

TYNGSBOROUGH PUBLIC SCHOOLS

POLICY

STUDY COMMITTEES

To facilitate input and contribution from a broad base of participants, the School Committee endorses the use of Superintendent and Principal approved Study Committees to investigate issue(s) and to present to the administrators and School Committee their recommendations for a course of action.

PROCEDURE

1. The Superintendent or Building Principal may call for the formation of a Study Committee to investigate and make recommendations on any educational issue that may arise.
2. An organizational meeting will be called to:
 - A. Review the scope and responsibility of the Committee.
 - B. Elect a Chair to preside over all future meetings.
3. School district administrators will serve only as advisors/facilitators on Study Committees and will have no greater or lesser authority than other members of the group.
4. The elected Chairs of all Study Committees will provide timely updates/reports to the Superintendent, Building Principal or the School Committee. Reports going to the School Committee must include the date, members of the Committee and a cover letter explaining the goals and alternatives identified along with a recommendation.
5. All reports going to the School Committee must include a detailed explanation of the alternative and the rationale used to develop the recommendation.
6. All Study Committee responsibilities are limited to making recommendations. Members of all Committees must understand that **only the Tyngsborough School Committee has the authority to implement any recommendation.**

APPROVED: SEPTEMBER 5, 2006