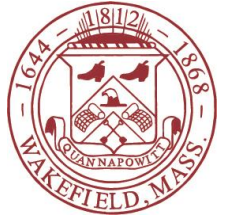




# Wakefield Civics: Beyond the Classroom

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PARENT UNIVERSITY 2019



# Agenda

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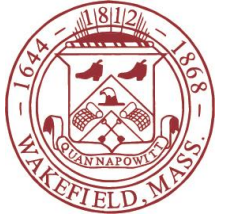
Civics Education in Our Schools

Beyond the Classroom: Structure of Wakefield Town Government

- Town Council
- School Committee

Citizen Engagement

Resources



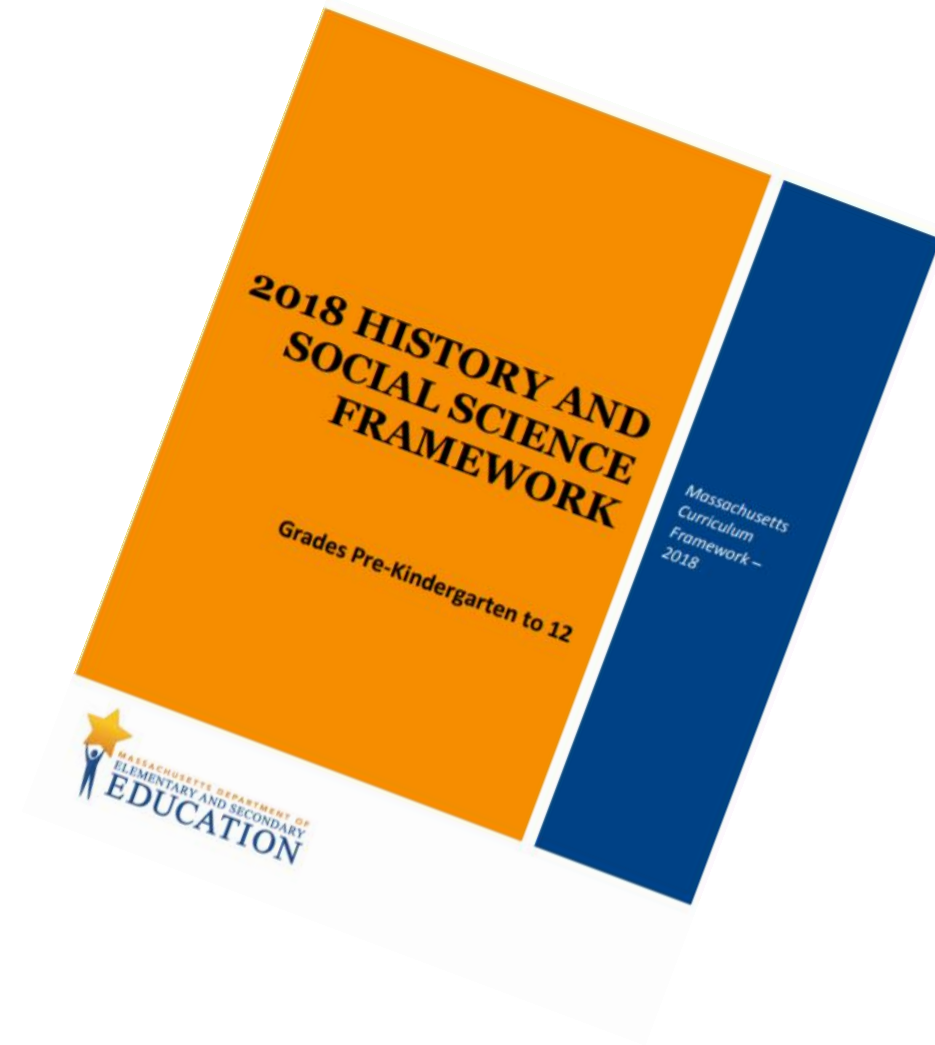
# Civics

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*noun.*

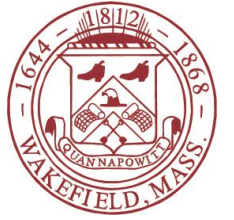
the study of the rights and duties of  
citizenship [*and residents*]

