

AGENDA
Maynard School Committee Meeting
Wednesday, July 22, 2020, 7:00 pm
Remote Meeting

Posted at Town Hall 7/20/20 3:45pm

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

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. This meeting will be held via a virtual meeting (internet) using Zoom Technology.

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/91572875882> Password: **SC2020**

Choose to use Computer Audio, or join by phone at the number below:

Phone Option: 1-646-558-8656 Meeting ID: 915 7287 5882 Password: 768250

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

NOTE: We will accept Citizens' Comments by email only to comments4SCmeeting@maynard.k12.ma.us You must state in the subject line, "Citizens' Comment to be Read" and it should be emailed before 8:00 pm 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 Citizens Comments guidelines for full details.****

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.

- I. Meeting Called to Order via Roll Call
- II. Approval of Prior Meeting Minutes (5 min; VR)
- III. Chairperson's Report (30 min; IO)
 - a. Welcome Wayne White, Business Manager and Jeff Ferranti, Director of Student Services (IO)
 - b. Subcommittee and Liaison Appointments - (IO)
 - c. Town Tri-Board recap - (IO)
 - d. Summer meeting schedule - (D/VR)
- IV. Superintendent's Report (30 min; IO/D)
 - a. Draft School Reopening Plan Options Presented to School Committee - (D)
 - b. Budget Updates (D/ IO)
 - c. Green Meadow Roof Update - (D/ IO)
- V. Citizens' Comments (10 min; IO)
- VI. Policies for review (15 min)
 - a. IHBHE – Remote Learning (IO)
 - b. IHBHE-E – Remote Learning Addendum (IO)
 - c. INJDD – Social Media Policy (IO)
 - d. #112 - SC Agenda; BEDB & BEDB-E - Agenda Format (IO)
 - e. #102 - School Committee By-Laws (VR)
- VII. Members' Comments (15 min; IO)
- VIII. Executive Session under MGL; CH30A; § 21(a)(2) To conduct a strategy session in preparation for negotiations with nonunion personnel regarding the Director of Building Operations & MOU and will not return to open session- (30 min; IO/ D)
- IX. Adjournment via Roll Call

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

Chairperson: Lydia Clancy
Posted by: Colleen
Date: 7/20/2020

Maynard School Committee Virtual Meeting Public Comment Guidelines

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

1. Any citizen wishing to make a comment during a virtual meeting may do so by:
 - a. Emailing comments in advance and up until the Citizens' Comments agenda item to comments4SCmeeting@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.
 - b. Please be sure to read the guidelines below in #3.
2. Any citizen wishing to comment for a virtual public meeting 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 submitted 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. Submitted messages longer than 350 words will be submitted for public record regardless.
 - 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.
 - i. Note that citizens can submit any additional comment(s) for the public record, by providing a copy to the Chair via email up until the end of the meeting, specifically stating their desire to have these additional comments included.
3. Please be aware that the Citizens' Comments agenda item is a devoted time for the school committee to hear from the citizenry. As such, its structure primarily supports unidirectional public recording of citizen's comments, rather than a bidirectional conversation.

Introduction-

The district is required to provide the Department of Elementary and Secondary Education with a summary of three learning models that may be implemented for reopening school in fall of 2020. The district has developed working groups made up of faculty, staff and administration to develop complete plans for reopening schools. Incorporated into the District Reopening Committee are working groups that are responsible for establishing protocols related to instruction & pedagogy, health & safety, and Special Education, English Learners, and other at risk students, as well as protocols for each building.

The following document outlines current thinking around implementation of a full return to school, hybrid, and fully remote model of education in Maynard. In creating these models, the district has taken into consideration the current health and safety guidelines provided by the state and CDC. It is important to note that this is very much an introductory document, as the district working groups are still finalizing procedures and protocols for each model. The district will continue to use data to determine which model provides the most benefit for the Maynard School Community and will release a comprehensive plan, which is due to the Department of Elementary and Secondary Education by August 10.

