

masc

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

Mary Jo Rossetti, President
Glenn Koocher, Executive Director

March 1, 2013

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 2013 Delegate Assembly** for November 2013 in Hyannis and the Appointment Form for the Official Delegate and Alternate appointed by your School Committee to represent them.
- **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 2013 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 2013 All-State School Committee.**
- 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:

- Subcommittee Preference Forms must be returned to MASC by June 1, 2013.
- Candidates for MASC office must have forms submitted by June 1st for consideration by the Nominating Committee.
- Resolutions and by-law changes must be submitted by July 1, 2013.
- Nominations for Life Membership, Lifetime Achievement, and the All-State School Committee are due by July 1, 2013
- Joint Conference Delegates must be appointed and MASC notified by October 1, 2013.

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,



Mary Jo Rossetti
President
mrossetti@k12.somerville.ma.us



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Mary Jo Rossetti, President
Glenn Koocher, Executive Director

DATE: March 1, 2013
TO: All School Committee Members and MASC Life Members
FROM: Mary Jo Rossetti, President
SUBJECT: Nominations for MASC Office, 2013

The Massachusetts Association of School Committees Nominating Committee is seeking candidates for MASC offices to be placed in nomination for election by the 2013 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, 2013** 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 of school committees: _____

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 nominee's 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

2013 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 nine 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 nine 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 nine 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 2013 MASC All-State School Committee.

Your name: _____ Your address: _____

Your district: _____

2013 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, 2013**.
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**



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Mary Jo Rossetti, President
Glenn Koocher, Executive Director

March 1, 2013

TO: School Committee Members

SUBJECT: **MASC ANNUAL BUSINESS MEETING**
Will be held during the Joint Conference. Day and time TBD.

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 Wednesday, October 30, 2013.

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 July 1, 2013.



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Mary Jo Rossetti, President

DATE: March 2013
TO: MASC member school committees, c/o superintendent of schools
RE: Voting delegate to annual business meeting
Date: **DURING JOINT CONFERENCE. DATE AND TIME TBD**
Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

SECOND 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 2013 annual meeting is October 30, 2013.

Official Delegate Form

For the school committee of _____

The official voting delegate is: _____
(name)

(address)

The alternate voting delegate is: _____
(name)

(address)

Signed _____
(superintendent of schools)

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

Resolutions 2013

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 prescribed 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 2013 MASC Annual Meeting will be held in November during the **Joint Conference. Exact date and time TBD.** 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 2014 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 **July 1, 2013.**

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 2013 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.

(over)

2013 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 July 1, 2013.

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.



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Mary Jo Rossetti, President
Glenn Koocher, Executive Director

March 1, 2013

TO: MASC Members and Life Members

RE: MASC Subcommittee Appointment Notice

One of the most important contributions you can make to MASC is to volunteer to serve on one or more of its subcommittees. A brief description of each subcommittee is provided on the reverse side of this page and a response form is on the following page.

Every effort is made to place members on committees based on the order of preference indicated. If you list several options, please also indicate the maximum number of committees on which you are willing to serve.

If you are currently serving on a committee and wish to continue to serve on that committee, please indicate that on the response form on the following page. This will help ensure that your committee interests are recognized when the 2013-2014 committee assignments are made.

The deadline for getting your response forms in to MASC is **June 1, 2013.**

(over)

REQUEST FOR APPOINTMENT TO MASC COMMITTEES

The Board of Directors of the Massachusetts Association of School Committees, Inc. has aligned the terms of its committees with the academic year. Membership on committees will be for a term of one year beginning on July 1 of each year. The following is a list of current MASC committees. We are requesting active members of the Association and Life Members who are interested in serving on one or more Association committees to indicate your preference(s) on the enclosed form and return it to the MASC office no later than June 1, 2013. Committee appointments and reappointments will be based on member interest, preference and participation to date. The purpose/charge of each committee is as follows:

LEGISLATIVE – To review and recommend positions on proposed legislation relating to school committees. Meetings are scheduled monthly. (We anticipate that Legislative Committee members will also be appointed to the Resolutions Committee due to the overlapping mission of these two committees.)

