



**Andover Public Schools**  
**School Committee/Superintendent Operating Protocols**  
*Revised and Adopted: 11/17/22 School Committee Meeting*

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**Purpose and Objectives: Supporting the educational welfare and well-being of ALL students**

The Superintendent and the School Committee represent the needs, interests, and achievement of ALL students in APS and place the collective good of students above all others in decision-making, while remaining within the limitations of Annual Town Meeting's approved school department budget.

The School Committee seeks and supports solutions in its vision, planning, policymaking, budget development, communication, student advocacy, and Superintendent evaluation that will provide the greatest benefit to APS students.

**Standards of Conduct: Demonstrating professional and collegial relations**

Maintain trust and mutual respect between and among School Committee members, the Superintendent, the administration, faculty and staff by treating everyone with dignity and respect, even in times of disagreement.

Base Committee decisions on available facts, vote convictions, avoid bias, and recognize that authority rests **solely** with Committee decisions and that individual Committee members do not hold any authority.

**Standards of Operation: Effective communication, understanding responsibilities & honoring boundaries**

Maintain the confidentiality of Executive Session and respect the Open Meeting Law.

Make every effort to ensure that Committee meetings are effective and efficient, conducting business through a set agenda, and attending meetings prepared to address agenda items.

Acknowledge that a School Committee meeting is a meeting of the Committee that is **held in public and not a public meeting**, although welcoming to community member attendance and participation in the meeting during public input.

Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent.

Recognize that it is the Superintendent's responsibility to manage the day-to-day operations of the district including personnel. Constituent concerns and complaints will be referred to the appropriate person within the district chain of command consistent with the [Andover Public Schools Communications Protocols and Resolution Procedures](#) document. The Superintendent will keep the School Committee informed of their responses, as is appropriate within the Superintendent's discretion. It is not the role of the School Committee or any of its members to resolve operational issues involving individual students, families, or staff.

Respect the leadership roles of the School Committee Chair and the Superintendent. The School Committee Chair and/or their designee and the Superintendent will represent the positions of the School Committee and the district respectively to the media and other public bodies.

Recognize the importance of working collaboratively with town officials to improve our schools and actively seek ways to enlist their support of Committee efforts.

Routine requests for information by individual School Committee members should be made through the Superintendent and not directly to staff unless previously decided and defined. If a request requires moderate to extensive work, the requesting School Committee member should bring the request to the Committee Chair for consideration by the Committee. The Superintendent will ensure that each member has equal access to responsive information.