

ADMINISTRATION **2000**

ADMINISTRATIVE PERSONNEL POSITIONS 2200

SECRETARY TO THE SCHOOL COMMITTEE 2203

The hiring of the School Committee secretary is the sole function of the School Committee and shall be done by majority vote. The School Committee secretary provides general secretarial support to the School Committee, including, but not limited to:

Attending and taking the minutes for all School Committee meetings;

Preparing and distributing School Committee agenda; superintendent's packets for the School Committee, postings, executive session minutes, etc.

The secretary is supervised on a daily basis by the Superintendent. The length, composition and other particulars of the contract between the secretary and the School Committee will be reviewed and negotiated annually, unless otherwise decided by the School Committee.

Approved: January 3, 2017