RESOLUTIONS COMMITTEE – To review and decide which informal resolutions (those sponsored by fewer than 7 school committees) are to come before the annual Delegate Assembly and to make recommendations to the membership on all formal and informal resolutions. Meetings are scheduled as needed, usually in June and July. (We anticipate that Resolutions Committee members will also be appointed to the Legislative Committee due to the overlapping mission of these two committees.)

ADVOCACY COMMITTEE – To organize, support and advance the legislative agenda adopted by the Delegate Assembly.

ADVISORY COMMITTEE FOR ATHLETICS – To review the operations of interscholastic athletics and the Massachusetts Interscholastic Athletic Association and make recommendations to the MASC Board of Directors. Meetings to be scheduled three to four times per year.

FEDERAL RELATIONS NETWORK – Up to seven school committee members from each congressional district to maintain close contact with his/her member of Congress and keep him/her informed about the needs and problems of American public education. The National School Boards Association provides mailings and information on critical issues. One meeting per year is scheduled in state. NSBA holds an optional 3-day conference in Washington D.C. for which participants or their school districts are responsible for all expenses.

REGIONAL SCHOOLS COMMITTEE – To study the problems of regional schools and legislative issues and report its recommendations to the Board of Directors. Meetings are scheduled three to four times per year.

SPECIAL EDUCATION COMMITTEE – To study special education issues of concern to school committees. Meetings are scheduled as needed.

EVALUATION and ASSESSMENT COMMITTEE – To review and propose measures of assessment appropriate for educator evaluation and student performance.

MIAA (Massachusetts Interscholastic Athletic Association) COMMITTEES – NOTE: MIAA by-laws call for MASC representation on its governing committees. Terms on those committees are determined by MIAA policy. If you are interested, please respond accordingly.

Massachusetts Interscholastic Athletic Council
Wrestling Committee
Baseball Committee
Lacrosse (Girls)
Game Officials Committee
Tournament Management Committee
Ice Hockey Committee
Golf Committee

Eligibility Review Board
Volleyball Committee
Lacrosse (Boys)
Cross Country/Track
Sports Medicine Committee
Swim Committee
Basketball Committee
Gymnastics Committee

Soccer Committee
Field Hockey Committee
Ski Committee
Sportsmanship Committee
Softball Committee
Tennis Committee
Football Committee

MASC COMMITTEE APPOINTMENT REQUEST FORM

Please indicate in the space below which MASC 2013-2014 committees you would be interested in serving on. Membership is for a term of one year, beginning on July 1, 2013. Please list the committees in order of preference and mail or fax this form to: Glenn Koocher, MASC, One McKinley Square, Boston, MA 02109; fax: (617)742-4125. This form can also be completed online at www.masc.org.

Please complete and return to the MASC office by June 1, 2013

Name _____

Street address _____

City/town _____ Zip _____

Phone _____ Email _____

School district _____

Number of years on school committee _____

Committee Preference

No. of Committees _____

1. _____

2. _____

3. _____

Are you currently serving on an MASC committee and, if so, which one(s):

Please indicate if you wish to continue serving on this committee

1. _____ Yes No

2. _____ Yes No

3. _____ Yes No

**Massachusetts Association of
School Committees, Inc.**
One McKinley Square, 2nd floor
Boston, MA 02109

Please
place
stamp
here

**Massachusetts Association of
School Committees, Inc.**
One McKinley Square, 2nd floor
Boston, MA 02109

MASC ACADEMY FOR SCHOOL LEADERSHIP

CHARTING THE COURSE*

orientation program for new and veteran
school committee members

2013 DATES AND LOCATIONS

Saturday, April 06

Greater Lowell Voc. Tech., Tyngsborough

Saturday, April 27

Blue Hills Voc. Tech., Canton

Saturday, May 4

Mashpee High School, Mashpee

Saturday, May 18

Tahanto Jr./Sr. High School, Boylston

Saturday, September 21

Lee Elementary School, Lee

www.masc.org

* Concurrent to the Charting the Course programs, MASC will also conduct in an adjacent room at the same location workshops on Parliamentary Procedures/Roles of the School Committee Chair/Collective Bargaining for Student Achievement or Superintendent Evaluation. **Check your mailbox for more information.**