

File: BDFB – APPOINTMENTS TO THE WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL - SCHOOL COMMITTEE

The following policy will govern the application process, appointment, and reporting responsibilities for individuals wishing to serve in one of two Haverhill seats on the Whittier Regional Vocational Technical High School (Whittier Tech) School Committee. The Haverhill School Committee aims to provide a straightforward and transparent process for Whittier Tech School Committee appointments.

1. Eligibility: Whittier Tech School Committee applicants must reside in the City of Haverhill. All applicants shall submit to a background check pursuant to policy [ADDA](#).

2. Application Process: The School Committee will announce an application period and selection date before the expiration of a Whittier Tech School Committee member's term or as a result of a vacancy.

i. Applicants must submit a letter of interest to the School Committee Chair, with a copy to the School Committee Vice Chair, outlining their motivation for serving and vision for Whittier Tech. Applicants may provide a resume and up to three letters of recommendation.

ii. Applicants shall address the Haverhill School Committee for up to a prescribed time at a School Committee meeting on the selection date.

iii. Haverhill School Committee members who wish to serve on the Whittier Tech School Committee do not have to provide a letter of interest but should inform the Chair and Vice Chair of their interest in writing during the application period.

iv. If the School Committee receives more than five applications, the Haverhill School Committee Policy Subcommittee shall meet to review applications and narrow the number of candidates for the Haverhill School Committee to consider to five.

v. The School Committee shall strive to make the application period at least two weeks, starting at least three weeks before the selection date.

3. Appointment: A majority of a quorum present at a Haverhill School Committee meeting shall appoint individuals to the Whittier Tech School Committee as needed.

i. The Haverhill School Committee will give preference to Haverhill School Committee members for one of the two positions, but appointing a member is not required.

ii. Appointments to the Whittier Tech School Committee are at the sole discretion of the Haverhill School Committee.

iii. The School Committee shall make appointments at a public meeting.

4. Reporting and Responsibility: Whittier Tech School Committee members shall periodically report to the Haverhill School Committee as set forth below and have the following responsibilities.

i. Appointees will attend a minimum of seventy-five percent (75%) of Whittier Tech School School Committee meetings.

ii. Appointees will report to the Haverhill School Committee on Whittier Tech's progress, challenges, and matters requested by the Chair or Vice Chair.

iii. Appointees will report to the Haverhill School Committee at its first meetings in October, February, and May, and as requested by the majority of a quorum of the Committee.

5. Term of Appointment: Appointments to the Whittier Tech School Committee will be for three-year terms.

i. Appointees may apply to be reappointed during the application process before the end of their term.

ii. The School Committee shall fill its Whittier Tech School Committee positions as vacancies occur using the same application process outlined above.

iii. The Haverhill School Committee, at its sole discretion, may remove any appointee from the Whittier Tech School Committee by a majority vote of a quorum present at a public meeting.