

LINCOLN METCO REPRESENTATION ON THE LINCOLN SCHOOL COMMITTEE  
File BBB-3

**Current Policy**

The Lincoln School committee, in addition to its regular voting members and Hanscom Representatives, will have a non-voting delegate representative of the METCO Community to the Lincoln School Committee. This delegate shall be nominated by the METCO Parents' Group and appointed by a vote of the School Committee. The delegate will participate in Committee assignments, sit at the table and discuss matters in all session. As a delegate's term expires, the School Committee will notify the METCO Parent's Group to nominate a successor representative for a term of office of one year. Such delegates, as representatives of the METCO Community, may not be officers of any other school related organizations.

**Changes to Current Policy**

The Lincoln School Committee, in addition to its regular voting members and Hanscom Representatives, will have a non-voting delegate representative of the METCO community to the Lincoln School Committee. ~~This delegate shall be nominated by the METCO Parents Group and appointed by a vote of the School Committee.~~ **This delegate shall be a willing volunteer solicited from among parents of current METCO students** ~~the METCO Parents Group~~ and appointed by ~~a vote~~ **agreement** ~~of by~~ **of** the School Committee. The delegate will participate in Committee assignments, sit at the table and discuss matters in all sessions. As a delegate's term expires, the School Committee, **at its discretion, can ask the delegate to continue to serve if he/she is willing and able** ~~will notify the METCO Parent's Group to nominate a successor representative for a term of office of one year.~~ **In the event that the delegate cannot continue to serve, the School Committee or Administration will notify the METCO Parents Group in order to identify another willing volunteer.** ~~Such delegates, as representatives of the METCO community, may not be officers of any other school related organizations.~~

PROCEDURE FOR FILLING SCHOOL COMMITTEE VACANCY  
File: BBBE

**Current Policy**

The School Committee will make notice of the vacancy and ask for applicants at public meetings and in the newspaper. In their letters of application, candidates will describe why they are interested in, and why they are qualified for the position. The School Committee and the Selectmen will have a chance to review the letters and resumes (if included) before the interview process. During the interview process, the following procedure will be followed:

1. Each candidate will make a brief statement regarding their interest in the schools and any other information they feel is pertinent;
2. Members of the School Committee, Hanscom Representatives and Selectmen may ask questions of the candidates;
3. The candidates may ask questions of the above groups;
4. The vote will be by role call. The outcome will be determined by simple majority of the Selectmen and remaining School Committee members present and voting. (Hanscom Representatives are not included in the balloting.) Before becoming a full participatory member, the appointee must be sworn in by the Town Clerk.
5. The interim member appointed through this procedure will serve until the next annual election.

Legal reference: Ch. 41, Sec. 11; Ch. 41, Sec. 107

Approved at School Committee Meeting of June 14, 1982  
Reaffirmed at School Committee Meeting of December 17, 1984  
Revised at School Committee Meeting of December 4, 1989

## Proposed Changes to Current Policy

### PROCEDURE FOR FILLING A SCHOOL COMMITTEE VACANCY File: BBBE

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen of the vacancy within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the Town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote (Refer to Policy BBB). The person so elected will fill the seat on the Committee until the next Annual Town election, at which time a member will be elected to serve the remainder of the term, if any.

~~and ask for applicants at public meetings and in the newspaper. In their letters of application, candidates will describe why they are interested in, and why they are qualified for the position. The School Committee and the Selectmen will have a chance to review the letters and resumes (if included) before the interview process. During the interview process, the following procedure will be followed:~~

- ~~1. Each candidate will make a brief statement regarding their interest in the schools and any other information they feel is pertinent;~~
- ~~2. Members of the School Committee, Hanscom Representatives and Selectmen may ask questions of the candidates;~~
- ~~3. The candidates may ask questions of the above groups;~~
- ~~4. The vote will be by roll call. The outcome will be determined by simple majority of the Selectmen and remaining School Committee members present and voting. (Hanscom Representatives are not included in the balloting.) Before becoming a full participatory member, the appointee must be sworn in by the Town Clerk.~~
- ~~5. The interim member appointed through this procedure will serve until the next annual election.~~

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**PROCEDURE FOR FILLING A SCHOOL COMMITTEE VACANCY  
BBBE-E**

1. After notifying the Board of Selectmen in accordance with policy BBBE, the School Committee will announce the opening through its website, the *Lincoln Journal* and/or other relevant media.
2. Candidates will send a statement of interest and, if they choose, a resume to the School Committee Chair, who will distribute the materials prior to the joint meeting of the remaining School Committee members and Board of Selectmen.
3. Each candidate will make a brief opening statement.
4. Members of the School Committee (including Hanscom and METCO representatives) and the Board of Selectmen will ask the same set of questions of all candidates.
5. The candidates will be given the opportunity to ask questions of the Committee and Board members.
6. The vote will be by roll call. The outcome will be determined by simple majority of the remaining School Committee members entitled to vote and the Selectmen.
7. The chosen interim member must be sworn in by the Town Clerk before becoming a full participatory member.
8. The interim member appointed through this procedure will serve until the next annual election.

