



THE GLOUCESTER PUBLIC SCHOOLS

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SCHOOL COMMITTEE GOVERNANCE WORKSHOP MEETING

TUESDAY, March 5, 2019

6:00 to 8:00 pm

District Office – Conference Room
2 Blackburn Drive, Gloucester, MA 01930

AGENDA

- CITY CLERK
GLOUCESTER, MA
2019 FEB 14 AM 10:11
- I. **CALL TO ORDER/Statement of Mission**
 - II. **SALUTE TO THE FLAG**
 - **III. **ORAL COMMUNICATIONS**
 - IV. **DISCUSSION**
 - *A. **Discussion on School Committee Operating Protocols and Rules of Procedure**
— Dorothy Presser, Field Director of Massachusetts Association of School (MASC)
Note: No action will be taken
 - V. **ADJOURNMENT**

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Action items may include motions that come out of sub-committees.

*Enclosures

- **Oral Communication: The public shall have the opportunity at every regular School Committee meeting to be heard under Oral Communications. Oral Communications shall allow any resident who has a request or complaint of any nature relative to the School Committee business to appear before the School Committee, state their problem without debate, and the matter may be referred to the proper sub-committee.

For items that are on the agenda, members of the public may address the Committee with the permission of the Chair. Persons speaking under Oral Communications shall be limited to three (3) minutes each and shall submit a copy of their prepared communication to the Recording Secretary. The School Committee Chair shall not allow complaints as to individual performance or character.

OUR MISSION IS FOR ALL STUDENTS TO BE SUCCESSFUL, ENGAGED, LIFELONG LEARNERS

Gloucester School Committee Operating Protocols – 7/12/17

Who We Represent

- The primary responsibility of the Gloucester School Committee is to meet the educational needs of all children enrolled in the Gloucester Public Schools.

How We Govern

- The School Committee will conduct its business in a manner as accessible to the public as possible.
- No policy or business items will be voted by the School Committee at first introduction unless a time-sensitive emergency exists.
- We respect the need for all committee members to have adequate time to prepare for meetings. Meeting materials related to action items will be submitted in time to be included in committee meeting packets.
- A year-long School Committee agenda will be developed in advance of each school year.

How We Treat Each Other

- We will encourage the free expression of opinion by all committee members and seek systemic communications between the committee and students, staff, and the community.
- We will be respectful in directing our attention to the matter under discussion in public meetings. Any electronic or hard copy materials in use will be relevant to the subject being discussed.
- To avoid distracting others, members will leave the dais should an urgent matter unrelated to the meeting temporarily demand their attention.
- We assume members will be present at a meeting unless the Chair is otherwise notified.

How We Communicate

- When positions and policy are approved by vote of the School Committee, members will represent the outcome to the public regardless of their personal position.
- Members will follow the established chain of communication and encourage others to do the same.
- Any requests of staff by the School Committee will be directed to the Superintendent.
- Members will always qualify statements as their personal opinion when speaking to issues not voted on by the full committee.
- Committee members will come to meetings prepared. If a member has factual questions about an item on the agenda, he/she will submit those questions to the Chair prior to the meeting so that he/she can get an informed response.

How We Will Improve

- The School Committee will review and revise, as necessary, its Operating Protocols annually, on or about the first meeting of the fiscal year.

Our Limits of Power

- The Superintendent is the Chief Executive Officer and is responsible for the day-to-day operation of the school district and the management of the staff.

What Happens When Things Go Wrong

- We recognize the importance of honoring our agreed-upon operating protocols and to take responsibility for reminding one another when we get off track.

School Committee – City of Gloucester Rules of Procedure 2016

Robert's Rules of Order shall prevail on all matters not specifically covered by these Rules of Procedure.

Rule 1: Meetings

- A. Regular School Committee meetings shall be held on the 2nd and 4th Wednesday of each month and shall begin at 7:00 p.m. unless notice states otherwise. Or the School Committee may change the date and meeting time with advance notice in accordance with the Open Meeting Law.
- B. All regular meetings shall be concluded at or before 11:00 p.m. unless extended as follows: The first extension of the meeting shall require a majority vote of the School Committee members present and shall not exceed thirty (30) minutes in length. Subsequent extensions during the same meeting shall be approved by a unanimous vote of the School Committee members present. If necessary, the meeting shall be continued to another evening.
- C. Special meetings of the School Committee may be called in accordance with Section 4-6 of the City Charter.
- D. When a School Committee member is unable to be present or his or her arrival will be delayed at a School Committee or Standing Committee meeting, he or she shall report same in advance to the School Committee or Standing Committee Chair. Remote participation shall be allowed in accordance with the Open Meeting Law's remote participation provision.

Rule 2: Order of Business

The following list establishes the Order of Business for regularly scheduled School Committee meetings. It is understood that in special situations, the School Committee Chair may rearrange the agenda in the interest of public convenience.

- 1. Call to Order/Statement of Mission
- 2. Flag Salute
- 3. Oral Communications*
- 4. Recognitions
- 5. Student Advisory Council
- 6. Consent Agenda
 - a. Approval of Minutes from Previous School Committee and Standing Committee meetings
 - b. Schedule of Future Meetings
 - c. Acceptance of Grants and Gifts
 - d. Approval of Field Trips
- 7. Reports and Deliberations
 - a. Educational Issues
 - b. Superintendent's Report

- i. Accept Superintendent's Report
- 8. Standing Committee Reports
 - a. Items listed under 9 Action may be brought forward with Standing Committee reports.
- 9. Action **
- 10. Discussion/New Business ***
- 11. Other Communications
- 12. Executive Session as needed
- 13. Adjournment

*Oral Communications: The public shall have the opportunity at every regular School Committee meeting to be heard under Oral Communications. Oral Communications shall allow any resident who has a request or complaint of any nature relative to School Committee business to appear before the School Committee, state their problem without debate, and the matter may be referred to the proper subcommittee. For items that are on the agenda, members of the public may address the Committee with the permission of the Chair. Persons speaking under Oral Communications shall be limited to three minutes each and shall submit a copy of their prepared communication to the Recording Secretary. The School Committee Chair shall not allow complaints as to individual performance or character.

