changes to the maintaining of the calendar of School Committee conferences, conventions, and workshops

SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Community service efforts ~~that~~which enable the District's staff and students to express their commitment to the community.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

SOURCE: Framingham/MASC

SCHOOL/PARENT and/or Guardian RELATIONS GOALS

It is the general goal of the District to foster relationships with parents/**guardians**, which encourages cooperation between the home and school in establishing and achieving common educational goals for students.

While **parents/guardians** are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents/**guardians** regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental/**guardian** involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Note: The MASC Reference Manual replaces "parents" with "parents/guardians"

SOURCE: Framingham

TRANSLATION AND INTERPRETATION

The School Committee through this policy seeks to provide effective translation and interpreting services to families whose primary language is not English in order to ensure access to all aspects of their children's education.

The Framingham Public Schools is committed to providing to the public, families, and students the information necessary to promote the education of their children. In doing so, this information should be provided to them in the language and in the form that persons best understand. This principle applies to circumstances where families and children in the household speak different languages or where students may reside in more than one place where another language may be spoken. The Framingham Public Schools will make a full faith effort to identify such students and families and to provide language translation or interpretation services as may be available. As established in the federal laws, these services are provided by competent staff at no cost to families.

The Framingham Public Schools must provide effective language assistance to English Learner families, such as by offering translated materials or a language interpreter. Language assistance must be free and provided by appropriate and competent staff, or through appropriate and competent outside resources.

The Framingham Public Schools should ensure that interpreters and translators have knowledge in both languages of any specialized terms or concepts to be used in the communication at issue, and are trained on the role of an interpreter and translator, the ethics of interpreting and translating, and the need to maintain confidentiality. -It is not sufficient for the staff merely to be bilingual. For example, a staff member who is bilingual may be able to communicate directly with English Learner families in a different language, but may not be competent to interpret in and out of that language, or to translate documents.

FPS provides general information to families in the district in written and oral format. Written information is required to be sent out in English, Spanish and Portuguese. For oral interpretations in any additional languages spoken in the district, FPS staff and/or families can contact the Translation & Interpretation Office to coordinate a meeting and/or a phone call in the native language at the family's convenience.

The District's website shall have, at a minimum, the standard automatic translation options available online.

For oral or sign communication, for school and school-related meetings, families will be provided with oral interpretation in their language, or in a language they understand when the former is not possible. The interpretation must be arranged prior to the meeting or event. Even if the parent brings along ~~their~~ his or her own person to assist in interpretation, the District must provide an interpreter.

Families will not be asked to sign a document in a language they do not understand. For those families who do not possess literacy skills or for whom there is not a written home language, information will be communicated orally, in full, prior to their signing any document.

File: KBB

As ~~it is~~ may be required by state and federal law, the Framingham Public Schools will make a diligent effort to provide students and families with access to important documents relative to the education of their children.

This policy shall be reviewed annually, with the District seeking input from groups such as but not restricted to: PTOs, Dual-Language Parents Advisory Council, the Framingham Special Education Parents Advisory Council, and the Bilingual Parents Advisory Council.

LEGAL REFS.: Title IV, Federal Civil Rights Act; EEOA: 20 U.S.C. 1730 (f);
MA General Laws, C. 76, S.5; and CMR 603 26.02 (2)

First Reading: October 21, 2020

Second Reading: November 4, 2020

SOURCE: Framingham

File: BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair of the School Committee has the same **voting** powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They 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 Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Develop School Committee agendas with the Superintendent.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, ~~subject to Committee approval.~~
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.
8. **Set the agenda topics for Executive Session and Open Meetings**

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the chairperson as presiding officer

of the Committee and will perform such other duties as may be delegated or assigned to them.

Clerk

The clerk will review all Open Session minutes in a timely fashion, sign the diplomas for graduates, send communication via the Executive Assistant, review past meetings to ensure accuracy of minutes, and keep or cause to be kept an accurate journal of all Committee meetings; ~~will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the City. ¶~~

The Executive Assistant to the School Committee shall keep a record of the proceedings of the Committee and prepare minutes, reports, communications, papers and documents relating to the purpose of the Committee or belonging to it. They shall issue notices of Committee meetings and perform such other duties as may be requested by the Committee and/or chairperson

LEGAL REF.: M.G.L. [71:36](#)

This policy was updated and approved by the Framingham School Committee in Open Session on November 4, 2020.

File: BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate conferences, workshops and conventions. The School Committee will attempt to plan specific in-service activities designed to assist Committee members in their efforts to improve their skills as members of a policymaking body; to expand their knowledge about trends, issues, and new ideas. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The ~~Clerk or~~ Executive Assistant and/or designee of the Chair will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses

[DKC](#), Expense Reimbursements

This policy was updated and approved by the Framingham School Committee in Open Session on November 4, 2020.