# 2018 Massachusetts History and Social Science Framework

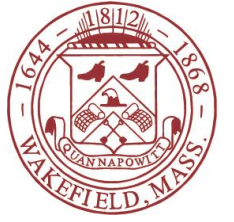


Signed November 2018

# An Act to promote and enhance civic engagement



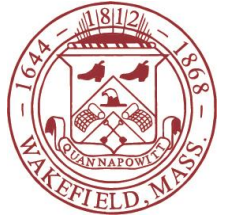
- Make sit a requirement for Massachusetts public high schools and school districts serving **eighth-grade students** to provide at least **one student-led, non-partisan civics project for each student**
- Designed to promote student abilities related to the **analysis of complex issues**; consideration of different perspectives; logical reasoning with supportive evidence; engagement in civil discourse, and understanding of the connections between federal, state, and local policies, **including those that may impact the student's school or community**
- Wakefield goal is to implement in 2020-21 School Year



# The Vision

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All Massachusetts students will be educated in the histories of the Commonwealth, the United States, and the world. They will be prepared to make **informed civic choices** and assume their **responsibility for strengthening equality, justice, and liberty in and beyond the United States.**



For 2019-2020 School Year:

# Emphasize Civics Education

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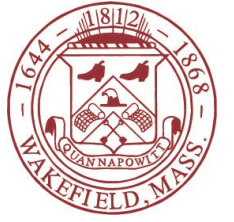
- New, full year civics course, grade 8 and civics standards integrated into every grade
- Revised high school U.S. Government and Politics
- Emphasis in:
  - **“A Renewed Mission: Education for Civic Life in a Democracy”**
  - **Guiding Principles**, e.g., legacy of democratic government, diverse perspectives on historical and current events, data analysis, and media literacy
  - **Standards for History and Social Science Practice**, Pre-K-12
  - **Appendices** - primary sources and online resources

