

The School Committee shall serve as a committee of the whole in the study and investigation of problems except that the Chairperson may appoint special committees for special tasks. These take two forms:

1. Subcommittees of the School Committee – to report recommendations for appropriate actions by the Committee of the whole
2. Advisory Committees – to provide advice in areas deemed necessary by the Committee of the whole

Subcommittees of the School Committee

The School Committee shall appoint members to any subcommittees at their annual organizational meeting for a period of one year, or at another time as needed. These subcommittees should be created for a specific purpose and to make recommendations for Committee action. They may be standing subcommittees or special subcommittees as needed to address a specific task or issue. The following provisions apply to all subcommittees:

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 members. A subcommittee should have no more than three 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.
6. The Policy Subcommittee, as referenced in P7301, shall be a standing subcommittee of the School Committee.

Advisory Committees to the School Committee

The appointment and functioning of advisory committees to the School Committee will be as follows:

1. An advisory committee may be created by the School Committee to serve as a task force for special purposes or to provide continuing consultation in a particular area of activity. There will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state and federal law, its composition and appointment will meet all of the guidelines established for that particular type of advisory committee.
3. The composition of advisory committees will be broadly representative and take into consideration the specific tasks assigned to the advisory committee. Members of the professional staff may be appointed to the advisory committee as members or consultants.
4. Appointments to advisory committees will be made by the School Committee; appointment of staff members to advisory committees will be made by the School Committee upon recommendation of the Superintendent.

5. Each advisory committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment of the School Committee wishes the advisory 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, advisory committees and the relationship of advisory committees to the School Committee as a whole, individual School Committee members, the Superintendent and other members of the professional staff.
 - f. Responsibilities for release of information to the press.
6. Recommendations of advisory committees will be based upon research and fact.
7. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. All recommendations of an advisory committee must be submitted to the School Committee.
8. The School Committee will have the sole power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any advisory committee.
9. All advisory committees to the School Committee are subject to the provisions of the Open Meeting Law.

Massachusetts General Law References:

M.G.L. 30A:18-25 – Open Meeting Law

Westford Public Schools Policy References:

P1502 – Citizen Advisory Committees

P7107 – Organizational Meeting

P7301 – Development of Policies

Massachusetts Association of School Committee References:

BDE, BDF

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WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts