

SCHOOL COMMITTEE OPERATIONAL GOALS

The Lynn School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making process. In accordance with these principles, the School Committee, through its operations, will seek to achieve the following:

1. To concentrate the committee's collective effort on its policy making and planning responsibilities.
2. To formulate committee policies that best serve the educational interests of each student.
3. To provide the Superintendent with sufficient and adequate guidelines for implementing committee policies.
4. To maintain effective communication with the public it serves and with staff and students in order to maintain awareness of attitudes, opinions, desires, and ideas.

The offices of the School Committee shall be open for business each weekday as follows: 7:45 a.m. to 3:45 p.m. Monday to Thursday, 7:45 a.m. to 2:45 p.m. on Fridays and closed Saturdays and Sundays. On legal holidays or days observed as legal holidays, the offices shall be closed. In June, July, and August the offices shall close at 2:45 p.m. daily.

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The Lynn School Committee will periodically establish realistic objectives related to committee procedures and relationships. At the end of a specified length of time, the committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee - staff relationships
4. School Committee member development and performance
5. Policy development
6. Educational leadership
7. Fiscal management
8. School Committee meetings
9. Performance of subcommittees of the School Committee
10. Interagency and governmental relationships.

When the committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

EVALUATING THE SCHOOL COMMITTEE

You will do your own testing and scoring. Each question should be answered with one of three words -- yes, some, or no. If the majority of your answers is "yes", you and your committee are doing a good job as public servants. If the majority on your answers is "some", there is room for improvement. A majority or "No" indicates the need for considerable improvement.

ROUTINE FUNCTIONING

The School Committee, in order to be successful, must have its routine responsibilities organized so as to reserve the majority of its time, energy, and thinking for the important matters of school and study and educational development.

THE COMMITTEE

1. Does the committee have a preplanned meeting agenda?
2. Are copies of the agenda distributed to committee member several days before the meeting?
3. Are the meetings businesslike and kept on the subject.
4. Does the committee operate under approved parliament procedures?
5. Does the committee record and preserve regular minutes?
6. Does the committee meet in a comfortable and well-lit room with appropriate furnishings?
7. Are the committee meetings held regularly with a good attendance of members?
8. Do committee meetings begin promptly at the announced time of meeting?
9. Does the committee have access to reliable sources of information?

THE MEMBER

10. Do you familiarize yourself with the agenda prior to committee meetings?
11. Do you reserve all decisions on matters until the committee is in session?
12. Are you familiar with approved parliamentary procedure?
13. Do you attend committee meetings regularly?
14. Do you understand fully the routine responsibilities and duties of committee officers?
15. Do you carry out your routine assignments properly?
16. Do you arrive at committee meetings promptly?
17. Do you endeavor to keep informed on current educational matters?

TOTAL SCORE - ROUTINE FUNCTIONING

SCHOOL COMMITTEE IMPROVEMENT

The Lynn School Committee recognizes that the best School Committees make a constant effort to improve their internal operation and effectiveness in school advancement. Programs in self-study, school study and in increasing committee effectiveness should be continually in effect.

THE COMMITTEE

1. Does the majority of the committee attend the annual Massachusetts Association of School Committees state meeting and other meetings designated to keep the committee advised of developments affecting the internal district operation?
2. Does the committee conduct self-studies of its methods of procedure and action?
3. Does the committee visit the schools within the system? Does the committee have and use a School Committee library (or bookshelf)?
5. Does the committee visit schools within other systems?
6. Does the committee participate in community school study efforts?

THE MEMBER

7. Do you familiarize yourself with public school laws?
8. Have you attended Association study-work meetings this year?
9. Do you subscribe to and read publications relating to educational and School Committee activities?
10. Do you visit schools within your system?

TOTAL SCORE - SCHOOL COMMITTEE IMPROVEMENT

COMMUNITY RELATIONS

Since the most effective School Committees are those with strong public support, the School Committee will, in order to gain this support, keep the community informed as to the kind of program it has and what needs to be done to improve it.

THE COMMITTEE

1. Are arrangements made for regular newspaper and other press coverage of committee meetings, studies and other civic activities?
2. Does the committee issue periodic reports to the people?
3. Are committee policies printed and made available to the public?
4. Has the committee sponsored community meetings on education?
5. Is the committee receptive to offers of help and to suggestions from citizens?
6. Does the committee use the help of community organizations and citizens' committees in meeting school problems?

