

LINCOLN PUBLIC SCHOOLS

DRAFT School Committee Protocols

Second Reading, November 7, 2019

Approved at School Committee Meeting of _____

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

1. Represent the needs and interests of the students, staff and people of the District. When making a decision the school committee will consider these needs and interest decisions we make.
2. Exercise leadership in vision, planning, policy making, budget, communication, and advocacy on behalf of the students and District and evaluate the effectiveness of the Superintendent. It is the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues.
3. Conduct business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made.
5. 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 the Committee meetings are effective and efficient. We welcome community members to attend our meetings and participate during public comment.
6. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Keep an open mind and accept that members can change their opinions.
7. We will respect staff and fellow board members at all times. Treat everyone with dignity and respect, even in times of disagreement.
8. Refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member, has the authority to investigate. The Superintendent shall provide their response to Committee members. It is not the role of the School Committee or any of its members to resolve issues.
9. Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent. If School Committee members have questions or concerns, they agree to contact the Superintendent as well in advance of a meeting as practical.

10. Channel requests for information through the Superintendent or the School Committee chair and not directly to staff. The Superintendent will ensure that each member has equal access to this information.

11. The School Committee Chair and/or their liaison/designee and the Superintendent will represent the positions of the School Committee to the media or other public bodies.

12. Maintain confidentiality of Executive Session.