What are the key findings from your in-person learning feasibility study, and what does this imply for the student learning model you may use this fall?

Measurements of building spaces illustrated that Maynard Public Schools has the capacity to reopen schools with three feet of physical distancing and return all students who are able to in person instruction. Given the enrollment of Maynard Public Schools, section sizes would be similar to the normal class section sizes during a traditional year. This would make any staffing or student enrollment changes challenging to absorb. As this would be possible without increasing numbers of sections, the district would not need to invest in additional FTE. To determine the feasibility of such a return the district surveyed families to determine their comfort level with return to school in this way. Of the respondents, approximately 60 percent of families preferred the full return with three feet of distancing. The remaining 40 percent preferred a return to school that would incorporate six feet of distancing between students. To determine the level of support a full return at three feet of distancing would have amongst the staff, The Maynard Teachers Association surveyed its membership and the results mirrored the community results. Approximately 60 percent of teachers feel comfortable returning to school with the DESE safety requirements and 40 percent not feeling comfortable returning to school. The district hosted listening sessions with the community, faculty and staff. Concerns voiced during those sessions further raised questions regarding the feasibility of a three foot return to school at full capacity. At this time, the district is strongly leaning toward a hybrid model of instruction, which will allow us to prioritize in-person learning for our more at risk groups.

Which reopening model within your plan are you leaning towards for the start of the school year?

Grade span			
	In person	Hybrid	Remote
Elementary	Pk-1	3-5	
Middle School		6-8	
High School		9-12	

If you would like to provide additional explanation of the initial reopening model in question, 2 above or if there are additional factors or challenges that you would like to write those here.

Given the concern with returning at three feet of distancing among a large minority of our community and staff, the district feels compelled to create a model that allows for more flexibility for families and staff. The return at a hybrid will allow the district to have space to prioritize in person learning for a variety of high need groups. The district is attempting to allow for full return of students in Preschool through grade one for in person instruction at a distancing of six feet. That decision will be dependent on the number of students who will be hybrid only, thus decreasing the section size of those needing in person instruction. At this time it does not appear that the district would need additional staffing in order to bring these three grades back for full instruction.

The district is also creating lists of students who will be prioritized for full in person instruction in grades two through 12. These are students who receive significant amounts of special education, English Learner, or other services that would benefit from complete in person instruction. The district intends to review staffing and spaces to determine if this is a feasible option.

Part II - Summary of Three reopening learning models

Please provide a summary of your plan for how students would return to full-time in person learning.

This option would allow for all students who are able to return to school with three feet physical distancing in classrooms. Sample classroom layouts were designed for each building. Given the enrollment of Maynard Public Schools and the expected 15 percent of students selecting all remote instruction, section sizes would be similar to the normal class section sizes during a traditional year. In order to prevent the spread of the virus, students would be scheduled into a cohort group and would progress through their learning day with that group. Current thinking allows for this model in preschool through grade 8. High school reopening groups are examining ways of creating cohorts that both maintain academic programming and ensure safety. In general the district will seek to prevent large groups of people moving in the hallways.

at any given time. Given this, the district is considering how specials programs like art and technology would be run safely and are awaiting guidance on specials programs like music and physical education from the Department. Specific arrival, dismissal and movement procedures are being developed at the building level.

The district will seek to limit the number of adults that come in contact with each other throughout the day. For this reason, Special Education and other services will be provided to students as indicated through their individual needs. The district procedures will seek to prevent different adults from moving in and out of the cohorts in order to prevent the spread of the virus. This may require the individual or small group of students move to the classroom or office to receive the services by the provider.

As we are not able to maintain a six foot of distance in classrooms, lunch will need to be held in the cafeteria or other open spaces. Given the need for increased lunch sections and increased time between lunches, lunches would likely occur throughout the day, rather than at the preferred mid day time frame.