THE MEMBER

7. Do you participate in the civic life of your community?
8. Do you take every opportunity in talks, written articles and personal contacts to tell the people about the schools?
9. Are you aware of the pressure, personal and otherwise, exerted on the committee and the individual member?
10. Are you informed of community feelings toward the school?
11. Do you have confidence in a correctly informed public's interest in the schools?

TOTAL SCORE -- COMMUNITY RELATIONS

IMPROVING INSTRUCTION

The School Committee feels a responsibility for providing the conditions necessary for the improvement of instruction in the schools. Little improvement will occur where there is an inadequate plant and equipment and no budgetary provisions are made for "on-the-job" and other types of teacher training.

THE COMMITTEE

1. Has the per capita financial allotment for instructional material been increased in the past five years?
2. Are adequate libraries available to all children?
3. Are funds available to finance an in-service (on-the-job) training program?
4. Does the committee encourage further teacher study with financial and other incentives?

THE MEMBER

5. Do you keep abreast of developments in school architecture?
6. Have you familiarized yourself with school equipment needs?
7. Are you acquainted with industrial personnel practices?
8. Are you acquainted with all of the features of a well-rounded school program?

TOTAL SCORE -- IMPROVING INSTRUCTION

EDUCATIONAL POLICY DEVELOPMENT

One of the most important functions of the School Committee is policy development. This records the objectives, procedures and philosophy of the School Committee.

THE COMMITTEE

1. Is your committee policy so written as to be understandable and so organized as to be usable?
2. Does the policy define the roles of the committee, the Superintendent, Principals and teachers, and clarify their responsibilities and relationships to one another?
3. Is the policy so effective that routine problems are covered by it?
4. Does the committee allow the Superintendent to implement policy and confine itself to policymaking?
5. Does the policy include the committee's philosophy of education?
6. Does the policy include relations with the non-professional staff?
7. Does the policy include the committee's objectives?
8. Does the policy cover public use of buildings and properties?
9. Does the policy govern the internal procedures of the committee?
10. Does the policy include procedures for receiving delegations?
11. Is the majority of policy development devoted to educational matters?
12. Does the committee consider community wishes and suggestions in policy development?
13. Does the committee seek the professional advice of the Superintendent in policy formulation?
14. Are you familiar with all your committee policy?

THE MEMBER

15. Do you make every effort to carry on committee functions in accordance with the approved committee policy?
16. Do you attempt to keep up with changing conditions in order to modify policy to meet these new conditions?
17. Do you respect the office of Superintendent and refrain from unwarranted interference in administrative affairs?
18. Are you aware of the fact that you have no authority as a committee member except when the committee is legally in session?
19. Are you aware of the fact that consistent committee policy inspires confidence among personnel and the public?

TOTAL SCORE -- EDUCATIONAL POLICY DEVELOPMENT

EDUCATIONAL PLANNING

The School Committee believes that future educational crises can be averted by planning in advance. Information such as birth statistics, community growth trends, and other indices of change must be updated and tailored to the demands and the needs of the future.

THE COMMITTEE

1. Has the committee compiled and studied figures giving the probable enrollment in each grade in the coming years?
2. Has the committee, on the basis of this probable enrollment, begun planning for additional school plant space?
3. Have adequate school sites been obtained in community growth areas for future school buildings?
4. Is the committee making plans now for equipment purchases for new school plants?
5. Is the committee planning now to attract the best teachers to its system for its future needs?
6. Is the committee studying the financial base of the public schools to determine future financial needs and resources?
7. Have community interest groups been consulted regarding increasing the offerings of the school program?
8. Have community interest groups been consulted regarding the type of school program to be offered in the future?
9. Is the committee planning ahead in other ways?

THE MEMBER

10. Do you keep apprised of national population, industrial and social trends, and their effects on the public school system?
11. Do you participate actively in the gatherings and study of information regarding the schools future needs?
12. Do you realize that changing conditions result in changing school needs?
13. Are you aware of the fact that long-range plans have to be constantly examined and altered in accordance with shifting trends?
14. Do you realize that modernization is as necessary as are increases and expansion?

