

## **SCHOOL COMMITTEE OPERATIONAL GOALS**

The Lynn School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

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 district. 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.

## EVALUATION OF SCHOOL COMMITTEE

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.

## **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 district.

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 throughout the General Laws of Massachusetts Relating to School Committees

CROSS REF.: AA, School District Legal Status

## SCHOOL COMMITTEE POWERS AND DUTIES

The 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 policymaking.** 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 district 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.

### **Personnel Matters**

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

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  
BDG, School Attorney

## SCHOOL COMMITTEE MEMBER AUTHORITY

### Authority

Because all powers of the Lynn 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 their 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 their 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 students.
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 comply with the accepted code of ethics for School Committee members.

Current Practice codified 1992

## **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 members begin their term of office on the 1st Monday in January after their election, or as soon as thereafter as they are qualified.
5. A School Committee member holds office for two (2) years, and until another person is qualified in their 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 ETHICS**  
**(Massachusetts Association of School Committees Code of Ethics)**

**Preamble**

The acceptance of a code of ethics implies the understanding of the basic organization of 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.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in their relations with their community should:

1. Realize that their primary responsibility is to the children.
2. Recognize that their basic function is to be policy making and not administrative.
3. Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.

A School Committee member in their relations with their school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in their relations with their fellow Committee members should:

1. Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions.



4. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

## **SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

The committee shall organize on the first Monday in January after biennial elections. This meeting shall be called to order by the mayor, if present, who shall preside, or in their absence by the senior member of the Lynn School Committee, who shall preside until a Vice-Chair is chosen.

The Vice-Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

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.

## SCHOOL COMMITTEE OFFICERS

### Duties of the Chair

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

**Duties of the Vice-Chair**

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

LEGAL REF.:M.G.L. 71:36

## **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.

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.

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.

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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.

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File: BDC

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## **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 or as 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. In the effort 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.

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

The School Committee shall appoint members to subcommittees at its organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: BEC, Executive Sessions

## **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: JIB, Student Involvement in Decision-making

## 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 for approval by July 1 of each year. The approved plans will be provided to the School Committee.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations 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, 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.

## **CONDUCT OF SCHOOL COUNCIL BUSINESS**

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 six times per year 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



## **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

## SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. **Regular meeting**: the usual official legal action meeting, held regularly
2. **Special meeting**: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Committee Meetings

## **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 their 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.

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

## **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

## **AGENDA FORMAT**

The Superintendent and Secretary to the School Committee, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee or a majority of the School Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

CROSS REFS: BEDH, Public Comment at School Committee Meetings

## **ORDER OF BUSINESS**

The order of business at a regular meeting of the Lynn School Committee shall be:

- I. Salute to the Flag
- II. Moment of Silence
- III. Necrology
- IV. Minutes (for adoption)
- V. Fiscal matters
- VI. Unfinished business
- VII. New business
- VIII. Communications
- IX. Information

## **RULES OF ORDER**

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.



## **VOTING METHOD**

### **Open meeting**

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order at the meeting where the suspension is taking place

### **Executive Session**

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

## MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,
2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session

## **BROADCASTING AND RECORDING OF MEETINGS**

All committee meetings and subcommittee meetings of the School Committee shall be recorded. These recordings will be kept for two years in the school department safe, available for use by the Lynn School Committee or a member thereof.

## **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

In conducting all public hearings required by law, and others as it deems advisable, the Lynn School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the committee's policy.

The chairperson of the committee will preside at the hearing.

The public will be informed at the beginning of the hearing of the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the committee, or by others for the committee; to comment, citizens must be recognized by the chair, and all remarks must be addressed to the chair and be germane to the topic. To assure that all who wish get a chance to speak, the chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

## **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation. The School Committee will consult with legal counsel in the development and revision of policies.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

## **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item - distribution with agenda
2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting
3. Action item - discussion, adoption or rejection, tabling, referring to subcommittee or other action.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence at the discretion of the Committee.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

## **POLICY REVIEW AND EVALUATION**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the committee will review its policies on a regular basis.

The School Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reasons appear to need revision.

The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and committee review.

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the Lynn School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee.

The committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such procedures only when, in the committee's judgment, they are inconsistent with policies adopted by the committee.

The committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedures to have the committee's advance approval.

### Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

LEGAL REF.: M.G.L. 71:37H



## **POLICY DISSEMINATION**

The Secretary of the Lynn School Committee is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.

Accessibility is to extend to all employees of the school district, to members of the Committee, and to all persons in the community through an online posting of the policy manual. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

## **SUSPENSION OF POLICIES**

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The Lynn School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Secretary of the School Committee.

### Staff Communications to the School Committee

All communications or reports to the committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Secretary. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except those matters that are outside of the committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Secretary. The Secretary will develop appropriate methods to keep staff fully informed of the committee's problems, concerns and actions.

### Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

## **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.[4:7](#); [30A:18-25](#); [66:10](#)

## **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee, Superintendent and Secretary to the School Committee shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. Arranging visits to schools or administrative offices
- B. Requesting information regarding school district operations
- C. Responding to community requests/complaints concerning staff or programs
- D. Handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

LEGAL REF.: M.G.L. [71:36A](#)

CROSS REF.: BBBA/BBBB School Committee Member Qualifications/Oath of Office

## **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REF.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses  
[DKC](#), Expense Reimbursements

## **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

The Lynn School Committee, as an agent of the state, must operate within, the bounds of state and federal laws affecting public education. If the committee is to meet its responsibilities to the residents and students, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national levels.
2. The committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees and other concerned groups in developing an annual, as well as a long-range legislative program. One of the major objectives of the committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The committee will annually designate a person--who may or may not be a member of the committee--to serve as its legislative representative. This person will be authorized to speak on the committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the, Legislature or Congress, the committee's representative will be bound by the official positions taken by the School Committee.

## **SCHOOL COMMITTEE MEMBERSHIPS**

The committee will maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the committee and the staff.