# Beyond the Classroom: Wakefield Civics for the Rest of Us



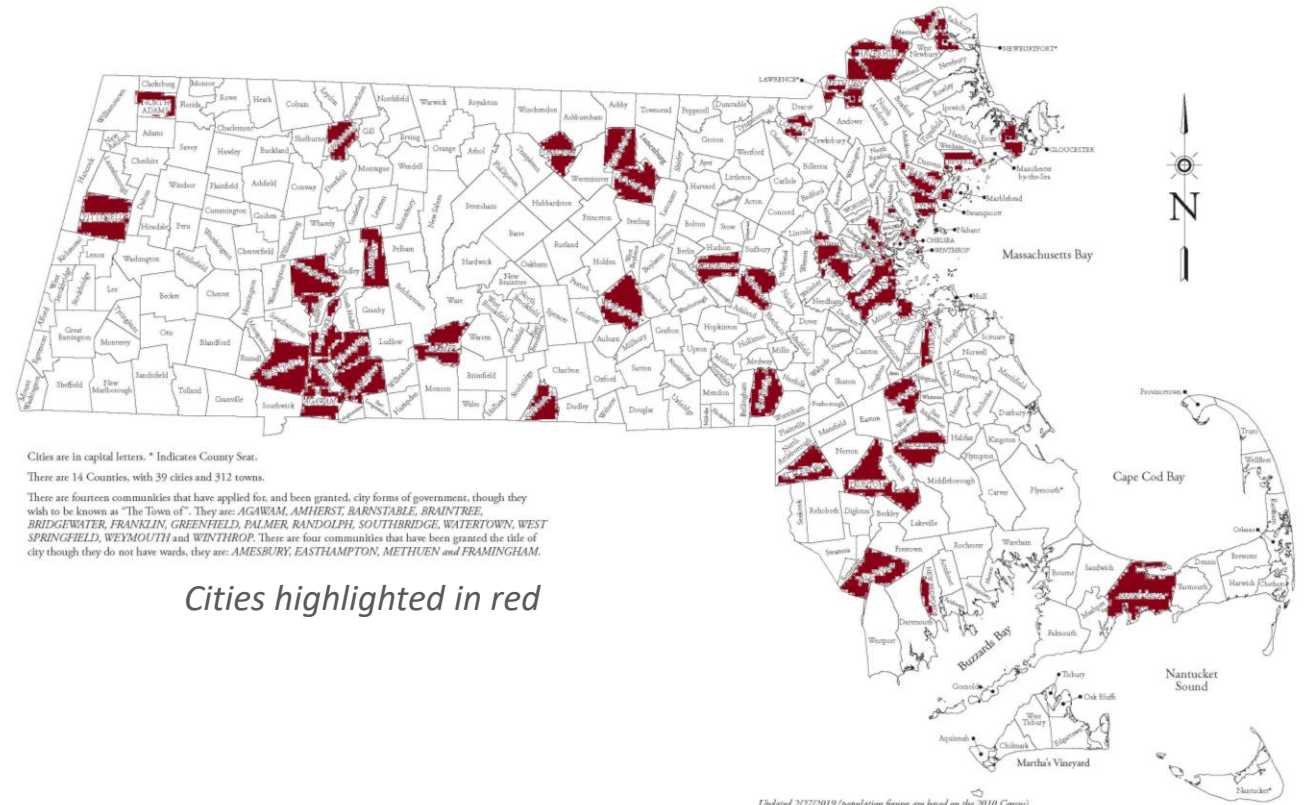


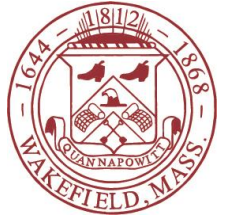
# Massachusetts: 312 Towns ~ 39 Cities



Generally:

- TOWN: Large legislative body (which meets infrequently) and small elected executive board (which meets frequently) with appointed chief administrative officer
  - Legislative body: Town Meeting (open or representative)
- CITY: Small legislative body (which meets frequently) and either an elected or appointed chief executive called a Mayor or Manager
  - Legislative body: Board/Aldermen



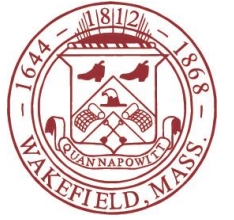


# Wakefield: Town

## Town Council - Open Town Meeting

### Open Town Meeting (Legislative)

- All Wakefield registered voters are eligible to participate
- Called by Town Council per processes and dates outlined in the Charter (at least 2x/year)
- Discussion and Votes Limited to Warrant Articles - Warrant articles **SHALL be placed on the Warrant** if received 60 days or more before town meeting (for two normal town meetings) or as directed by the Town Council. Proposed articles shall be placed on the Warrant if presented in petition form to the Town Council by:
  1. Any one elected Town Officer,
  2. The majority of any appointed body (like the bylaw committee), or
  3. Citizens: Any 10 registered voters .. (Need 100 for a special town meeting)
- Most votes pass by simple majority, but the following items require 2/3<sup>rd</sup> majority
  1. Any Borrowings
  2. Any overrides of 2 ½ (plus majority of popular vote)
  3. Disposition of Town Land
  4. Zoning Changes
  5. Charter Changes—Plus majority at polls
  6. Money appropriated from stabilization funds (you can add via a majority)
- Positive votes can be challenged in a special election (referendum) by submitting a petition signed by 200 voters within 10 business days of Town Meeting (may be changed in upcoming election)



# Wakefield: Town

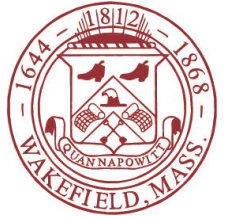
## Town Council - Open Town Meeting

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### **Town Council (Executive Authority)**

- Seven Councilors all elected at-large for three year, staggered terms
  - Set policy through issuance of policy guidelines and directives
  - Appointment Powers:
    - Power to create and appoint committees
    - Power to appoint certain personnel including Town Administrator, Town Counsel, Polling Workers, Town Meeting Workers
  - Approval Powers: Power to approve appointments made by Town Administrator for Police Chief, Fire Chief, civil service positions, Building Inspector, Parking Clerk, Director Council on Aging, Director DPW, etc.
  - Licensing Authority: Liquor Licenses, Common Victualler, Car Sales, Second Hand Dealer, etc.
  - Investigative Powers: Investigate or authorize investigations affairs of Town or any Town agency

Source: Town Charter



# Town Council

- Meet 2<sup>nd</sup>/4<sup>th</sup> Monday of Month (except in summer/holiday changes)
- Agenda's posted by previous Thursday
- Open Public Participation at start of meeting
- Broadcast live and recorded for replay by WCAT
- Councilors available by email
- Councilors share and solicit input through various means, including social media, office hours, newsletters
- Chair, with Town Administrator, sets agenda

