



BOARD ORGANIZATIONAL MEETING

The School Committee shall organize annually by election of a Chairperson from among its membership at its first meeting following the Annual Town Election. The current Chairperson or Vice-Chairperson of the School Committee shall call the meeting to order and preside until a Chairperson is elected. Nominations shall be made by Committee members. The Chairperson will be elected by a majority vote, and upon election, shall name a Vice-Chairperson. The School Committee shall follow the same respective procedures in the event of a vacancy in the position of the Chairperson or the Vice-Chairperson.

Adopted at School Committee Meeting of September 28, 1981
Reaffirmed at School Committee Meeting of March 4, 1985
Revised at School Committee Meeting of January 22, 1990
Revised at School Committee Meeting of June 12, 2014
Reaffirmed at School Committee Meeting of January 28, 2021



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE POWERS AND DUTIES

The State delegates much of its authority to the local School Committee, holding it responsible for the performance of all duties mandated by the state, and for meeting the needs of its communities of Lincoln, Hanscom Air Force Base and Boston-Lincoln METCO.

The School Committee is the local governing body responsible both to the State and to its local constituencies for operating the public schools.

The School Committee takes a broad view of its functions:

1. Policymaking and Appraisal: The Committee, in partnership with the administration, is responsible for the development and adoption of the district's long-range strategic plan and the establishment of annual priorities. Policies will be in written form and will be continually reviewed and revised when necessary. In its adoption of these policies, the Committee will consider the attitudes and aspirations of the communities it serves. The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
2. Educational Planning: The Committee is responsible for establishing educational goals and policies that will guide the Committee and the administration in continued improvement of the educational programs provided by the Lincoln Public Schools. The School Committee is responsible for adoption of annual district goals to promote and foster the implementation of its policies. The responsibility for the implementation of policies and the achievement of annual goals is delegated to the Superintendent of Schools.
3. Provision of Financial Resources: The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. Facilities: The School Committee acts as a responsible steward of the district's educational facilities and resources.
5. Hiring and Evaluation of the Superintendent: The Committee is responsible for the hiring of the superintendent, and for the evaluation of the superintendent in accordance with state laws.
6. Public Relations: The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school administration informed about feedback and input from the public.

Legal Reference: Ch. 41, Sec. 1; Ch. 71, Sec. 37

Cross Reference: BB, School Committee Legal Status

Approved at School Committee Meeting of June 14, 1982.
Reaffirmed at School Committee Meeting of December 17, 1984
Revised at School Committee Meeting of November 13, 1989
Revised at School Committee Meeting of January 21, 2016



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE – SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer and professional leader of the school district. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

SOURCE: MASC July 2016

Additionally, the responsibilities of the Superintendent, in a cooperative climate with the Committee, are identified as:

School Committee	Superintendent
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policymaking body.	To recommend sound policy and implement policies by formulating and enforcing rules and regulations.
3. To ensure that there is a shared vision and strategy for education within the District, and collaboratively work to define this as part of the District Strategic Plan.	To craft, evolve, and execute the District Strategic Plan, collaboratively with the School Committee and appropriate people and communities within the District.
4. To allow the Superintendent to administer the schools.	To appropriately inform the Committee of progress, obstacles, and concerns.

School Committee	Superintendent
5. To be aware of and approve significant changes to curriculum.	To craft and share with the School Committee significant changes to the curriculum.
6. To exercise sound judgment in business affairs of the school corporation.	To keep the Committee informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
7. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent, the staff, and communities.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the Committee, the staff, and the communities.
8. To provide within budget limitations necessary personnel.	To present personnel needs to the Committee.
9. To approve an organizational staffing model for the administration.	To make assignments for each position and fulfill the organizational staffing model.
10. To take legal action required by law.	To recommend to the Committee all action required by law.
11. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
12. To function as a Committee rather than as individuals.	To deal with the Committee as a whole rather than individual members.
13. To carry on communications with staff members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Committee.
14. To hold the Superintendent accountable for results.	To accept responsibility for results.
15. To remember that schools exist for the benefit of the students and the community.	To remember that schools exist for the benefit of the students and the community.

Approved at School Committee Meeting of June 14, 1982
 Reaffirmed at School Committee Meeting of December 17, 1984
 Revised at School Committee Meeting of February 5, 1990
 Revised at School Committee Meeting of October 11, 2018

LINCOLN PUBLIC SCHOOLS

DRAFT School Committee Protocols

For the purpose of effective governance and enhancing teamwork among members of the School Committee and between members of the administration and the community, the Lincoln School Committee adopts the following operating principles:

The School Committee will:

1. Represent and act impartially for the needs and interests of the students, staff and people of the District when making decisions.
2. Collaborate effectively with the administration to provide leadership in vision, planning, policy making, budget, communications, and advocacy on behalf of the students and District.
3. Partner with the Superintendent to ensure a shared vision and strategy for education within the District. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues. Keep abreast of latest trends in education in order to appropriately select, hire, or evaluate an established educational leader as Superintendent.
4. Conduct business through a set agenda in an effort to complete business within a set timeframe. Allow adequate time for discussion but avoid discussing trivia to maintain a high level of respect and courtesy of all attendee's time. Allow emerging agenda items to be addressed in subsequent meetings through agenda items.
5. Base discussions on available facts and function as a committee rather than as individuals supporting and upholding the decisions of the majority of the School Committee once a decision is made.
6. Acknowledge that a School Committee meeting is a meeting that is held in public, not a public meeting, and make every effort to ensure that Committee meetings are effective and efficient. Welcome community members to attend meetings and participate during public comment.
7. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Keep an open mind, maintain flexibility and accept that members can change their opinions. Work effectively with other members without trying to dominate or neglect share of work.
8. Respect all members, administration, faculty, staff, and community members and treat everyone with dignity and respect even in times of disagreement.
9. Recognize the importance of trust and proactive communication and agree that there will be no surprises for the Committee or the Superintendent. Bring all concerns, comments or inquiries especially if personal or sensitive in nature to the Chair or Superintendent as well in advance of a meeting as practical.
10. Recognize School Committee members can be viewed as employers and channel all member requests for information, school visits or other school interactions through the Superintendent or School Committee chair to minimize school business interactions.
11. Adhere to the communication procedure which relies on the Chair, Superintendent or designated liaison/designee to accurately represent the positions of the School Committee to the media or other public bodies.
12. Maintain confidentiality of Executive Session.