

Haverhill School Committee  
Policy BBA  
SCHOOL COMMITTEE POWERS AND RESPONSIBILITIES

The School Committee is the overall policy-making group for the schools, with responsibility to take such action as provided by law. It is the committee of laypersons who can represent to the Superintendent the needs and wishes of the public and, in turn, evaluate the proposals for changes in policies and programs made by the Superintendent and the school personnel. It is responsible for carrying out certain mandatory laws relating to schools.

The School Committee recognizes as its three main functions the following:

1. Policy-making--that function which plans what shall be done, establishes guidelines for accomplishing the tasks, and provides budgetary requests and support for their achievement.
2. Executive--that function which is concerned with placing plans and policies into operation. The School Committee of Haverhill customarily delegates this function to its chief executive officer, the Superintendent. It is his/her responsibility to establish procedures through which the plans and policies are put into practice, to furnish professional and creative leadership to the School Committee and school staff, and to report progress, problems, and results to the Committee.
3. Appraisal--that function which attempts to determine the desires of the public in matters of public education, the results achieved through the educational program, and the efficiency of school operations.

#### Specific Responsibilities

In carrying out its three main functions, the School Committee shall:

1. Exercise all powers and perform all duties required by law or by regulation of the State Board of Education.
2. Select a Superintendent to serve as chief executive officer, support him/her in the discharge of his/her duties and evaluate him/her on an annual basis.
3. Adopt policies for the Superintendent to use as guidelines in his/her administration of the school system.
4. Review administrative rules and regulations in sensitive areas, including those pertaining to accounting procedures for school funds.
5. Determine, upon recommendation of the Superintendent, the programs of instruction to be provided in the schools.
6. Determine, upon the recommendation of the Superintendent, instructional and non-instructional positions required for carrying out the total school program.

7. Determine the schedule of salaries of all classifications of employees upon consultation with the Superintendent, fulfilling all statutory requirements relating to negotiations processes.
8. Determine and approve the annual financial budget after receiving recommendations from the Superintendent and school staff, and present it to the City Council; recommend to the voters of the City the appropriations for capital expenditures as the need arises.
9. Determine school housing needs for the educational program, approve sites and educational specifications for needed buildings, and provide leadership in communicating these needs to the community.
10. Annually set the school calendar and the hours of daily opening and closing of school.
11. Hear communications from citizens and organizations on matters of school policy; explain the needs of the school system to the public.
12. Determine policies regarding age of school entrance, promotion of pupils from grade to grade, and requirements for graduation from various units of the system.
13. Provide for the protection and promotion of health and safety of pupils and school personnel.
14. Represent the community's attitude toward the public schools and represent the schools to the public.
15. Appoint the Superintendent of Schools, and subject to the recommendation of the Superintendent, appoint an individual to any assistant superintendent position which has been established. The School Committee may approve or disapprove the appointment of an Assistant Superintendent, but shall not unreasonably withhold its approval. If the Superintendent requests, the Committee shall explain its disapproval of a recommended candidate. The School Committee shall also retain legal counsel for the district, in consultation with the Superintendent.
16. Negotiate collective bargaining agreements.

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