The district will also be developing protocols to follow the state safety requirements. Among these would be the development of cohorts of students that will remain together for the day,

- Screening of staff and students
 - The district will ensure that all staff are familiar with the state provided checklist of symptoms.
 - Each school will have an isolation space separate from the nurse's office predesignated for isolation where a student or staff member showing symptoms can be isolated until they are able to drive home (staff) or picked up by a family member
- Masks/face coverings
 - All students in grades Pre-Kindergarten through grade 1 will be encouraged to wear masks.
 - All students in grades 2 and above will be required to wear masks.
 - All faculty and staff will be required to wear masks
 - Accommodations will be made for students and staff who are unable to wear masks due to medical conditions, disability impact, or other health and safety factors.
 - Each school schedule will provide an opportunity for "mask breaks" throughout the day. These will occur with students six feet apart, and ideally when students are outdoors.
- Hand hygiene
 - Students and staff will be required to wash or sanitize their hands upon arrival to the school, before eating, before putting on and taking off masks, and prior to dismissal
 - Handwashing and sanitizing visuals will be placed throughout the schools to remind students and staff of proper handwashing and hand sanitizing procedures.

- Given the number of bathrooms in the school buildings, it is challenging to indicate that students will have ample opportunities to wash their hands using soap and water for the suggested time, which then requires students to be using hand sanitizer on a consistent basis throughout the day.
- Personal Protective Equipment
 - All staff will be provided with appropriate Personal Protective Equipment appropriate to their job function.
 - Students are asked to bring masks from home on a daily basis
 - Masks will be available in each school should a student need a mask provided to them
 - Nurses and other staff members that may be more likely exposed to airborne particles will be provided with additional safety equipment such as gowns, face shields, etc.
- Cleaning and sanitizing
 - In order to prevent cross contamination, students will not share supplies or resources
 - The District Ad Hoc Safety Reopening Committee will develop protocols for cleaning and sanitizing school spaces, including high touch spaces throughout the day using CDC guidelines

Will any of your students be learning fully remotely Yes
Anticipated percent of students learning remotely? 15 %

Hybrid: Please provide a summary of your plan for how students would return to school through a hybrid learning model.

The hybrid model would allow the district to return approximately 50 percent of students to in school instruction with six feet of physical distancing. This would require that the district engage in a Hybrid model of education where all students participate in some in person instruction and some remote learning. Maynard is currently envisioning a two day in-person/three day remote schedule for students in this model. Details regarding instruction and services are still being developed by the district team in conjunction with the Maynard Education Association. For in person instruction, students will likely be scheduled in cohorts to limit the interaction between different groups of children. Schedules for in-person learning will likely mimic traditional school day schedules with modifications to prevent interactions between cohorts and reduce the amount of contact between adults. All students will participate in independent remote learning on Wednesday. Faculty and staff will use this time for collaborative planning, pandemic related training and professional development on distance learning. During the remote learning time, students will deepen their skill level and understanding by practicing skills taught during in person instruction, conduct inquiry and experiential learning experiences, and have small group check-ins with faculty and staff. The same health and safety requirements that will be implemented for in-person learning will be implemented for hybrid learning.

Two day In-School Learning /Three Day Remote Learning

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	In-School Learning		Independent Remote Learning	Remote Learning with both synchronous and asynchronous learning experiences	
Group B	Remote Learning with both synchronous and asynchronous learning experiences			In-School Learning	

- Students will be enrolled in either group A or B. Students in the same family will be enrolled in the same group
- Students in group A will attend in person instruction on Monday and Tuesday. Thursday and Friday Group A will participate in remote learning
- Students in group B will participate in remote learning Monday and Tuesday. Thursday and Friday Group B will attend in person instruction.
- All Students will participate in independent remote learning on Wednesday

Remote: Please provide a summary of your plan for remote learning as the default model of instruction for all students.

