

LEXINGTON SCHOOL COMMITTEE
Wednesday, September 7, 2016
Central Office, Upper Level Conference Room
146 Maple Street, Lexington, MA

Present:

Chair, William Hurley; Vice Chair, Alessandro Alessandrini; Judy Crocker; Eileen Jay; Jessie Steigerwald; Superintendent, Dr. Czajkowski; Massachusetts Association of School Committees Executive Director, Glenn Koocher; Attorney Colby Brunt

School Committee Member, Judy Crocker joined the meeting at 6:21pm

The minutes were taken by Sara Calvino, Executive Assistant to the School Committee and Administrative Assistant to the Superintendent

The meeting convened at 6pm

Call to Order and Welcome:

Chair, Bill Hurley called the meeting to order, and introduced committee members.

Agenda:

1. Communication through the Chair

This topic was discussed during Agenda Item number 3.

2. School Committee Minutes – requirements by law

a. Open Session

A discussion was had on the current process of minutes and how they are edited amongst the School Committee. Glenn Koocher spoke on what is required to be in the minutes and how the rest should reflect a summary of the discussion including public comments. Colby Brunt answered questions about the legal requirements of minutes under the Open Meeting Law.

b. Executive Session

Executive Session minutes should as brief and to the point as possible.

3. School Committee Executive Assistant/Administrative Assistant to Superintendent position

a. Communication

A discussion was had on the process of how work will be communicated and disseminated to the School Committee Executive Assistant/Administrative Assistant to the Superintendent. It was agreed that work assignments would generally flow from the School Committee to the Superintendent who would then instruct the School Committee Executive Assistant/Administrative Assistant to the Superintendent.

b. Training and Support

There will be Trainings for the School Committee Executive Assistant/Administrative Assistant to the Superintendent this coming fall.

Motion to adjourn. (Steigerwald/Crocker)

The Motion was approved 5-0.

The meeting was adjourned at 8:07pm.