TOWN OF WAKEFIELD, MA  
MARCH 21 PM 11:06

**TOWN OF WAKEFIELD**  
William J. Lee Memorial Town Hall

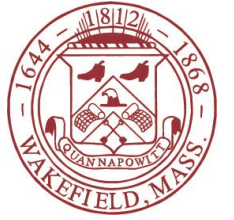
<b>TOWN COUNCIL</b> PETER J. MAY, Chairperson ANTHONY LONGO, Vice-Chair MEHREEN N. BUTT PAUL R. DINOCCO EDWARD F. DOMBROSKI, JR. JULIE SMITH-GALVIN ANN MCGONIGLE SANTOS		STEPHEN P. MAIO Town Administrator  SHERRI A. DALTON Executive Assistant
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

ONE LAFAYETTE STREET  
WAKEFIELD, MASSACHUSETTS 01880  
(781) 246-6390 | Fax (339) 219-4160

**NOTICE OF MEETING - TOWN COUNCIL**

**DATE:** March 25, 2019  
**CALL TO ORDER:** 7:00 P.M.  
**PLACE:** WCAT - 24 Hemlock Road

- 1) Pledge of Allegiance
- 2) Public Participation
  - a) If any members of the general public wish to address the Town Council they will need to sign in prior to the start of the meeting. The total amount of time allotted shall be fifteen (15) minutes and shall be divided by those who have signed in. However, in no event shall any speaker be allowed to address the Council for more than a total of three (3) minutes. The Council will not engage in dialogue, but will give any remarks made appropriate consideration
- 3) Personnel Appointment
  - a) Appointment of Police Chief - June 1, 2019
    - 1) Steven Skory
- 4) License / Permits
  - a) Carnival Permit
    - 1) Wakefield Independence Day Committee - April 13, 2019-April 21, 2019
  - b) One Day Liquor License
    - 1) Wakefield Human Rights Commission



# Wakefield: Town

## Town Council - Open Town Meeting

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### **Town Administrator**

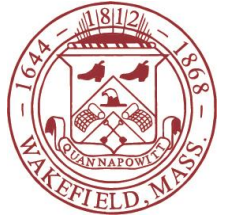
- Appointed by Town Council as chief administrative officer to
  - Keep Town Council fully informed as to needs of town and recommend measures for action
  - Supervise, direct and be responsible for the efficient administration of town
  - Insure complete and full records of the financial and administrative activity of town are maintained
  - Coordinate all activities of Town departments
  - Attend regular and special meetings of the Town Council and Town Meeting
  - Responsible for facilities, negotiation of contracts (except School Department), budget preparation, etc.

Source: Town Charter

Town boards and committees support Town Council,  
and/or have their own authority:

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## School Committee



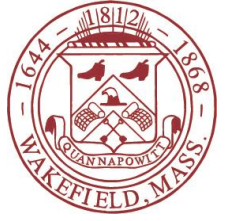
# Wakefield: Town

## School Committee

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### School Committee

- Seven elected at-large School Committee members serving staggered three-year terms
- Responsibilities and role defined by Massachusetts General Law and state-wide goals and standards set by the State Board of Education
- Appoint and supervise Superintendent
- Establish Educational Goals
- Set policy and budget
- Focus on constituency: Students
- Act as bridge between public and school district
- Guided by protocols – Chair is official voice, chain of command for complaints



# Wakefield: Town

## School Committee

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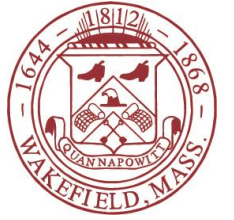
- Hired by and reports to School Committee as chief administrative officer to:

### **Superintendent**

- Manage schools
- Supervise principals and administrative personnel
- Implement district policy
- Initiate budget proposal
- Manage budget approved by School Committee and Town Meeting



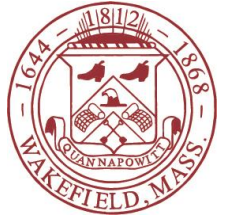
# Protocols



## Wakefield School Committee Operating Protocols

The primary objective of the School Committee is to improve student achievement. Members of the School Committee will abide by the following protocols as individuals and as a Committee.