The district will create a remote learning option that mimics the in-person option being used by the district. This option will be open to students who are unable to return to school due to underlying health risks or concerns. Additionally, students will be placed in this option should they need to be quarantined or removed from school for health concerns throughout the year. Given the fluidity with which students may move between the in-person and remote option, teacher teams will work collaboratively to ensure that the two programs echo each other in regards to content, assessment and instructional strategies. It is important to note that this remote learning will look very different from the program provided in the spring. This program will provide opportunities for synchronous and asynchronous learning directed by a certified teacher. Students requiring special education or other services will be provided with those services remotely or through safe in person sessions. This Pathway will be the basis for whole district remote learning should we be required to close one or more schools based on health data during the academic year.

In order to ensure appropriate physical distancing for in-person instruction, students who select the remote for the start of the school year will be asked to remain in that program until such times as the COVID-19 safety requirements are removed from the district. The district is committed to meeting the needs of our community. Should an individual student or family

situation change, we ask that the family contact the principal of Curriculum, Instruction & Assessment to discuss program changes.

High needs students: Please provide a summary of how students with disabilities, English learners (ELs), former EL students, and Economically Disadvantaged students will be supported within each of the three reopening models.

Regardless of the learning model implemented, the district will continue to use student monitoring strategies implemented during the spring closure to support at risk students. Building principals and guidance staff will work with teacher teams to identify students who are not being successful, whether it be for in-person or remote instruction. The district will use the student study team model to design interventions or supports for these students and make adjustments to their programming as necessary. The district will review current staffing levels and make adjustments to assignments as needed to provide additional support for our at risk students.

As the district anticipates starting the year with the hybrid model, the district will work to provide in person instruction for our most at risk students. The district is reviewing current case loads and developing lists of students in grades two through 12. These are students who receive significant amounts of special education, English Learner, or other services that would benefit from complete in person instruction. The district intends to review staffing and spaces to determine if this is a feasible option.

Maynard Public Schools

NEW IHBHE REMOTE LEARNING

In the event of a district-specific emergency requiring the use of remote learning, the superintendent of schools may declare such emergency and shall, as soon as possible, obtain the approval of the school committee. The remote learning plan below will be applicable in cases of disease, weather emergencies, destruction or damage to schools rendering them inaccessible, or other extraordinary circumstances, including emergencies declared by government officials, the school committee, or the superintendent.

When it becomes necessary for the school district to provide support to students who are unable to attend classes or access appropriate services due to an extended closure, the superintendent shall establish a plan and procedures to ensure that such services are provided. The provision of educational services may include the use of technology and devices, and strategies designed to support student learning away from school.

The remote learning plan will, to the extent possible:

- Ensure the safety of all students and faculty in coordination with appropriate local and state departments and agencies;
- Provide support for student social and emotional wellbeing and address the implications of trauma experienced by students or faculty as a result of the emergency;
- Identify goals and strategies for maintaining standards of student achievement and school improvement plans;
- Ensure instruction and services are delivered by district educators and personnel as much as practicable;
- Utilize the most effective tools and resources available for students and faculty, including the skills and talents of district personnel, in the delivery of instruction and services and share resources as needed;
- Provide resources and services equitably to meet the needs and circumstances of all students;

- Identify remedial strategies necessary after the emergency to advance student achievement (i.e. after-school, extended day, summer school, and contingency scheduling to cancel vacations.);
- Gather information both during and after the period of emergency regarding the most effective means of remote learning to implement as appropriate.

In developing a remote learning plan, the superintendent will:

- Identify and prepare effective means for communicating with faculty, students, parents and community stakeholders.
- Collaborate with municipal agencies that support the schools and community.
- Consult with the school committee to identify any extraordinary actions necessary or authority required to administer emergency and remote learning plans. This includes any changes to district policies on the school calendar, grading, promotions and retentions, local graduation requirements, testing, and standards and accountability.
- Consult with administrators and principals to ensure the continuing education of students at all levels, including:
 - o use of the most appropriate resources, tools and strategies to deliver the curricula given local circumstances and conditions;
 - o equitable access to appropriate content for all students;
 - o specific accommodations for students at high risk, including clients of special education, students with disabilities, English learners, students at economic disadvantage, homeless students, students in foster care and students of military families.
- Utilize available technological resources suitable for serving students at all levels. This inventory will be prepared in advance in anticipation of an emergency.
- Ensure the privacy rights of students, faculty and families are protected, including assessing the security of district technology.
- Consult with bargaining units to determine if modifications to collective bargaining agreements need to be established for the period of the emergency.
- Identify the financial implications of the emergency plan and recommend transfer of funds as may be necessary.

LEGAL REFS.: 20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

15 U.S.C. §§ 6501-6506 Children's Online Privacy Protection Act (COPPA)

CROSS REFS.: [EBCD](#) - Emergency Closings

[IGA](#) - Curriculum Development

[IGB](#) - Support Services Programs

[IHBEA](#) - English Learner Education

[IJND](#) - Access to Digital Resources

[IJNDB](#) - Empowered Digital Use

[IJNDC](#) - Internet Publication

[IJNDD](#) - Policy on Social Media

[IHBEA](#) - English Language Learners

[JB](#) - Equal Educational Opportunities

[JBB](#) - Educational Equity

SOURCE: MASC - May 2020

Maynard Public Schools

NEW IHBHE-E REMOTE LEARNING ADDENDUM

Issues to consider when developing remote learning plans:

- Which of these issues requires policy or policy changes?
- What are the policy implications and what should school committees delegate to the superintendent for operating protocols?
- Do we learn anything from earlier experiences in emergencies?
- What can we learn from our current services to students who are unable to attend school because of illness or other disability or for disciplinary reasons?

Specific items to consider in developing a plan:

- When is remote learning appropriate?
- Designating a remote learning point person
- Reviewing the various models for remote learning
- Equity - how to ensure that students have access to tools to learn remotely.
- Internal vs. external resources.
- Collective bargaining implications
- Responsibilities of remote educators
 - o Evaluating remote educators and programs
- Who may observe remote instruction
 - o Teacher professional development to incorporate various elements of remote learning
 - o Common planning time
- Identifying cost implications and approving spending
- Special constituencies:

- o Special education students
- o English Language Learners
- o Physically challenged students
- o Homeless students
- o Students in foster care
- o Students of military families
- o Pregnant and parenting students
- Facilitating collaboration/removing barriers to collaboration.
- Protecting privacy rights of students and parents
 - o FERPA (Federal Educational Rights and Privacy Act and COPPA (Children's On Line Privacy Protection Act)
 - o What privacy protections do vendors and districts/schools have in place.
- Health and nutrition issues that may impact student wellness and/or privacy
- Internet security for students and faculty.
- Protecting educators and others who identify threats to student wellbeing via remote learning.
- Engaging district partners including companies, consultants, media (i.e., public television).
- Impact on decisions to retain or grant professional status educators.
- Academic implications (testing, grading, educator accountability, curriculum adaptations)
- Parental rights (opting in or opting out)
- Data gathered remotely or on-line (who gathers, aggregates, or analyzes).

SOURCE: MASC - May 2020



School Committee Policy:

#112

School Committee Agenda

1. Standard Form

- Greetings
- Minutes
- Chairman's Report / Superintendent Report / Student Representative Report
- Citizen's Comments
- Major Business
- Personnel and Business Actions
- Citizen's Comments
- Members' Questions and Comments
- Executive Sessions

2. Agenda Items

- a. Those materials pertaining to School Committee actions will, under ordinary circumstances, be received by each School Committee member two days preceding a scheduled meeting.
- b. Only items on the agenda will be acted upon.

Date Approved: 9/11/14

Earlier Version: 4/04, 3/25/99, 4/93, 4/88

Maynard Public Schools

***NEW* BEDB AGENDA FORMAT**

The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for a time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

SOURCE: MASC July 2016

CROSS REFS: [BEDH](#), Public Comment at School Committee Meetings

NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.

