

File: B11

SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

- Regular meeting: the usual official legal action meeting, held regularly
- Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics

By the end of each school year, a schedule outlining regular meeting dates for the next school year will be presented to the Committee for approval. To the extent possible, regular meetings shall be held on the 1st and 3rd Wednesday of each month. Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

Unless otherwise ordered by the Committee, all meetings shall be held in the evening and shall begin at 7:00 P.M. and shall not extend past 10:30 P.M. except by 2/3 vote of members present. If all agenda items are not covered, the chairperson shall call a regular adjourned meeting.

Public Comment at School Committee Meetings

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.
2. There will be a time limit of 30 minutes for the length of this period and/or a time limit of 5 minutes for individual speakers. Speakers will be chosen on a first come, first served basis.
3. Speakers shall direct their input to school-related subject matter.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. Questions asked by the public may be referred to the Committee or administrative staff for consideration and later response, but will not be responded to during the meeting unless already posted on the agenda.

6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than five (5) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

The Committee chairperson shall be responsible for recognizing all speakers who shall properly identify themselves; for maintaining proper order; and for adherence to any time limits set. A statement of this policy with regard to the conduct of participants will appear on each agenda and sign-up sheet for public participation.

Members of the public will not be recognized by the chairperson as the Committee conducts its official business except when the Committee schedules in advance an interim public discussion period on a particular agenda item and unless there is a suspension of rules.

1st reading: December 20, 2017

2nd reading: January 3, 2018