

SCHOOL COMMITTEE MEMBER AUTHORITY

Because all powers of the School Committee lie in its action as a group, individual members exercise their authority over school matters only when they vote to take action at a legal meeting of the Committee. Accordingly, all business of the Committee must be transacted at legally called meetings. The Chairperson is responsible for determining meeting agenda items with input from School Committee Members and the Superintendent. Furthermore, the Chairperson shall annually review established internal communication procedures and protocols.

1. No School Committee member will contact any school employee insofar as directing an action except through the Superintendent.
2. School Committee members may get information from administrators through the Superintendent during normal working hours.
3. Requests made by individual School Committee members requiring photocopying of materials must be submitted to the full school committee for determination. If the School Committee honors such a request, all members will be given the option to receive copies of the information requested.
4. The Superintendent and/or his/her staff are not to honor a request made by individual School Committee members if such a request entails preparing a document which is not already in existence or which requires conducting a study or report unless the full school committee so votes. If the School Committee honors such a request, all members will be given copies of the information requested.

ADOPTED: January 6, 1992
REVISED: September 23, 2013

CROSS REF.: BBF, School Committee Member Ethics
BG, School Committee-Staff Communications