

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Policy – 2nd Read/Adoption

Date: October 15, 2019

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

Policy – 2nd Reading/Adoption

I recommend adoption of the following policies as discussed:

BEDB – Order of Business

BEDH – Public Participation

Action Requested of the School Committee:

Majority vote of the School Committee is required.

Vote Tabulator

A. Bergen: Y / N

D. Schultz: Y / N

C. Douglas: Y / N

MJ Scofield: Y / N

D. Feeley: Y / N

G. Zub: Y / N

M. Linden: Y / N

Action: _____

ORDER OF BUSINESS

On the appearance of a quorum, the Chair will convene the meeting, recite the Pledge of Allegiance, and observe a Moment of Silence. To the extent items may be included on any School Committee agenda, said agenda shall follow the following order of business, as applicable, unless in the discretion of the Chair, a different order of business is appropriate:

Call to Order

Pledge of Allegiance

Moment of Silence

I. Routine Business

A. Review of Agenda

B. Citizen's Comments

In the spirit of open communication, "the Committee will hold a public participation segment (also called Citizen's Comments) about matters not related to an agenda item at the beginning of each regular School Committee meeting. The Committee will listen to, but not respond to any comment made.... A Committee member may add an agenda item to a future meeting as a result of a citizen comment...."

The Committee will hear public comments related to an agenda item when the Chair deems appropriate during the Committee meeting. Topics for discussion during the meeting must be limited to those items listed on the Committee meeting agenda for that evening.... " - from Policy BEDH

C. FHS Student Representative Comments

D. Superintendent's Report

II. Guests/Presentations

III. Discussion/Action Items

IV. Discussion Only Items

V. Information Matters

A. School Committee Sub-Committee Reports (e.g. Budget, Community Relations, Policy, Transportation)

B. School Committee Liaison Reports (e.g. Joint PCC, Substance Abuse Task Force, SWAC)

VI. New Business

A. To discuss any future agenda items

VII. Consent Agenda

A. Approval of Minutes

VIII. Payment of Bills

IX. Payroll

X. Executive Session

XI. Adjournment

The content of the agendas for regular and special meetings shall be developed by the Chair in consultation with the Superintendent of Schools at least 72 hours prior to the preparation of the final agenda. Members who want to submit items for the agenda shall notify the Chair or Superintendent during the New Business section of a regular school committee meeting or no *later* than five days preceding the next scheduled meeting. The mechanics of the agenda are at the discretion of the Chair and Superintendent. The agenda and all supporting material will be delivered to each member at least four days prior to the scheduled meeting.

CROSS REFS.: BEDH Public Participation

Reviewed; Revised; Adopted by School Committee: 9/12/17

Reviewed; Revised: 6/4/19

To School Committee for Second Reading/Adoption: 10/15/19

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the Franklin School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Massachusetts General Laws.

The Chair of the Franklin School Committee shall preside at all meetings of the Committee and as such has the responsibility to conduct an effective business meeting.

The 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. The Committee will hold a public participation segment (also called Citizen's Comments) about matters not related to an agenda item at the beginning of each regular Committee meeting. The Committee will listen, but not respond, to any comment made. Written comments may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
2. The Chair shall determine the length of the public participation segment and the length of each individual's public comments, provided that each individual's comments is equal in length.
3. The Committee will hear public comments related to an agenda item when the Chair deems appropriate during the Committee meeting. Topics for discussion during the meeting must be limited to those items listed on the Committee meeting agenda for that evening. The Chair shall determine the length of public participation related to agenda items and the length of individuals' public comments.
4. A Committee member may add an agenda item to a future meeting as a result of a citizen comment during the public participation segment. If the Committee believes that an issue requires a dialogue with the Franklin community, the Committee may schedule a separate public hearing on that issue.
5. Improper conduct will not be allowed. Defamatory, improper, or abusive remarks are always out of order. If a speaker persists in improper conduct or defamatory, improper, or abusive remarks, the Chair may terminate that individual's privilege of address. Defamatory remarks shall mean remarks that have been adjudicated defamatory. Improper and/or abusive remarks shall mean obscenities, vulgarities, threats, and fighting words or remarks likely to provoke a violent reaction.

6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such comments and criticisms of the school operations and programs as concern them and which are within the School Committee's scope of responsibility, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community which are outside the scope of the School Committee's responsibility. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members. Please refer to the School Committee policies KE – Public Complaints and KE-E – School Department Communication Procedure for more information.

If a member of the public wants to have an issue addressed at a Committee meeting, the individual must notify the Chair in writing no later than five (5) days prior to the meeting. Such request should contain background statements explaining the scope and intent of the issue. The Chair reserves the right to place the issue on the agenda, send the issue to subcommittee, direct the issue to appropriate school personnel, or reject the request.

LEGAL REFS.: M.G.L. c. 30A, §§ 18-25; MASC July 2016

CROSS REFS.: BDB School Committee Officers
BEDB Order of Business
KE Public Complaints
KE-E School Department Communication Procedure

Adopted by School Committee: 11/28/2017
For Second Reading/Adoption: 10/15/19