

## SUBCOMMITTEES AND LIAISONS OF THE SCHOOL COMMITTEE

In addition to preparing for and attending the regular meetings of the School Committee, the members may take on additional responsibilities, including delegated tasks such as contract negotiations, membership in School Committee subcommittees, liaison roles on other committees, or participation in committees convened by members of the District administrative team.

It is the job of the Chairperson to identify these responsibilities at the beginning of the school year. The Committee will discuss the division of responsibilities in an open meeting. As additional responsibilities arise in the course of the year, the Committee will continue to discuss the assignment of responsibilities in open meetings.

At any time, the School Committee may create a subcommittee. The Committee will provide clear expectations about the purpose of the assignment, the tasks involved, the timeline, the resources available, the parameters for reporting back to the full Committee, and the composition of the subcommittee, whose members may include one or more members of the Committee, staff members, and town residents. Subcommittees may request additional members if it deems necessary.

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The School Committee Chairperson, subcommittee chairperson and/or the Superintendent will establish guidelines and answer questions that arise regarding the procedure for public comments, availability of office assistance, interaction with the faculty, use of office supplies and equipment, and the expenditure of district funds.

Subcommittees shall not possess any decision-making powers unless such power is granted in advance by unanimous vote of the full Committee (i.e. negotiations). All subcommittees are subject to the provisions of the Open Meeting Law. This means that the subcommittees should hold all meetings in open session, posted as required, and recorded in minutes.

When it has completed its task, the subcommittee will report back to the School Committee in the agreed upon manner (written report, presentation offering information or a recommendation, etc.). Based on the input of the subcommittee, the School Committee will determine how the information or recommendations will be used. It shall

not be considered a conflict of interest for any School Committee member who has been on a subcommittee to participate subsequently in Committee discussions about whether to accept the subcommittee and about any actions to be taken consequent to its findings. The subcommittee will be dissolved at the discretion of the School Committee, or when the assigned task is complete.

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Legal Re.: M.G.L. 30A: 18-25.



Lincoln Public Schools  
Lincoln, MA 01773

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### **BOARD SUBCOMMITTEES**

The School Committee, by majority vote, may establish subcommittees composed of one or more members, including Hanscom Representatives, as it deems necessary to fulfill its functions. Whenever possible, the subcommittee will consist of a junior and senior member of the Committee. The Committee may suggest the composition of the subcommittee to the Chair and/or the Chair may appoint the members. Subcommittees shall not possess any decision-making powers unless such power is granted in advance by unanimous vote of the full Committee.

Adopted at School Committee Meeting of September 14, 1981  
Revised at School Committee Meeting of March 4, 1985