



# Lexington Public Schools

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Lexington School Committee

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## **Operating Norms for the Lexington School Committee — Adopted February 8, 2011**

School Committee members recognize that the primary function of the Lexington School Committee is to establish policies by which the schools are to be administered, provide budget oversight, and supervision and evaluation of the Superintendent, and that the administration of the educational program and the conduct of school business shall be left to the Superintendent.

### **How We Relate to One Another**

1. All School Committee members should feel free to express their opinions and beliefs about issues. Discussions will be open and encourage candor and assume positive intent.
2. School Committee members will take on responsibilities and be accountable based on the tasks or requirements of the assignment. Committee members who cannot fulfill any responsibility will inform the chairperson and help find someone to serve as a substitute.
3. School Committee members agree to focus on issues rather than personalities.

### **How We Communicate**

4. School Committee members will make a strong effort to be well informed and to inform each other about issues facing the School Committee.
5. Official positions of the School Committee will be communicated to the general public and media through the Chair, unless an issue is delegated to another member. Personal opinions of the Chair will be clearly noted as such.
6. If School Committee members know they are going to be absent, they will notify the Chair and the Superintendent.

### **How We Govern**

7. The School Committee supports the integration of district-wide goals and strives to ensure that new ideas are integrated into the Superintendent's district plan.
8. School Committee members will inform the Superintendent about questions and concerns they receive from members of the community. The Superintendent will provide all Committee members with the information needed to respond to an issue.
9. School Committee members will contact the Chair prior to a meeting if they have concerns or questions about items on the agenda. The Chair will coordinate as needed with the Superintendent.
10. The Chair or designee will respond to inquiries addressed to the School Committee within a week, with the process to resolve the issue.

### **How We Conduct Meetings**

11. Committee members agree that discussion will be focused on the agenda and that items will not be added to the agenda at the meeting unless they cannot be delayed until a subsequent meeting. Committee members may request that items be added to a future agenda by contacting the Superintendent or Committee Chair prior to a Committee meeting.
12. Committee members agree to make a sincere effort to adhere to the agenda topics and the allotted time.
13. During the Public Comments section of Committee meetings, School Committee members will listen respectfully to issues brought to them by the community. School Committee members may ask questions for clarification from the administration and/or the speaker. The School Committee will not deliberate or take action during public comments regarding an issue presented. If public follow-up is required, it will be presented at a subsequent meeting.
14. Conveying information: all speakers will identify themselves and their titles. When referring to staff people, all efforts will be made to identify the name and title of the person so community members who view meetings on cable television will be able to recognize the individuals. When referring to educational programs, speakers are asked to keep the listener in mind and provide complete program titles.
15. If a School Committee member is unable to attend a meeting but wishes to make his/her views known, the member may provide a written document to the Chair, and request that the statement be read by the Chair.