

**School Committee/Superintendent Operating Protocols  
2015-2016**

As elected members of the Lynnfield School Committee, we, including the Superintendent, accept the high honor and trust that has been placed in us to ensure that the students of the district receive the best education possible. In accepting this role we hold the pursuit of that goal as our sacred duty. To that end, we hereby commit to the following in the conduct of our business. We will:

**Support the educational welfare and well-being of all students**

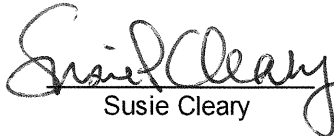
- Establish a vision, create policies and assure accountability to sustain continuous improvement in teaching and learning, leaving the day to day operations to the Superintendent and staff;
- Represent the needs, interests and achievement of all students in the district and place these above all else in the decisions we make;
- Clearly define success and accountability for the School Committee, Superintendent, staff and students;

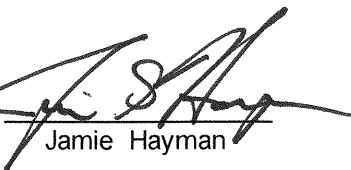
**Demonstrate professional and collegial relations with one another.**

- Maintain trust and mutual respect between and among School Committee members, the Superintendent and the administration by treating everyone with dignity and respect, even in times of disagreement;
- Base our decisions on available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made;
- Recognize that authority rests only with majority decisions of the School Committee and will make no independent commitments or take any independent actions that may compromise the School Committee as a whole;
- Agree that our positions will not be used for personal or partisan gain;
- Acknowledge that a School Committee meeting is a business meeting that is held in public – not a public meeting. We will make every effort to ensure that the meetings are effective and efficient;
- Respect the leadership roles of the School Committee Chair and Superintendent;


**Dedicate ourselves to establishing and maintaining effective communication.**

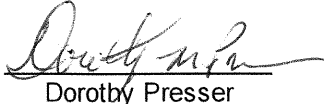
- Channel requests for information, reports and data through the Superintendent and the School Committee chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner;
- Recognize the importance of proactive communication and agree that there will be no surprises. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting;
- Maintain the confidentiality of privileged information and respect the Open Meeting Law;
- Refer constituent concerns and complaints to the appropriate person within the district chain of communication;
- Recognize the importance of working collaboratively with town officials to improve our schools and actively seek ways to enlist their support for our efforts;
- Recognize the importance of honoring our norms and beliefs and we agree to take responsibility for respectfully reminding one another when we get off track

  
Susie Cleary

  
Jamie Hayman

  
Salvatore Cammarata

  
Timothy Doyle

  
Dorothy Presser

  
Jane Tremblay