

**Maynard School Committee
Public Hearing and Regular Meeting
Thursday, May 28, 2020, 7:00 pm
Remote Meeting**

*Posted at Maynard Town Hall
5/26/20 at 1:35pm*

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public or as otherwise outlined within public hearing guidelines. This public hearing and meeting will be held via a virtual meeting (internet) using Zoom Technology.

Pursuant to MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

All members of the public are invited to join the meeting virtually either by computer (internet) or phone at:
Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/97754874082> Password: D80095
Choose to use Computer Audio, or join by phone at the number below:

Phone Option: +1 646 558 8656 US (New York) Meeting ID: 977 5487 4082 Password: 358239

View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

In addition, a recording of the meeting will be posted on the WAVM YouTube page (<https://www.youtube.com/user/WAVMproductions/playlists>) under Maynard School Committee Meetings.

NOTE: We will accept Citizens' Comments by email only, to the Chair at [bhoulhan@maynard.k12.ma.us](mailto:bhoulihan@maynard.k12.ma.us). Citizens' Comments for the public hearing (Item III.) can be emailed prior and during the comment time. Citizens' Comments agenda item #VII. Should be emailed before 8:40 or the time that agenda item takes place. Citizens' Comments will be read out loud by the Chair and will also be memorialized within public records and meeting minutes. **Please see the attached Public Hearing Comment guidelines for full details.

- I. Meeting Called to Order via Roll Call
- II. 7pm- Public Hearing on the proposed FY21 Budget, in accordance with MGL Ch 71, Sec. 38N (20 min; IO)
- III. Citizens Comments for Budget Public Hearing (60 min)

SCHOOL COMMITTEE REGULAR MEETING

AGENDA

8:20 pm

(The School Committee may vote on all items listed on this agenda)

- IV. Approval of Prior Meeting Minutes (5 min; VR)
- V. Chairperson's Report (5 min; IO)
- VI. Interim Superintendent's Report (10 min; IO)
- VII. Citizens' Comments (15 min)
- VIII. FY 21 Budget (20 min; IO/ D/ VR)
- IX. Summer Programs (5 min; IO/ D)
- X. Graduation Plans (5 min; IO/ D)
- XI. Members' Comments (10 min)
- XII. **Executive Session under MGL; CH30A; § 21(a)(2)** To conduct strategy sessions in preparation for negotiations with nonunion personnel and will not return to open session
- XIII. Adjournment via Roll Call

***IO [Info Only], D [Discussion], or VR [Vote Required]**

Chairperson: Bethlyn Houlihan
Posted by: Colleen Andrade
Date: 05/26/2020

Maynard School Committee
Public Hearing Public Comment Guidelines
Maynard Public Schools Budget Public Hearing
Thursday, May 28, 2020, 7:00 pm
Remote Meeting

According to MGL Ch 71, Sec. 38N, The Maynard School Committee shall hold a public hearing on its proposed annual budget. A copy of the proposed FY21 budget can be found on the School Website at <https://bit.ly/2ze7ydO> or by emailing candrade@maynard.k12.ma.us to obtain a copy. During this public hearing, all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee. Please see the below guidelines for the public comment period.

Here are the general rules for the Committee's public comment period:

1. Public Comment during the public hearing shall be for a period of 1 hour (7:20 pm to 8:20 pm) and shall generally immediately follow the opening of the meeting. All comments will be directed to the Chair (at bhoulihan@maynard.k12.ma.us).
2. Any citizen wishing to make a comment during the virtual public budget hearing has 3 options for doing so:
 - a. For those that would like to speak, Zoom has a raise-your-hand option (see attached for at a glance instructions). Click on raise your hand and the Chair will unmute you to speak. If calling in on a phone only, press *9 (* key and 9) to raise your hand. View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
 - b. Email comments in advance and throughout the public hearing portion to SC Chair (bhoulihan@maynard.k12.ma.us). **You must state in the subject line “Public Comment”** and include your first and last name and home address to ensure your comment can be read.
 - c. For those accessing Zoom via computer, the chat option will be enabled. The Chair will read chat comments aloud. Chat comments must include first and last name and home address in order to be read. Note that this option is only accessible to those with web access.
 - d. Please be sure to read guidelines below in #3.
3. Any citizen wishing to comment during the virtual public budget hearing shall follow these guidelines:
 - a. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
 - i. Comments read by the Chair will only be read for 3 minutes. If the email or chat box comments are longer, they will be cut off at the 3-minute mark.
 - ii. To ensure that all the comments are read in their entirety, it is suggested that you keep them to approximately 350 words. Emails or chat messages longer than 350 words will be submitted for public record.
 - b. No citizen may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing citizens to comment a second time, especially if it is related to a topic that has not yet been brought up.
 - iii. Note that citizens can submit any additional comment(s) for the public record, by providing a copy to the Chair via email within 24 hours of the hearing, specifically stating their desire to have these additional comments included.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify the comments of the speaker.
5. Please be aware that the public budget hearing is a devoted time for the school committee to hear from the citizenry. As such, the hearing structure primarily supports unidirectional public recording of citizen's comments, rather than a bidirectional conversation.

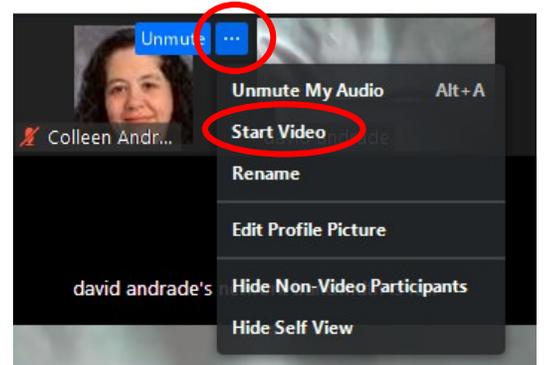
Quick School Committee Zoom Meeting Instructions

When you enter a School Committee Zoom Meeting, you will be in the “Waiting Room” until the School Committee is ready to start the meeting.

Participants will be muted upon entry and will be unable to unmute themselves.

Participants are asked to stop their video to help improve the meeting quality.

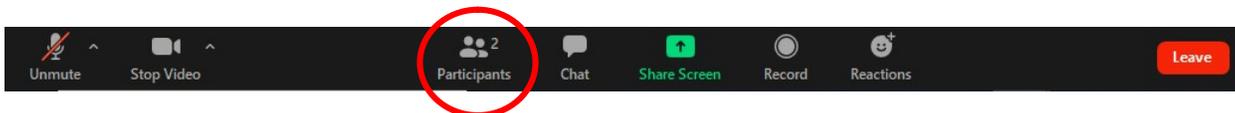
To stop your video, hover over your video at the top or side of your screen, click on the 3 dots that appear, and click on Stop Video (once stopped, it will say Start Video as shown here).



During the Budget Public Hearing, participants may raise their hand during the Hearing comment section. (see Public Comment Guidelines for rules).

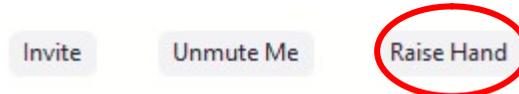
If you called in using a phone, please press the * key and 9 (*9) to raise your hand.

By computer or APP, at the bottom of your screen you should see a menu bar similar to this.



Click on Participants and you will either see a participant box or a list on the right side of your screen.

At the bottom the participant box/list you will see

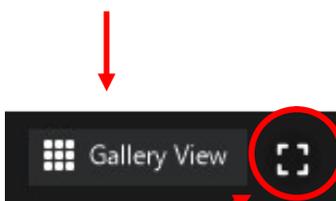


Click on Raise Hand and the Chair will let you know when it is your turn to speak. You will see a blue hand.



Once raised it will say lower hand at the bottom.

You can change your view the meeting at the top of the screen by click on Gallery View (video of everyone in a grid, think Brady Bunch) or Speaker View (the main video will show who is speaking while others are along the top).



If in full screen mode, people on the right side