

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

The School Committee will have two standing subcommittees:

1. Budget
2. Policy

The School Committee shall appoint members to these standing subcommittees at their annual organizational meeting for a period of one year.

The School Committee may also create additional subcommittees as needed, for a specific purpose, and to make recommendations for Committee action.

Both standing subcommittees and additional subcommittees will adhere to the following:

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson 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 are subject to the provisions of the Open Meeting Law, including conducting meetings in open session, except when executive session is necessary as prescribed by state law. Meetings will be held at publicly announced times and places. The Central Office will announce and post the times and locations of all meetings. Minutes will be recorded and published in accordance with Open Meeting Law.
6. The School Committee Chair and the Superintendent will be ex-officio members of all subcommittees.
7. Subcommittees will invite appropriate, fair, and adequate participation of other committee members, staff members, and community members as is relevant to its functions and duties.

8. Subcommittees will work with the Superintendent to support informed Committee decision-making and to communicate the community's interest and expectations around subcommittee agenda topics and accompanying documentation.
9. Subcommittees will provide the Committee with new information that is relevant to, and may affect, the subcommittee's topic areas and resulting Committee decisions in a manner consistent with Open Meeting Law.
10. A subcommittee will be dissolved by the Committee upon completion of its assignment; or it may be dissolved by a vote of the Committee at any time. A standing subcommittee will be reviewed annually at the organizational meeting to determine if it should continue and if so, to nominate members for the new year.

SOURCE: MASC

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

CROSS REF.: [BEC](#), Executive Sessions

**NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee or Task Forces created by the Superintendent that School Committee members may serve on as liaisons)**

**The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.**