Maynard Public Schools

***NEW* BEDB-E AGENDA FORMAT**

At regular meetings, the following will be the customary order of business:

1. Call to order
2. Roll call of Committee members
3. Approval of minutes
4. Payment of bills, financial report
5. Delegations, visitors, etc.
6. Communications
7. Reports and recommendations of the Superintendent
8. Unfinished business
9. New business
10. Reports of special committees
11. Recommendations or questions from individual Committee members
12. Adjournment

SOURCE: MASC

MAYNARD PUBLIC SCHOOLS



School Committee Policy:

#102

School Committee By-laws

Article I

- Section 1.** The Maynard School Committee shall consist of five duly elected or appointed officials representing the Citizens of the Town of Maynard in the operation of the Maynard Public Schools.
- Section 2.** There shall be established the position of Student School Committee Member. Said position shall not have voting powers and is to be established within the Guidelines set forth by the School Committee.
- Section 3.** The School Committee shall, at its first regular meeting in July, elect by ballot from its own membership a chairperson and an assistant chairperson who shall hold their respective offices for one year or until their successors are duly elected. In the event an officer (the chair or assistant chair) resigns, an election will be held to replace the officer.
- Section 4.** The Chairperson shall preside at all meetings of the School Committee, appoint all special committees unless these shall be elected by the School Committee, perform such other duties as may be delegated to him/her by the Committee.
- Section 5.** The Assistant Chairperson shall have the powers and duties of the Chairperson in his/her absence or during his/her disability, and such other powers and duties as the Committee may from time to time determine.
- Section 6.** In the event of the absence of both the Chairperson and the Assistant Chairperson, a pro tem appointment shall be made from the voting membership of the School Committee by a majority vote effective only until such time during said meeting that the permanent Chairperson or Assistant Chairperson shall arrive.
- Section 7.** Quorum: The majority of all voting, members of the School Committee shall be necessary to constitute a quorum for the transaction of business. This majority will include three voting members.
- Section 8.** Filling vacancies will be carried out in accordance with General Law, Chapter 41, Section 11 and the Town Charter.

Article II

Section 1. “Robert's Rules of Order” shall govern the proceedings of the School Committee except as herein otherwise provided.

Section 2. Committees: The School Committee shall act as a whole on all matters coming before it except that special committees, for the consideration or investigation of certain problems, may be appointed by the Chairperson at the request of the School Committee or may be elected by the School Committee. Such special committees shall submit their reports at such regular meetings of the School Committee as may be determined, and when such reports have been submitted and accepted by the School Committee, said special committees shall be discharged.

Section 3. Transaction of Business: The School Committee shall transact all business at legal meetings of the School Committee. The School Committee shall act as a committee of the whole, and individual members shall make no commitments for the School Committee except when executing an assignment delegated by the School Committee.

Section 4. The name of the individual committee members who make and second each motion need not be recorded in the minutes and the term "voted" shall mean a motion duly made, seconded and voted upon.

Article III

Section 1. Regular Meeting: The School Committee shall hold regular meetings twice each month on Thursdays except during November and June which will have at least one meeting. One Regular meeting will be scheduled during July and August. Regular meetings may be moved to another night of the week at the discretion of the School Committee provided that a notice stating the time and place of the meeting has been posted forty-eight (48) hours before the time stated for the meeting to convene.

Section 2. Special Meeting: Special meetings may be called by the Chairperson of the School Committee or by the Secretary upon the written request of a majority of the members of the School Committee. This meeting will be posted and comply with all provisions of the Open Meeting Law (M.G.L. Chapter 30A).

Section 3. Place of Meeting: All meetings of the School Committee for the official transaction of business shall be open to the public except that the School Committee may, by majority vote, meet in executive session to discuss confidential matters. Meetings are held in the Fowler School at 7:00 p.m. unless otherwise specified.

