



Lincoln Public Schools  
Lincoln, MA 01773

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## PROCEDURES FOR ESTABLISHING CITIZENS' COMMITTEES

Residents of communities served by Lincoln Public Schools may be asked to serve on advisory, study, screening, search or other committees. Such committees shall be instituted by the School Committee and shall be under its general direction. The School Committee will consult with the Superintendent before establishing or dissolving such committees. Upon appointing the members, the School Committee should evaluate the needs of such committees and provide for their specific requirements in the following ways:

1. The School Committee should provide a written description of the purpose or charge.
2. It should estimate the frequency of meetings and the duration of the commitment.
3. Such committees should be advised of the resources at their disposal (e.g., secretarial time).
4. They should have a clear understanding of how and when reports will be submitted and how the results or recommendations will be used.
5. The role of any School Committee liaison should be made clear.

Such committees will be dissolved at the discretion of the School Committee or when the assigned task is completed.

In addition such committees may find the following information useful:

--Questions regarding secretarial or office assistance, interaction with the faculty, use of office supplies and equipment, or expenditure of district funds should be directed to the Superintendent or his/her designee.

--Public statements regarding the purposes or recommendations of the appointed committees should be made only by the Superintendent or his/her designee.

--In the absence of a School Committee liaison, communications with the School Committee may be channeled through the Superintendent.

--Such committees may request additional members if it deems necessary.

--They are encouraged to gather information from both inside and outside the school system.

Adopted at School Committee Meeting of January 21, 1985