



## **Barrington Public Schools for School Committee Meetings and Records**

### **I. PURPOSE**

The purpose of this policy is to outline the structure and process for Barrington Public Schools (BPS) School Committee Meetings and related records. The School Committee shall comply with the Open Meetings Act of the Rhode Island General Laws. Every meeting of the School Committee shall be open to the public unless an Executive Session is held in accordance with the law.<sup>1</sup>

### **II. POLICY**

Notice, including the agenda for each meeting of the School Committee, shall be posted as required by law.

Three members present at any meeting of the School Committee constitute a quorum required to conduct business.

Except as otherwise provided by RI Law or School Committee policies, meetings of the School Committee will be conducted in accordance with the most recent edition of Robert's Rules of Order. In accordance with Robert's Rules, the School Committee may suspend parliamentary rules of order by a majority vote.

### **III. BUSINESS MEETINGS**

The School Committee shall hold at least nine (9) business meetings each year.<sup>2</sup> Business meetings shall be video recorded and made available on the District website.

Business meetings of the School Committee shall be conducted in the following order unless otherwise agreed to by the School Committee:

- A.** Pledge of Allegiance
- B.** Achievements
- C.** Public Comment
- D.** Superintendent Report
- E.** School Committee Business
- F.** Public Comment
- G.** Consent Agenda
- H.** Discussion Items
- I.** Announcements

Topics to be presented shall be determined by the School Committee and the Superintendent at the outset of each school year to the extent possible as required by RI General Law. Additional



topics will be added as included in Discussion Items during meetings, or as determined to be necessary by the Superintendent or by the School Committee Chair.

**IV. WORKSHOPS**

The School Committee shall hold Workshops in open session to allow a deeper discussion of defined topics relevant to the District Strategic Goals.<sup>2</sup> There is no formal action by the School Committee at a Workshop. Workshops are not recorded. Workshops allow for the School Committee and Administration to engage in a discussion of the topic. Members of the Public may also ask questions directed toward the Administration at the end of each session.

**V. EXECUTIVE SESSION MEETINGS**

The School Committee shall hold Executive Session meetings, closed to the public, only for such purposes as allowed by law. The School Committee shall not discuss any matter in the Executive Session which may properly be discussed at a public meeting. The School Committee shall comply with all procedural requirements of all applicable law when meeting in Executive Session, including the announcement of any votes taken in Executive Session once back in open session. Emergency meetings may be held as described in [RI General Laws § 42-46-6\(c\)](#). Upon a vote by a majority of the School Committee, an emergency meeting may be convened “to address an unexpected occurrence that requires immediate action to protect the public.”

Whenever the School Committee shall be required to hold a hearing on any matter, it shall be conducted in conformance with the related requirements of the Constitution of the United States, the Constitution of the State of Rhode Island, the General Laws of the State of Rhode Island, ordinances of the Town of Barrington, and regulations of the School Committee.

**VI. EMERGENCY MEETINGS**

Emergency meetings may be held as described in [RI General Laws § 42-46-6\(c\)](#). Upon a vote by a majority of the School Committee, an emergency meeting may be convened “to address an unexpected occurrence that requires immediate action to protect the public.”

Whenever the School Committee shall be required to hold a hearing on any matter, it shall be conducted in conformance with the related requirements of the Constitution of the United States, the Constitution of the State of Rhode Island, the General Laws of the State of Rhode Island, ordinances of the Town of Barrington, and regulations of the School Committee.<sup>3</sup>

Minutes of all meetings of the School Committee shall include the following:

1. Date, time and place of meeting;
2. Members of the School Committee noted as present or absent;
3. A brief summary of the discussions and decisions from the meeting; and
4. A record of each vote taken by the School Committee reflecting the vote of each member.



The minutes of all School Committee meetings shall be public record consistent with [R.I.G.L. §42-46-7](#), and available within the time prescribed by law, except where such disclosure would be inconsistent with [R.I.G.L. §§42-46-4 and 42-46-5](#).

Minutes of the School Committee meetings shall be maintained in accordance with, transmitted by such mode, and filed with such government agencies and departments as required by law.

<sup>1</sup>[42-46-6. Notice.](#)

<sup>2</sup>[16-2-8. Regular meetings of the committee.](#)

<sup>3</sup>[42-46-2, 42-46-4, 42-46-5, 42-46-6, 42-46-7. & Charter & Ordinances](#)

**Barrington Public Schools School Committee**

**First Read:** January 9, 2020

**Second Read/Approved:** March 5, 2020