**List here all known items that may require action, but action is not required on all items. Listed in section 9 will be the following.

- a. Action items that are known, including all Standing Committee votes taken prior to the Friday before a Wednesday School Committee meeting.
- b. Items that may flow from the Superintendent's Report and/or Standing Committee reports that may require action.
- c. All items on Standing Committee agendas since the last School Committee meeting and posted prior to the Friday before a Wednesday School Committee meeting.

***List here:

- a. Discussion items that were not reasonably anticipated by the Chair.
- b. Not all items listed here require discussion.
- c. Items not listed may be brought up in accordance with M.G.L. c.30A, sec.18-25, Open Meeting Law.
- d. Referrals to Standing Committees or the Administration are the only actions permitted in Section 10.

Rule 3: Agenda Procedure

- A. The School Committee Chair shall set the regular School Committee meeting agenda and deliver said agenda to the Central Office in accordance with Rule 3-(B). Standing Committee Chairs shall set Standing Committee agendas and deliver said agendas to the Central Office seventy-two (72) hours prior to the meeting time.
- B. All matters to be presented at regular School Committee meetings shall be filed timely with the Superintendent's Office no later than 4:00 p.m. on the Thursday preceding regular Wednesday School Committee meetings, and must be received as in accordance with the time lines prescribed in the Open Meeting Laws or the matter will be held over to the next regularly

scheduled School Committee meeting. Emergencies according to City Charter Section 10-9 (d) are the exception hereto.

- C. Standing Committee reports shall be delivered to the School Committee with the agendas as part of the Committee's packets. Standing Committee minutes may be distributed under a separate cover. Reports of Standing Committee(s) meetings held after 4:00 p.m. on the Thursday preceding regular School Committee meetings shall not be considered until the next regular meeting (except by majority vote of the Committee).
- D. The Central Office shall arrange delivery of the agendas and School Committee packets to the School Committee Members on the Friday preceding the regular School Committee meetings.
- E. Whenever correspondence, written reports or other pertinent documents are received by the School Committee Chair or individual Member (in the name of the City, District or the Committee), copies of said document(s) shall be filed with the Central office for inclusion on the next School Committee calendar of business and, when possible, copies shall be forwarded to individual School Committee Members.

Rule 4: Rules of Debate

School Committee debate shall be guided by the Committee Chair within the following constraints.

- A. No Member shall speak more than once on the same question until all other Members desiring to speak have spoken.
- B. No Member shall have or hold the floor for more than three (3) consecutive minutes during debate on the same question, and;
- C. If a Member wishes to question a member of the audience, including District/City employees, said Member shall go through the Chair and the Chair shall ask the other Members if there is any objection.
- D. No Member shall discuss any individual or company in a derogatory manner upon if permitted by law.

Rule 5: Manner of Voting

Roll Call votes shall be conducted in the following manner: The Recording Secretary shall call the name of each Member in alphabetical order. The first name on the roll call shall be rotated at every new meeting.

Rule 6: Committees

- A. Standing Committees shall be established as set forth in City Charter Section 4-7 a, b, c and d.
- B. When a member of a Standing Committee is absent, the Standing Committee Chair should appoint an alternate Member (in descending order from alternate list) of said committee with full voting authority.

- C. Ad Hoc Committees may be established by a majority vote of the full School Committee, the members of which shall be appointed by the School Committee Chair.
- D. Should a Standing Committee schedule a daytime meeting and any School Committee Member objects, the meeting shall be rescheduled to an evening meeting.
- E. All subcommittee referrals shall be heard at subcommittee within a reasonable amount of time.

Rule 7: Minutes

- A. Minutes of School Committee and Standing Committee (see sec. 7.A.a and b below) meetings shall go before the full School Committee at a regularly scheduled meeting.
 - a. Minutes of the Standing Committees shall be put forward for approval as part of the full Committee's consent agenda. After any corrections or omissions are rectified without objection the Standing Committee minutes shall be approved. If there is objection, the minutes are referred back to the appropriate Standing Committee for approval.
 - b. Draft minutes may be sent to the appropriate Standing Committee Chair for a preliminary review.
 - c. Minutes of Executive Sessions should be released when the reason for the Executive Session no longer exists.

Rule 8: Public Hearings

- A. All public hearings conducted by the School Committee shall proceed with the following format, which shall be printed on the back of the meeting agenda.

Notes for Participants

1. If you wish to speak, please line up at the microphone at the front of the Auditorium. You will have up to three (3) minutes to speak.
2. If you speak, please begin by stating your name clearly.
3. Comments will be restricted to adults.
4. A record of comments and suggestions will be made for consideration at the School Committee Meeting on XX/XX/XXXX
5. If you have brought a prepared statement, please hand it to the Committee's Recording Secretary to be included as part of the public record.

Rule 9: Midterm Election of Officers

Whenever a vacancy of a School Committee officer (Chairman, Vice Chairman, Secretary) occurs either through death, School Committee resignation, or just resignation of the office position, the School Committee shall elect from one of their own membership a replacement, following the same procedure as is stated in Section 4-2 of the City Charter.

Rule 10: Suspension of Rules

These Rules of Procedure may be suspended from time to time by majority roll call vote of the School Committee.

Robert's Rules of Order shall prevail on all matters not specifically covered by these Rules of Procedure

Adopted by School Committee: March 23, 2016