TOTAL SCORE -- EDUCATIONAL PLAN

EVALUATION

The School Committee recognizes that it should be continually informed as to the effectiveness of their school system in the education of its children. On the basis of the evaluative information, steps can be taken to better the school system.

1. Does the committee receive periodic reports regarding the success of the school system in reaching its objectives?
2. Have studies been made to show the college success of your students?
3. Have studies been made to show the success of your non-college student graduates?
4. Has an outside education agency surveyed the public school system in recent years?

5. Does the committee take action to improve the schools on the basis of needs revealed by evaluative studies?
6. Do you base your opinion as to the effectiveness of the public schools on complete and factual information rather than on hearsay?
7. Do you understand that evaluation should lead to improvement rather than criticism?
8. Do you rely upon your Superintendent to provide the committee with accurate information as to the school systems effectiveness?
9. Are you acquainted with the various instruments and methods of evaluating the schools?
10. Are you acquainted with the characteristics of a good school system?

TOTAL SCORE – EVALUATION

SCHOOL COMMITTEE LEGAL STATUS

The Lynn School Committee consists of the mayor who shall be Chairperson, and six (6) members elected at large. It is the governing board of the public school system.

The School Committee possesses all powers and duties conferred upon it by state law. Certain legislative powers are also granted to the committee by the city charter and code. The committee alone may determine policies and practices and employ a staff to implement its direction for the proper education of the children of the City of Lynn.

Established by law

Current practice codified 1992

LEGAL REFS.. M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established through out the General Laws of Massachusetts Relating to School Committees

CROSS REF.. AA, School District Legal Status

SCHOOL COMMITTEE POWERS AND DUTIES

The Lynn School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The committee takes a broad view of its functions. It sees them as:

1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
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. 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 staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: BB School Committee Legal Status

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the committee.

No member of the committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the committee sitting in formal session.

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 the 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 city's public schools.
4. To work harmoniously 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 city.
7. To accept the will of the majority vote in all cases, and to remember that he/she is 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 comply with the accepted code of ethics for School Committee members.

SCHOOL COMMITTEE ELECTIONS

1. The School Committee is composed of six (6) members, and the mayor, who shall serve as Chairperson.
2. Provision is made in state law for increasing or reducing the number of members of the School Committee.
3. An incumbent like any other registered voter may file for candidacy for School Committee.
4. A School Committee member begins his/her term of office on the 1st Monday in January after his/her election, or as soon as thereafter as he/she is qualified.
5. A School Committee member holds office for two (2) years, and until another person is qualified in his/her stead.

LEGAL REFS.: M.G.L.71:35; 71:37

CROSS REFS.. AA, School District Legal Status
BBA, School Committee Powers and Duties

SCHOOL COMMITTEE MEMBER QUALIFICATIONS

1. A School Committee member must be a registered voter and a resident of Lynn.
2. Membership on the School Committee is not limited by gender, ,race, color, creed, or religious or political convictions.
3. The members of the School Committee serve without compensation.
4. No member of the School Committee shall be eligible to be a, teacher or a Superintendent in any of the public schools of, the city. (The term “teacher” as used here includes all certified professional positions, including Principals, other administrators, supervisors and coordinators.)
5. School Committee members are chosen by ballot of registered voters at the annual election.

LEGAL REFS.: M.G.L. 41:1; 71:52

SCHOOL COMMITTEE OATH OF OFFICE

After election and prior to assuming office, a new Lynn School Committee member is sworn to the faithful performance of his/her duties by the clerk or moderator of the town or city in which he/she resides. The

following oath of office for public officials of the Commonwealth of Massachusetts should be used:

“I, _____ (name), do solemnly swear and affirm, that I will faithfully and impartially discharge and perform all the duties incumbent on me as School Committee member according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution and the laws of this Commonwealth—So help me God.

LEGAL REF.. M.G.L. 41:107

SCHOOL COMMITTEE MEMBER RESIGNATION/REMOVAL FROM OFFICE

Resignation

An existing School Committee member terminates his/her duties upon the qualification of the newly elected or appointed member to the School Committee. An existing School Committee member who submits his/her resignation terminates his/her duties at the time of his/her resignation, unless he/she states in the resignation a specific time at which the resignation will take effect.

Should a School Committee member move out of the city, he/she shall be deemed to have vacated his/her office.