1. The Superintendent and the School Committee represent the needs and interests of all students in the District and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
2. The Superintendent and the School Committee shall invite, promote and allow agenda time at each regular meeting for the Student Advisory Council members to present activities and events of the student body. Student Advisory Council Members will be allowed and encouraged to participate in discussions of the School Committee as the voice of the students is a critical one in deliberations. Student Advisory Council Members will not have a vote on School Committee matters.
3. Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee. We shall recognize that authority rests with the decision of the full School Committee.
4. School Committee members will establish a vision, create policy, approve a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities.
5. Members agree to leave the day-to-day operations, including business transactions, to the Superintendent and staff. It is the School Committee's responsibility to evaluate the Superintendent's effectiveness in these matters.
6. School Committee members recognize the Chair as the official voice of the School Committee. School Committee members will channel requests for information, reports and data through the School Committee Chair.
7. School Committee members will conduct business through a set agenda that is tied to District goals. Emerging items shall be addressed in subsequent meetings through planned agenda items unless it is determined by the School Committee Chair that it would be detrimental to delay the issue until a subsequent meeting. Requests to add items to an agenda shall be made to the School Committee Chair.
8. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair in advance of a meeting if they have questions or concerns about an agenda item, or will ask the Chair at least 72 hours prior to a meeting that an item be placed on an agenda.
9. School Committee members will attend meetings on time and be well-prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed.



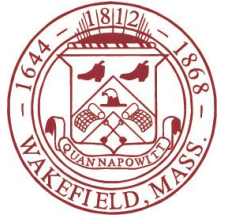
# School Committee

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- Meet twice a month on Tuesdays (except in July)
- Subcommittees meet regularly (Policy/Communications, Student Services, Finance & Facilities, Labor Relations)
- Agenda's posted by previous Thursday
- Open Public Comment at start of meeting
- Broadcast live and recorded for replay by WCAT
- Committee members available by email
- Chair, with Superintendent, sets agenda

# Citizen Engagement





# Citizen Engagement

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- **Seek Advice**

- Use Town Hall resources – Website, Facebook Page, Staff
- Reach out to Chair or members of a board with questions/input

- **Participate in Meetings**

- All Councils, Committees and Commissions must post meetings and agendas at least 48 hours prior to meeting
- Public participation may be limited in time, scope and ability to dialogue with members

- **Come to Town Meeting**

- Attend, comment and vote
- Submit Warrant articles for consideration

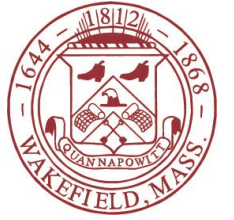
- **Serve on Committee and Commissions**

- January Call for Appointed Positions, March appointments
- Periodic Openings
- Annual April Elections – January through April campaigning

- **Advocate** through media, letter to the editor, organizing meetings/groups



- **VOTE.** Galvin Middle School, Absentee/Early Voting options



# Resources

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## Town Resources:

[Website](#)

[Official Town Facebook Page](#)

[Town Council](#)

[School Committee](#)

[Community and Public Meeting Calendar](#)

[Wakefield Town Charter and Bylaws](#)

[Wakefield Cable Access Television \(WCAT\)](#)

[Register to Vote](#)

Town Hall: 781-246-6300

## Other Resources:

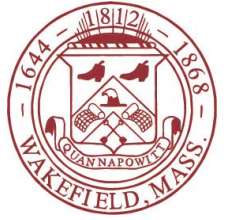
[2018 Massachusetts History and Social Science Framework](#)

[More about Civics Education Law](#)

[Citizens Guide to Town Meeting](#)

[Massachusetts Open Meeting Law](#)

[Navigating the State Legislative Process and Being an Effective Advocate](#) (Prepared by Senator Jason Lewis)



# Thank You

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This presentation prepared with the assistance of:

- Mehreen Butt ([councilor.butt@wakefield.ma.us](mailto:councilor.butt@wakefield.ma.us)) and Julie Smith-Galvin ([councilor.galvin@wakefield.ma.us](mailto:councilor.galvin@wakefield.ma.us)), Wakefield Town Councilors
- Anne Fortier ([anne.fortier@wpsk12.org](mailto:anne.fortier@wpsk12.org)) and Colleen Guida ([colleen.guida@wpsk12.org](mailto:colleen.guida@wpsk12.org)), Wakefield School Committee Members
- Jason Pavey ([Jason.Pavey@wpsk12.org](mailto:Jason.Pavey@wpsk12.org)), Grade 5 – 12 Curriculum Coordinator for History and Social Studies, Wakefield Public Schools
- Parent University Organizers

Last Updated: March 2019