



Lincoln Public Schools  
Lincoln, MA 01773

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## SUBCOMMITTEES AND LIAISONS OF THE SCHOOL COMMITTEE

The function of the subcommittee is to expedite work for the full Committee. A subcommittee consisting of one or more members, may be directed by the School Committee to perform a variety of tasks. It may gather information from any source that seems appropriate, and may seek advice from administrators, when applicable.

After researching an area of study, the subcommittee reports back to the full Committee so that the full Committee can take action. (The subcommittee at no time acts for the full Committee except when authorized to do so by a unanimous vote of the full Committee, for example – negotiations.) When reporting back to the full Committee, the subcommittee may organize an overall presentation for consideration by the entire School Committee or it may reach conclusions and present recommendations to the Committee. The School Committee may or may not want details about problems which were encountered, but may request such details, depending on the circumstances.

It is important that expectations for each subcommittee are clear at the outset: the purpose of the study, the authority vested in the subcommittee (see Policy on subcommittees, BEC), and the method for reporting back to the School Committee.

The subcommittee stands until the area of its concern is resolved or its members are reappointed.

Some examples of long-standing subcommittees are: collective bargaining, Superintendent's evaluation, budget guideline setting, School Committee objectives.

Examples of short-term subcommittees are: joint salary study committee, private school questionnaire, RAC recommendation to study building costs, subcommittee role study.

### Liaisons

The School Committee may appoint liaisons to other committees. The role of the liaison may vary depending on the needs and wishes of the various committees: some liaisons serve as active members of the Board to which they are appointed; other attend meetings as observers or resource persons; others serve as contact persons when questions arise or information is needed. The liaison should rotate very second year.

Expectations for each liaison should be made clear by offering a "job description" to new liaison appointees. These job descriptions may change depending on circumstances, and may be updated as needed.

Some examples of liaison positions are: PTA, SNAC, EdCo, Child Care groups, Shared Services Committee.

See Guidelines for School Committee Liaisons, FILE: BCE-R2.

Approved at School Committee Meeting of July 18, 1983  
Reaffirmed at School Committee Meeting of March 4, 1985  
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