A person who has been appointed to fill a vacancy in the School Committee terminates his/her duties at the time of the next annual meeting, or upon the election of another member who is duly qualified.

Removal

The holder of any elective office may be removed at any time by the registered voters in accordance with the following procedure:

A petition signed by a number of such voters equal to at least twenty-five percent of the number of registered voters participating in the last preceding annual election, demanding the election of a successor to the person sought to be removed, shall be filed in the office of the city clerk.

The petition shall contain a general statement of the grounds upon which the removal is sought. It need not be on one paper, but may consist of several distinct papers, each containing the said demand, and substantially upon the same grounds, and all papers containing the said demand and statement, which in any one day shall be filed in the office of the city clerk, shall be deemed parts of the same petition. Each signer shall add to his/her signature his/her place of residence, giving the street and number, if any. One signer of every such paper shall make oath upon his/her information and belief, before a notary public, or a justice of the peace, that the statement therein made are true, and that each signature to the paper is genuine.

Within ten days after the filing of such petition, the city clerk with the assistance of the registrars of voters, (now election commission) shall examine the petition to ascertain the numerical sufficiency of the signers, as above defined, and shall attach to the petition his/her certificate, stating the result of his/her examination.

If, from the city clerk's certificate, the petition appears not to have been signed by the requisite number of voters, it may be supplemented within ten days after the date of such certificate, by other papers, signed and sworn to as aforesaid, and all such other papers, containing a like demand and statement, and signed and sworn to, as aforesaid, shall be deemed supplemental to the original petition.

The city clerk shall, within ten days after such supplementation,

make a like examination of the amended petition, and attach thereto a new certificate and if it appears from such new certificate that the petition is still numerically insufficient, it shall be returned to the person or persons who filed the same, without prejudice, however, to the filing of a new petition seeking a like object.

If the petition as originally filed or as supplemented, shall be certified by the city clerk to be sufficient, he/she shall without delay, present the same to the city council which shall call the election so demanded, fix a date and make or cause to be made all arrangements for holding the same, which shall not be less than sixty, nor more than seventy days, after the date of the presentation of the petition by the city clerk. Such election shall be held and conducted, returns thereof made and the results thereof declared in all respects as in the case of other city elections.

Any person sought to be removed may be a candidate at the said election, and, unless he/she requests otherwise in writing, the city clerk (now election commission) shall place his/her name on the official ballot without nomination. The person receiving the highest number of votes shall be declared elected. If some person other than the incumbent receives the highest number of votes, the incumbent shall the reupon be deemed to be removed from office, and such person shall succeed to the office for the remainder of the term. In case a person, other than the incumbent, receiving the highest number of votes, shall fail to make oath before the city clerk or a justice of the peace, within thirty days after his/her election, faithfully to perform the duties of the office, the office shall be deemed vacant. If the incumbent receives the highest number of votes he/she shall continue in office until the end of the term which he/she was serving at the time of such election, unless sooner removed therefrom by new and like proceedings. The name of no candidate other than the person sought to be removed shall be printed on the official ballots to be used at such election, unless such candidate be nominated as here-in before provided at a preliminary election, provided that if the person sought to be removed is a candidate, the person receiving the highest number of votes at the preliminary election shall be the only other candidate for said office, except in case of a tie vote as herein before provided.

LEGAL REFS.. M.G.L. 41:2; 41:109; The City Charter, 1973

UNEXPIRED TERM FULFILLMENT

Vacancies in the School Committee shall be filled until the next annual election by joint convention of the city council and School Committee, presided over by the mayor, if present, in accordance with section 3-13 of the city charter.

LEGAL REF.. The City Charter, as Amended

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of Lynn School Committees under the laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees since School Committees are agencies of the state.

A School Committee member in his/her relations with his/her community should realize that his/her primary responsibility is to the children recognize that his/her basic function is to the policy-making and not administrative; remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made, be well informed concerning the duties of a committee member on both a local and state level, remember that he/she represents the entire community at all times, and accepts the office as a committee member as a means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her committee activities.

A School Committee member in his/her relations with his/her school administration should endeavor to establish sound, clearly-defined policies which will direct and support the administration, recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration, act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel, give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results, and refer all complaints to the administrative staff for solution and only discuss them at committee meeting if such solutions fail.

