

LINCOLN PUBLIC SCHOOLS

DRAFT School Committee Protocols

Third Reading, November 21, 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:

1. Votes and acts impartially for the good of the students and as responsible stewards of Town resources. Remembers that schools exist for the benefit of the students and the community.
2. Partners with the administration to ensure a shared vision and strategy for education within the District, and collaboratively works to develop and adopt the District's long range strategic plan and annual priorities. Works with the Superintendent to review and evaluate policies considering the attitudes and aspirations of the communities it serves. Adopts a budget, after examination and review, in order to enable the school system to carry out the Committee's policies and goals. Acts as a responsible steward of the district's educational facilities and resources.
3. Allows the Superintendent to administer the day to day operations of the district and oversee personnel issues. Communicates always in an ethical, honest, straight-forward, open-and-above board manner with the Superintendent, the staff and communities. Keeps abreast of new laws and latest trends in education in order to provide leadership in selecting, hiring and evaluating a competent, established educational leader as Superintendent.
4. Conducts business through a set agenda in an effort to complete business within a reasonable timeframe. Allows adequate time for discussion of important matters but avoids discussing trivia adhering to a high standard of courtesy and respect with attendee's time. Emerging items will be addressed in subsequent meetings through agenda items.
5. Works effectively with other Committee members without trying to dominate the Committee or neglect their share of work. Maintains an open environment, even in times of disagreement, where each member is empowered to freely express opinions, concerns and ideas while remaining flexible and respectful to all attendees and participants.
6. Functions as a Committee rather than as individuals, accepting the will of the majority vote in all cases. Remembers that the majority position is the official position of the Committee and members are one of a team and must abide by, and carry out, all Committee decisions once they are made.

7. Acknowledges that a School Committee meeting adheres to open meeting laws and makes every effort to ensure meetings are efficient and effective. Recognizes that while the meeting is held publicly, it is not a meeting open to public discussion and community members are welcome to attend meetings and participate during the public comment period.
8. Channels all communications with or regarding staff members through the Superintendent. Refers questions and concerns received from members of the community directly to the Superintendent who has the authority to address, investigate and resolve matters. Remembers that the Superintendent administers and provides the professional educational leadership and appropriately informs the Committee of progress, obstacles, and concerns.
9. Recognizes the importance of trust and proactive communication and brings concerns, comments or inquiries of a personal or sensitive nature especially if it involves community, family, student, administration or faculty members to the Superintendent prior to open meeting.
10. Respects that Committee members are in essence employers and will be viewed by staff as such and therefore channels member requests for information, school visits or other desired interactions with staff and/or the schools through the Superintendent or the School Committee chair in order to minimize school business disruptions.
11. Represents the Committee and the schools to the public in a way that promotes interest and support. Provides adequate and direct means for keeping local citizenry informed about the schools and for keeping itself and the school administration informed about the feedback and input from the public. Establishes and adheres to a communication procedure in order to accurately represent the positions of the School Committee to the media or other public bodies typically relying on the Superintendent, Chairperson or designated liaison.
12. Respects the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record once it has been approved for release.

*Ref: Policy BBA, School Committee Powers and Duties
Policy BBAA, School Committee Authority
Policy BDD, School Committee-Superintendent Relationship*

Adopted at School Committee Meeting of _____

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.



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE POWERS AND DUTIES

The State delegates much of its authority to the local School Committee, holding it responsible for the performance of all duties mandated by the state, and for meeting the needs of its communities of Lincoln, Hanscom Air Force Base and Boston-Lincoln METCO.

The School Committee is the local governing body responsible both to the State and to its local constituencies for operating the public schools.

