

School Committee Meetings

School Committee meetings are conducted for the purpose of carrying on the business of the schools. All meetings, including subcommittee meetings, are open to the public, unless they are duly convened executive sessions.

The public has the right and is encouraged to attend meetings of the School Committee. The Committee shall make time available for public participation at meetings in accordance with guidelines established by the committee. A copy of these guidelines is available at the Superintendent's office, on the Belmont Public Schools' website and at each School Committee meeting.

The School Committee will not address complaints regarding school personnel except in the manner provided for elsewhere in these policies.

Employees have the right to attend School Committee meetings in the same manner as all other citizens.

References:

MGL 30A 18-25: Open Meeting Law

Policies: 8012: School Committee Meetings: Public Participation

1018: Citizen Suggestions and Complaints

1019: Complaints Concerning School Personnel

Procedures: 1006P: Public Participation at School Committee Meetings

Belmont School Committee Public Participation at School Committee Meetings

The School Committee believes that one of its paramount responsibilities is to listen to the citizens it represents and keep itself informed of their opinions and viewpoints.

The public is encouraged to attend meetings of the School Committee. The Committee makes time available for public participation at meetings in accordance with the following general guidelines:

Meetings of the School Committee shall include an agenda item titled "Citizens' Concerns". This section of the meeting provides the opportunity to the public to comment or raise questions regarding school related issues which are not covered elsewhere on the meeting agenda. Complaints and suggestions concerning curriculum, personnel and administrative issues will not be addressed unless the individual raising the issue has followed the appropriate policies and procedures (see Contact Guidelines). Concerns raised will generally be referred to a subsequent meeting agenda for discussion and response if appropriate.

Individuals wishing to speak to items on the meeting's agenda are requested to wait until each item is introduced and members of the School Committee and Administration have had an opportunity to speak to the issues. Those wishing to participate in the discussion are then encouraged to ask questions or provide further information or ideas that will be helpful to the Committee. Participants should:

- Identify themselves;
- Direct all comments/questions to the School Committee Chairperson;
- Keep comments to three minutes or less and be courteous and discreet in their remarks;
- Address themselves only to the issues which are the subject of the discussion.

The School Committee Chairperson will direct the discussion in the following manner:

- Recognize participants;
- Respond directly to public inquiries, referring to the members of the School Committee or Administration for clarification or response when appropriate;
- Limit the time for the presentation. If there are numerous requests to address the committee on the same subject, the chairperson may select representatives to speak on the issues.

Agendas for each School Committee meeting are posted in the offices of the Superintendent of Schools and the Town Clerk, and in the Police Station. Electronic

copies of the agenda and supporting materials are sent to PTA/O presidents and observers, to student representatives, the BEA president and various school related organizations. Copies of any exhibits or materials distributed to the School Committee at a meeting will be available on the BPS web site and at the office of the Superintendent.

Copies of the agenda and these Guidelines for Public Participation are available at the Superintendent's office, on the Belmont Public Schools' website and at each School Committee meeting.

References:

Policies: 1018: Citizen Suggestions and Complaints

1019: Complaints Concerning School Personnel

8012: School Committee Powers and Duties