A School Committee member in his/her relations to his/her fellow committee members should recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings, realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the committee, uphold the intent of executive sessions and respect the privilege communication that exists in executive sessions, not withhold pertinent information from members of his/her own committee or from members of other committees who may be seeking help and information on school problems, and make decisions only after all facts on a question have been presented and discussed.

SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST

No member of the Lynn School Committee, except the mayor, shall, during the term for which he/she is elected, hold any other office or position, the salary or compensation for which is payable out of the city treasury. This provision shall not prevent a city officer or city employee who has taken a leave of absence from such office or employment from resuming his/her duties as such following such service as a School Committee member.

Neither the mayor nor any member of the city council or School Committee and no other officer and no employee of the City of Lynn shall directly or indirectly make a contract with the city, or receive any commission, discount, bonus, gift, contribution, or reward from or any share in the profits of any person making or performing such contract, unless the mayor, such member, officer or employee, immediately upon learning of the existence of such contract or that such contract is proposed, shall notify in writing the mayor, city council or School Committee of the nature of his/her interest in such contract, and shall abstain from doing any official act on behalf of the city in reference thereto. In case of such interest on the part of an officer whose duty it is to sign such contract on behalf of the city, the contract may be signed by any other officer of the city duly authorized thereto by the mayor, or, if the mayor has such interest, by the city clerk, provided that when a contractor with the city is a corporation or a voluntary stock association, the ownership of less than five percent of the stock or shares actually issued shall not be considered as involving an interest in the contract within the meaning of this act, and such ownership shall not affect the validity of the contract unless the owner of such stock or shares is also an officer or agent of the corporation or association, or solicits or takes part in the making of the contract.

A violation of any provision of this section shall render the contract in respect to which such violation occurs voidable at the option of the city. Any person violating any provision of this section shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both.

LEGAL REFS.. M.G.L. 268A, Sections 2, 3, 8, 17, 19, 20 and 23

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

The committee shall organize annually on the first Monday in January. This meeting shall be called to order by the mayor, if present, who shall preside, or in his/her absence by the senior member of the Lynn School Committee, who shall preside until a vice Chairperson is chosen.

LEGAL REFS.. M.G.L. 39:23B; 41:11

SCHOOL COMMITTEE OFFICERS

The officers of the Lynn School Committee shall be a Chairperson (the mayor, ex-officio) and a Vice-Chairperson. The Chairperson shall preside at meetings of the School Committee. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order and preside. The Vice-Chairperson shall be elected annually at the meeting for the organization. The Superintendent of schools and the secretary for the School Committee shall be elected at any time that a vacancy shall occur and shall hold office in accordance with the provisions of the statutes and at the discretion of the School Committee. In the election of the Vice-Chairperson of the School Committee, each member who is present when his/her name is called by the secretary, shall state yes or no. The secretary shall record every such vote.

1. The secretary of the School Committee shall keep a permanent, accurate and full record of its action, and shall have charge and custody of all record and the names of the members present at each meeting shall be recorded.

The secretary of the School Committee shall also act as secretary of all special or sub-committees. It shall be the duty of the secretary of the School Committee to conduct all official correspondence of the School Committee.

2. NOTICES – The Secretary shall give notice to each of the School Committee of all meetings thereof, and to all persons employed by the School Committee of their election or appointment and perform all other duties that belong to the office of the secretary of the School Committee for the performance of which provision is not made.
3. AUTHORITY AS AGENT – The Secretary shall supervise all printing required by the School Committee. He/she shall keep on hand a sufficient supply of school documents and shall furnish the same to all persons entitled to them. He/she shall supply each member of the School Committee and each person employed by the School Committee with a copy of the rules of the School Committee on request. He/she shall prepare and have printed for the use of the members of the School Committee and its employees, as soon as possible after November 1, a directory of the public schools, containing the names and addresses of all persons regularly employed by the School Committee, with the position which each occupies, the year of beginning service, and the order of visits of special teachers as prescribed by the Superintendent of schools.
4. SECRETARY OF THE SCHOOL COMMITTEE - The secretary, shall attend all School Committee meetings, both regular and special. The secretary shall attend all negotiating sessions with all groups. The secretary shall attend all sub-committee meetings.

