

School Committee Meetings

The School Committee will normally meet twice monthly in accordance with open meeting laws. As much as possible, specific recurring days (i.e., every second and fourth Monday), and a consistent time and place, will be selected and announced by the Committee. When it is necessary to change the established pattern for School Committee meetings, every effort will be made to supplement the normal required announcement to reflect that a change has been made.

Special School Committee meetings may be called by the Committee, as a whole, by the chair, or by three School Committee members making a request to the Superintendent in writing.

The Chair and the Superintendent will prepare the meeting agenda. Items to be planned for inclusion on the agenda may be submitted by Committee members. In addition, items to be considered for the agenda may be submitted by administration and staff, townspeople or town agencies, and other conducting business with the school department. Agenda items must be submitted to the Superintendent seven days prior to the School Committee meeting. The Committee will follow the order of business established by the agenda except if there is a vote to rearrange or suspend the order to accommodate visitors or those appearing before the Committee, or to expedite business.

The School Committee desires citizens to attend meetings so they may become better acquainted with the operations and programs of our schools. As part of its regularly scheduled meeting agenda, up to fifteen minutes open hearing time will be included. The following will apply:

1. All remarks will be addressed through the Chair.
2. Speakers may offer such objective criticisms of the school operations and programs as concerns them, but in public sessions the committee will not hear personal complaints against any member(s) of the school community.

Members of the public must keep in mind that the main purpose of the School Committee meeting is to conduct the business listed on the agenda, which required focused deliberation among the Committee members and the Superintendent. If a person wishes to be heard on an item appearing on the agenda at a regular School Committee meeting, he/she shall first be recognized by the Chair, identify him/herself, and then proceed with his/her comments. The Chair, responsible for the orderly conduct of the meeting, shall rule on the following:

3. The time to be allowed for comment or public discussion
4. The appropriateness of the subject presented
5. The suitability of the time for such a presentation

The School Committee as a whole shall have the final decision in determining the appropriateness of all such rulings.

APPROVED: November 25, 1996
REVIEWED: October 23, 2006