Legal reference: Ch. 41, Sec. 11; ~~Ch. 41, Sec. 107~~

Approved at School Committee Meeting of June 14, 1982  
Reaffirmed at School Committee Meeting of December 17, 1984  
Revised at School Committee Meeting of December 4, 1989  
Revised at School Committee Meeting of \_\_\_\_\_, 2014

## BOARD ORGANIZATIONAL MEETING

File: BDA

### **Current Policy**

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

### **Changes to Current Policy**

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.

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 \_\_\_\_\_

AGENDA PREPARATION  
File: BEDB

**Current Policy**

The Chairman or his/her designee, in consultation with the Superintendent, shall establish the agenda for each School Committee meeting.

In order to make it possible for the School Committee to conduct its business as efficiently as possible, it is important that all necessary memoranda and information be submitted in writing for its consideration sufficiently far in advance to permit adequate study.

Except in unusual circumstances, no vote is to be taken by the School Committee on an item that was not placed on the formal agenda in advance.

Adopted by School Committee on September 22, 1975

School Committee Requests for Agenda Items

School Committee members wishing to have a specific topic addressed at School Committee meetings shall notify the Chairman of the School Committee or the Superintendent of the agenda item with as much detail as possible.

At agenda-setting meetings, the Superintendent and Chairman will consider the item and place it on the requested agenda. If adequate back-up information can be readily acquired, it will be included on the agenda. If back-up material cannot be readily assembled, the School Committee will discuss how to proceed on the item at its next meeting.

Adopted by School Committee on July 21, 1980

Reaffirmed at School Committee Meeting of September 28, 1981

Reaffirmed at School Committee Meeting of December 17, 1984

## Changes to Current Policy

### AGENDA PREPARATION

File: BEDB

The ~~Superintendent School Committee Chairperson~~, in consultation with the ~~Chairperson of the School Committee~~ Superintendent, shall establish the agenda for each School Committee meeting.

In order to make it possible for the School Committee to conduct its business as efficiently as possible, all necessary memoranda and information **should** be submitted in writing for **inclusion in the School Committee meeting packet at least one week before the meeting**. The agenda and supporting materials ~~will~~ **should** be distributed to School Committee members **no less than three business days prior to the meeting (but the School Committee will accept and discuss materials after that time under special circumstances) to permit adequate time to prepare for the meeting**.

**Any School Committee member, staff member or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.**

**The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.**

Except in unusual circumstances, no vote is to be taken by the School Committee on an item that was not placed on the formal agenda in advance.

**Agendas will be posted and made available to the public and the press.**

#### School Committee Requests for Agenda Items

~~School Committee members wishing to have a specific topic addressed at School Committee meetings shall notify the Chairman of the School Committee or the Superintendent of the agenda item with as much detail as possible.~~

~~At agenda-setting meetings, the Superintendent and Chairman will consider the item and place it on the requested agenda. If adequate back-up information can be readily acquired, it will be included on the agenda. If back-up material cannot be readily assembled, the School Committee will discuss how to proceed on the item at its next meeting.~~

~~Adopted by School Committee on July 21, 1980~~

~~Adopted by School Committee on September 22, 1975~~

~~Reaffirmed at School Committee Meeting of September 28, 1981~~

~~Reaffirmed at School Committee Meeting of December 17, 1984~~

**Revised at School Committee Meeting of \_\_\_\_\_, 2014**

QUORUM  
File: BEDC

**Current Policy**

A majority of the membership of the School Committee, that is three voting members from Lincoln, shall constitute a quorum. In the absence of a quorum, the only official action that the School Committee may take is to adjourn to another time or date in expectation of a quorum.

Legal Reference: Ch. 39, Sec. 23A

**Changes to Current Policy**

None

**Proposed New Policy Draft – Second Reading – June 12, 2014**

Vote to reaffirm the current policy.