The secretary shall prepare notes and agenda for all School Committee meetings in accordance with current practice.

The secretary shall handle all correspondence in accordance with administrative assistants section of the agenda.

5. **JOB DESCRIPTIONS, QUALIFICATIONS, AND SALARY** - The secretary shall maintain a book containing all administrative positions in the Lynn School Department. Said book shall contain job descriptions, qualifications, and salary. This book must be approved annually each January by the School Committee and must contain all of the above information for each position.

APPOINTED COMMITTEE OFFICIALS

The Superintendent shall be elected by the committee as provided by law and shall perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as majority of the committee may direct.

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Lynn School Committee believes that the legislation of policies is the most important function of the School Committee and the execution of the policies should be the function of the Superintendent.

Delegation by the School Committee of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the School Committee's policies and frees the school committee to devote its time to policy making and appraisal functions.

The School Committee holds the Superintendent responsible for carrying out the policies within established guidelines and for keeping the School Committee informed about school operations. In his/her efforts to keep the School Committee informed, the Superintendent will notify School Committee members as promptly as possible of any happenings of an emergency nature which occur in schools.

CROSS REF.: CA, Administration Goals

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

SUPPORT OF THE SUPERINTENDENT

As the executive officer of the School Committee with the ultimate responsibility for the educational program of the school, the Superintendent is deserving of the support of the School Committee so long as it chooses to have him/her as Superintendent.

1. He/she should be provided with the personnel, space, equipment and material resources to enable him/her to function effectively in his/her position.
2. He/she should be granted flexibility in his/her own schedule of time to compensate for excessively numerous and excessively long evening meetings.
3. After fulfilling his/her responsibilities to education, h/she has the right to participate in the social, religious and civic affairs of the community according to his/her own interest and choice.
4. He/she has a right to protection from the fear of unreasonable termination of his/she contract.
5. He/she needs protection from people who would use him/her or his/her office for hi/her personal gain or prestige.
6. He/she should be allowed to steer clear of factions within the community.
7. He/she has the right to be protected against excessive or unfair criticism.
8. The Superintendent has the right to the appreciation of the School Committee when his/her work is carried on in a conscientious and professional manner.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

Standing Committees of School Committee

1. Subcommittee on athletics
2. Subcommittee on Curriculum Personnel
3. Subcommittee on Finance
4. Subcommittee on rules
5. Subcommittee on buildings and grounds

These committees will be appointed annually by the Chairperson, unless delegated to the vice-Chairperson. Subcommittee meetings shall be scheduled after 3:30 p.m. during the school week and at times mutually convenient for members during other periods.

Subcommittee meetings will be called by the Chairperson, the vice Chairperson, or at the request of two members of the School Committee.

Subcommittee meetings are subject to the open meeting law, and all votes of a subcommittee must be ratified by the School Committee as a whole.

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

On occasion, the Lynn School Committee may appoint citizens to committees to study specific school problems.

The School Committee may support the work of a citizens advisory committee by authorizing the use of school system personnel, permitting the use of outside paid consultants and underwriting other expense.

A citizens advisory committee should be given its charge in writing. The charge should include the dates on which the advisory committee makes its progress reports and final report to the School Committee.

A citizens advisory committee has only two responsibilities: to study the problem, and to make recommendations to the School Committee. In that the recommendations of a citizens advisory committee are advisory in nature, they are not binding on the School Committee.

LEGAL REF.: M.G.L. 71:38M

SCHOOL COUNCILS

The Lynn School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - (a) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - (b) the council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent and the School Committee for review and approval by June 1st of each year.

Because the implementation of the plan is dependent on School Committee approval, it is important that the school council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the Mission of the school district and any goals and policies of the school district.
4. Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent and School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the school improvement plan is not reviewed by the School Committee within 30 days of its receipt by the committee, the plan shall be deemed to have been approved.