The School Committee takes a broad view of its functions:

1. Policymaking and Appraisal: The Committee, in partnership with the administration, is responsible for the development and adoption of the district's long-range strategic plan and the establishment of annual priorities. Policies will be in written form and will be continually reviewed and revised when necessary. In its adoption of these policies, the Committee will consider the attitudes and aspirations of the communities it serves. The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
2. Educational Planning: The Committee is responsible for establishing educational goals and policies that will guide the Committee and the administration in continued improvement of the educational programs provided by the Lincoln Public Schools. The School Committee is responsible for adoption of annual district goals to promote and foster the implementation of its policies. The responsibility for the implementation of policies and the achievement of annual goals is delegated to the Superintendent of Schools.
3. Provision of Financial Resources: The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. Facilities: The School Committee acts as a responsible steward of the district's educational facilities and resources.
5. Hiring and Evaluation of the Superintendent: The Committee is responsible for the hiring of the superintendent, and for the evaluation of the superintendent in accordance with state laws.
6. Public Relations: The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school administration informed about feedback and input from the public.

Legal Reference: Ch. 41, Sec. 1; Ch. 71, Sec. 37

Cross Reference: BB, School Committee Legal Status

Approved at School Committee Meeting of June 14, 1982.
Reaffirmed at School Committee Meeting of December 17, 1984
Revised at School Committee Meeting of November 13, 1989
Revised at School Committee Meeting of January 21, 2016



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE AUTHORITY

The School Committee has the authority to act when a quorum is present at the duly-called regular or special meeting that has been posted in accordance with the laws of the Commonwealth. School Committee members exercise the authority and responsibility of their positions only when the Committee is in legal session. The School Committee will not be bound in any way by a statement or action on the part of an individual School Committee member except when such statement or action is in pursuance of special instructions by the Committee. No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

Duties: The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students, and as responsible stewards of Town resources.
7. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To refer to the Massachusetts Association of School Committees' Code of Ethics as the standard for appropriate behavior.

See also FILE: KL, "Public Complaints"

Reference: MASC Code of Ethics, "A Handbook for Mass. School Committee Members"
Legal Reference: Ch. 39, Sc. 23 A, B, & C; Ch. 71, Sec. 37

Approved at School Committee Meeting of June 14, 1982

Reaffirmed at School Committee Meeting of December 17, 1984

Reaffirmed at School Committee Meeting of November 13, 1989

Revised at School Committee Meeting of January 21, 2016



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE – SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer and professional leader of the school district. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

SOURCE: MASC July 2016

Additionally, the responsibilities of the Superintendent, in a cooperative climate with the Committee, are identified as:

School Committee	Superintendent
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policymaking body.	To recommend sound policy and implement policies by formulating and enforcing rules and regulations.
3. To ensure that there is a shared vision and strategy for education within the District, and collaboratively work to define this as part of the District Strategic Plan.	To craft, evolve, and execute the District Strategic Plan, collaboratively with the School Committee and appropriate people and communities within the District.
4. To allow the Superintendent to administer the schools.	To appropriately inform the Committee of progress, obstacles, and concerns.

School Committee	Superintendent
5. To be aware of and approve significant changes to curriculum.	To craft and share with the School Committee significant changes to the curriculum.
6. To exercise sound judgment in business affairs of the school corporation.	To keep the Committee informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
7. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent, the staff, and communities.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the Committee, the staff, and the communities.
8. To provide within budget limitations necessary personnel.	To present personnel needs to the Committee.
9. To approve an organizational staffing model for the administration.	To make assignments for each position and fulfill the organizational staffing model.
10. To take legal action required by law.	To recommend to the Committee all action required by law.
11. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
12. To function as a Committee rather than as individuals.	To deal with the Committee as a whole rather than individual members.
13. To carry on communications with staff members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Committee.
14. To hold the Superintendent accountable for results.	To accept responsibility for results.
15. To remember that schools exist for the benefit of the students and the community.	To remember that schools exist for the benefit of the students and the community.

Approved at School Committee Meeting of June 14, 1982
 Reaffirmed at School Committee Meeting of December 17, 1984
 Revised at School Committee Meeting of February 5, 1990
 Revised at School Committee Meeting of October 11, 2018