

File: B13

SCHOOL COMMITTEE MEETING NOTIFICATION AND AGENDA PREPARATION

Notification of School Committee Meetings

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

Agenda Preparation

All topics for School Committee meetings must be submitted to the Superintendent of Schools no later than the Wednesday prior to a School Committee meeting. No exceptions to this policy will be allowed unless deemed necessary by the Superintendent. Topics may be placed on the agenda by any School Committee member. Topics may be suggested by any staff member or citizen; inclusion of such topics on the agenda will be at the discretion of the Superintendent. To the extent that persons suggesting topics wish School Committee members to consider information related to their suggested topic, such information must be submitted to the Superintendent along with the suggested topic.

At all regular meetings the order of business, unless otherwise voted, shall be as follows:

- Call to order
- Announcement of Meeting Recording
- Pledge of Allegiance
- Moment of Silence
- Roll Call Board Attendance
- Public Announcements regarding school-related issues by the School Committee Chairperson and Superintendent of Schools
- Public Input
- Visitors
- Approval of Minutes
- Reports
 - Report on Personnel Action Taken to include appointments, retirements, resignations, building transfers, and conference attendance
 - Recommendations of Subcommittees
- Old Business
 - Business pending and undisposed of at the end of previous meetings or matters postponed to the current meeting

- New Business
 - Financial Matters
 - Other Matters
 - Referrals of reports or other items to Subcommittees or future meetings without substantive discussion
- Adjournment

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

The agenda materials will be delivered to School Committee members on the Friday preceding the meeting. In the event that extreme and unusual circumstances prevent the dissemination of the materials on that Friday, it will be permissible to distribute the materials no later than 24-hours before the meeting.

Agenda's will be posted and made available to the press.

Legal Refs.: MGL 30A: 18-25

1st reading: December 20, 2017

2nd reading: January 3, 2018