**** Updated by School Committee on February 27, 2014**

CONDUCT OF SCHOOL COUNCIL BUSINESS

Revised: SC 9-26-13

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

Principals shall meet with their respective councils a minimum of four times per year on a quarterly basis in order to insure that there is a formal mechanism of communication for parents, teachers and students (secondary level) to discuss school-wide issues and to discuss successes and problems to date and strategies for addressing the current issues facing the school community. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Section 23A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information

APPROVED S.C. – September 26, 2013

SCHOOL ATTORNEY

Subject to acceptance of the provisions of the law, the Lynn School Committee may employ legal counsel for the general purposes of the committee from funds appropriated for school purposes. The following are among the general duties of legal counsel with reference to educational matters:

1. To advise and furnish the School Committee legal opinions, verbally and in writing, as directed, on all matters and questions of law, including interpretations of old and new statutes.
2. To attend School Committee meetings at the request of the School Committee.
3. To prepare legal instruments and contracts, including resolutions, advertising bids and all other legal papers as directed by the School Committee.
4. When needed, to commence and prosecute all legal action brought by the School Committee.
5. To represent and defend School Committee members and school system employees in any legal action against them which has arisen from the carrying out of regular responsibilities and the performance of regular duties. The School Committee may employ legal counsel in connection with collective bargaining with employee organizations for school employees and may spend up to a designated amount from funds appropriated for school purposes.

LEGAL REFS.: M.G.L.71:37E; 71:37F

CONSULTANTS TO THE SCHOOL COMMITTEE

From time to time, on the recommendation of the Superintendent, the Lynn School Committee may appoint or retain, persons to provide consulting or other professional services to the school system. Consulting services may be either on a per diem or contractual basis.

Consultant shall have no administrative authority over any facet of the systems schools, but shall act solely as advisors to the School Committee and its officers and employees.

Consulting services may be provided from professions other than education as well as from the educational profession.

**REGULAR SCHOOL COMMITTEE MEETINGS/SPECIAL
SCHOOL COMMITTEE MEETINGS**

Regular meetings of the Lynn School Committee shall be held on the second and last Thursday of each month at 7:30 p.m., except during July and August. If any such day falls on a holiday, the meeting shall be held on the following day at 7:30 p.m. special meetings shall be called by the secretary of the School Committee at the discretion of the School Committee. No such special meeting shall be held on less than twenty-four hours notice and the purpose of special meeting shall be clearly defined. All meetings shall conform to the open meeting law.

***ADJOURNMENT TIME FOR MEETINGS**

The School Committee seeks to adjourn each meeting no later than 11:00 p.m.

Business, which is “unfinished” at that time, may be placed on the agenda of the next regular or special meeting of the School Committee.

This statement of desired adjournment time in no way affects the validity of formal action taken after 11:00 p.m. should the School Committee be unaware of or choose to ignore the passage of time*.

LEGAL REF.. M.G.L. 39:23C

INFORMAL MEETINGS

An informal meeting of the Lynn School Committee is one at which no quorum is required and no formal action may be taken. An informal meeting may be called for a number of reasons:

1. To listen to a presentation by an individual or a group.
2. To meet with an individual or a group on an informal basis.
3. To discuss a new and complex problem at length.
4. To gain additional perspective before taking action on a complicated and difficult problem.

An informal meeting is set up to provide School Committee members with an opportunity of meeting in a "discussion setting" This does not mean that an informal meeting should be a secret or covert meeting. Notice of an informal meeting should be announced and posted in the same manner as regular and special meetings.

The Superintendent should be a participant in any informal meetings of the School Committee.

LEGAL REF.: M.G.L. 39:23B

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

9. To meet or confer with mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a government body as an energy supplier.

(In the first case, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS: M.G.L. 30A:21 30A:22

CROSS REFS: BDE, Subcommittees of the School Committee
BE, School Committee Meetings
KEB, Public Complaints about School Personnel

Approved S.C. - May 9, 2013

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

Notification to Public

School Committee meetings are public meetings and open to the public.

It is the policy of the School Committee to announce in advance whenever practicable through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings and the major topics to be discussed.

All citizens shall be especially encouraged to attend the annual budget hearing(s) of the School Committee.

School personnel are also invited to attend School Committee meetings.

Notification to School Committee Members

Notice of each regular meeting of the School Committee with, agenda, will be delivered to each member at least 48 hours prior to each meeting.

Notice of all special meetings shall be given to the members of the School Committee at least 48 hours (including Saturday, but not Sunday and legal holidays) prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meeting.

Minutes of the School Committee meetings and subcommittee meetings shall be sent to members not later than 48 hours before the next regular meeting.

LEGAL REFS.: M.G.L. 39:23A; 39:23B