Section 4. All meetings will be posted and held in accordance with the Open Meeting Law (M.G.L. Chapter 39).

Article IV

Section 1. General Duties: The School Committee, representing the citizens of Maynard in carrying out the mandates of the General Laws of the Commonwealth, shall be the legislative body which determines all questions of general policy to be employed in the conduct of the schools.

Section 2. Specific Duties: The following list of duties is included as an informational example of the Committee's duties and is not meant to exclude any of the powers and duties given to local School Committees by law.

1. Create, abolish modify and maintain such educational goals and policies as may be necessary for the efficient administration of the educational system;
2. Select a Superintendent of Schools;
3. Consider and adopt an annual budget;
4. Enter into collective bargaining agreements and other contracts in accordance with the law;
5. Assume responsibility for notifying the Town of the need for modified or additional school housing as it arises and offer advice concerning the acquisition of school sites and the approval of school building plans;
6. Consider any specific recommendations of the Superintendent of Schools;
7. Keep the citizenry intelligently informed of the purpose, values, conditions, and needs of public education in Maynard;
8. Take any other action required by law.
9. The Agenda item "Members Reports" will be an opportunity for School Committee members to provide subcommittee reports, positive school observations, community related events, request updates on old business, or propose future agenda topics. Any specific concerns that a School Committee member has should be addressed directly to the Superintendent of Schools for investigation and resolution. This communication should take place via email, phone conversation, or in a personal conversation at the Superintendent of Schools office.

Article V - Duties of the Clerk

Section 1. The superintendent's secretary or designee will serve as clerk for School Committee meetings.

Section 2. The clerk will:

1. Prepare a correct record of the minutes of regular and special meetings of the Committee.
 2. Conduct correspondence for and in the name of the Committee at its' direction-,
 3. Safeguard all minutes of the Committee;
 4. Notify the Town Clerk of all meetings of the Committee in accordance with the Open Meeting Law;
 5. Fulfill any other functions as voted by the Committee.

Article VI - Citizen Participation at School Committee Meetings

Section 1. The School Committee conducts their business in the areas of policy, budget, and the hiring/evaluation of the Superintendent at a School Committee meeting. Citizens may participate during the agenda item titled "Citizens' Comment". Citizens' Comments may address to the Chairperson either specific agenda items listed for that meeting or other legitimate school-related concerns at the time or times set forth in the Committee's agenda. The Chairperson will either delegate the issue to administration for investigation and a future report or will consider adding the concern to a future School Committee meeting. As a committee of the whole, the School Committee will not deliberate on Citizens Comments presented before officially being placed on a future agenda.

Section 2. The School Committee meeting agenda will generally provide two agenda items listed as "Citizens' Comments". Participants in Citizens Comments will be limited to 3 minute presentations and Citizens Comments in total will be limited to 10 minutes, unless the School Committee otherwise votes to extend the time. Citizens may comment on the agenda items listed at the discretion of the chairman of the meeting.

Section 3. Any citizen may request, in writing, that an item be placed on the agenda for a meeting. Such request must be received by the Superintendent at least ten days prior to the date of the next meeting and include a description of the item and copies of any supporting materials to be distributed to the school committee prior to the meeting. At the discretion of the Superintendent and the School Committee Chair, the agenda item will be placed on the agenda of one of the next two consecutive meetings. The Superintendent and the School Committee Chair will work collaboratively on setting the agenda.

Section 4. Citizen Conduct

- a. All citizen comments will be addressed through the chairman of the meeting, who may limit a speaker's time for comment.
- b. Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
- c. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the chairman may terminate that individual's privilege of address.

Article VII - Amendments

Section 1. These By-laws may be amended by a vote of the majority of the Committee provided that the change has also been discussed and voted by a majority of the members present at the prior meeting.

Date Approved: 6/11/15

Earlier Version: 6/10, 6/01, 5/99, 11/94, 3/93, 4/88

Cross Reference: #101, 112, 114, 115
