

### **Amherst School Committee Description**

Amherst School Committee: 5 Members, each serving 2-year terms

All members are also members of the Amherst-Pelham Regional School Committee. (9 Members in total: 5 Amherst representatives, 2 Pelham representatives, and 1 each from Leverett and Shutesbury.) School Committee webpages: <https://go.boarddocs.com/ma/arps/Board.nsf/Public>.

### **Meetings**

Regular meetings are held on Tuesdays.

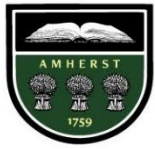
- The Amherst School Committee typically meets one Tuesday per month, August through June, at 6:30 pm in the library at Amherst Regional High School. The meeting schedule is generally posted on the Committee webpage.
- The Regional School Committee typically meets two Tuesdays per month, August through June, at 6:30 in the library at Amherst Regional High School. The meeting schedule is generally posted on the Committee webpage.
- Regular meetings are broadcast live by Amherst Media online and on TV, and video recording is available online after the meetings.

In addition to regular meetings of the Amherst and Regional committees, Members also participate in the Four Towns budget meetings, usually held on a Saturday morning in December and another Saturday morning in January. Members also serve on various subcommittees, task forces, or working groups; such groups typically meet one hour per month during the school year.

New members are expected to attend the workshop, “Charting the Course”, presented by the MA Association of School Committees as orientation for new school committee members. This 1/2-day weekend workshop is presented several times throughout the year at various locations around the state; members may select the one workshop date most convenient for them.

### **Process**

Work between meetings includes reading materials provided by the Superintendent or District staff, or the Chairperson, and other preparations for an upcoming meeting. Each Member also participates in the annual evaluation of the Superintendent by completing and submitting an evaluation form for each District (Amherst and Region) once each year in the Spring. Additionally, Members typically receive and respond to emails or other communication from the



public and share that feedback or input with the full Committee and/or Superintendent as relevant.

Members must deliberate in compliance with Open Meeting Law, which requires that all deliberations among a quorum about Committee business must be held at a posted meeting.

Most decisions of the school committee, no matter how many members are present at the meeting, are by a simple majority.

### **Duties**

The primary duties of the School Committee include the hiring and evaluation of the Superintendent, the review and approval of the districts' budgets, and setting policy for the districts. Within this scope, specific duties include:

- Setting of annual goals for each district, Amherst and Region, with the Superintendent
- Writing and submitting an evaluation of the Superintendent's performance on the annual goals, for each district
- Providing guidance for and approval of District budgets each year
- Reviewing and approving expense warrants throughout the year
- Providing guidance on and review of capital budget planning and spending
- Reviewing, updating, and approving policies

Members also facilitate two-way communication between the public and the districts by responding to public input and feedback, sharing that input to the Superintendent and district leadership, and helping communicate about the schools and districts to the public.

In addition, the Amherst School Committee will provide significant guidance, input, and support for the Elementary School Building Project.

Per Charter Sec. 10.7(r), Amherst School Committee members receive an annual stipend of \$3,000.