

File: B9

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee will annually form subcommittees to investigate areas of concern and to make recommendations for Committee action. The composition of topics to be covered by the subcommittees will be determined by the School Committee. In addition, each subcommittee will assume certain tasks to contribute to the efficient operation of the Chicopee Public Schools. The Vice Chairperson of the School Committee will recommend and the Chairperson of the School Committee, subject to approval of the Committee, will appoint members of the subcommittees. Committee assignments will be made and organizational meetings will be held at a meeting not later than the third meeting of the School Committee. Whenever possible, the individual preferences of the members will be considered and an effort will be made to appoint an at-large member to each subcommittee. Approval of subcommittee appointments will be effective upon either a majority or tie vote of the Committee. Resignation of a subcommittee member is effective upon receipt of written notice to the Chairperson. Removal of a subcommittee member is also subject to approval of the Committee.

Subcommittees, after their initial formation, should select a regular reoccurring day of the month to meet as meetings become necessary. The Chairperson of the School Committee shall be an ex-officio member of all subcommittees, and shall receive notice of all Committee meetings. His/her presence shall not be necessary to constitute a quorum of any Subcommittee. All members of the School Committee shall be notified of any or all subcommittee meetings and may attend all meetings. Agendas will be provided to all members. Any information disseminated at Subcommittee, including reports from Administration and any information considered by the Subcommittee in moving an issue to the full Committee, will also be provided to all members at the next meeting.

Staff members may be asked by the Superintendent or Assistant Superintendents to serve as resource persons on subcommittees, but they cannot vote in subcommittees.

Because only the School Committee may take official action, subcommittees shall be assigned only investigative and deliberative tasks for the purpose of recommending action to the School Committee. All subcommittees shall:

- a) take attendance by roll call,
- b) keep a written record of proceedings,
- c) abide by the provisions of the Open Meeting Law
- d) report regularly to the School Committee.

For action in the official capacity of a subcommittee, a quorum (majority of the subcommittee voting members) must be present.

The School Committee shall be given reasonable notice before being presented with a recommendation.

A simple majority of the Committee members present and voting at a regular School Committee meeting may be required in order to place on the floor for discussion an item currently pending in subcommittee upon which no subcommittee recommendation has been made.

Only the School Committee may dissolve a subcommittee.

1st reading: December 20, 2017

2nd reading: January 3, 2018