

Mount Greylock Regional School District School Committee

Location: MGRS Pupil Services Conference Room D203 **Wednesday, May 29, 2019**
1781 Cold Spring Road Williamstown, MA 01267 **4:00pm**

Special Open and Executive Session Agenda

- I. Call to Order

- II. Motion to move into Executive Session with intent to return to open session for the following purposes:
 - Per MGL Chapter 30A Section 21(a)(3) to discuss strategy with respect to litigation related to the MGRS school building project;
 - Per MGL Chapter 30A Section 21(a)(2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Assistant Superintendent of Finance and Business);
 - Per MGL Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining (esp/custodians) as an open meeting may have a detrimental effect on the bargaining of the subcommittee and the chair so declares;
 - Per MGL Chapter 30A Section 21(a)(4) to discuss the deployment of security devices, or strategies with respect thereto

- III. Assistant Superintendent of Finance and Business job description **VOTE**

- IV. Assistant Superintendent of Finance and Business Contract **VOTE**

- V. Esp/Custodian Contracts **VOTE**

- VI. Remote participation at meetings **VOTE**

- VII. Motion to adjourn

Mount Greylock Regional School District School Committee Protocols

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Mount Greylock Regional School Committee, do hereby publicly commit ourselves collectively and individually to the following operating protocols:

1. The School Committee will represent the needs and interests of all the students in our district.
2. The School Committee will lead by example and work to build trust. We agree to avoid words and actions that create a negative impression of an individual, the School Committee, or the district. While we encourage debate and differing points of view, we will speak with care and respect to each other, staff, students, and members of the community.
3. Surprises to the School Committee or the Superintendent will be the exception, not the rule. We agree to ask the School Committee Chair to place an item on the agenda instead of bringing it up unexpectedly at a meeting. We will consider agenda requests from members of the community, and they should be directed to the chair.
4. Maintaining focus on Student Achievement, the School Committee will help to establish the vision and goals for the district, create policies, and ensure accountability. The Committee will work to advise and approve a budget with careful consideration of educational goals and priorities in a timely manner. The Superintendent will manage the schools and staff.
5. The School Committee will speak to the issues on the agenda following Robert's Rules of Order. Members will fully participate in the discussion and have their opinion known and factored into decisions. The Chair may make a motion, although it is preferred that motions originate with the other members as often as possible. Facts and information needed from the administration will be referred to the Superintendent.
6. Direct communication between staff and members of the School Committee are discouraged. School Committee requests of staff are to be directed through the Superintendent.
7. All personnel complaints and criticisms received by the School Committee or its individual members will be directed to the Superintendent or School Committee Chair. The School Committee Chair will inform the Superintendent of complaints raised in a timely manner. School Committee members will not attempt to handle personnel issues individually or outside the scope of the School Committee's responsibility.
8. The School Committee will encourage others to follow the district Chain of Communication policy.

9. The School Committee will consider research, best practice, public input and financial impacts in their decision making, and as much as possible explain the reasoning behind decisions. School Committee members will act in a transparent matter, recognizing that all email correspondence between committee members and members of other municipal boards is a matter of public record and should be copied or forwarded to the district office manager.

10. When executive sessions are held, all participants will honor the confidentiality of the discussions.

11. Individual School Committee members do not have authority. Only the School Committee as a whole has authority. Individual School Committee members will not take unilateral action, or take action that impedes the work of the Committee. Individuals will support the majority position of the Committee once an official vote has been taken and a Committee position is set by the majority.

12. The Chair shall be the official spokesperson for the committee in dealing with the media and with the public. The chair may delegate other committee members to speak on behalf of the committee. The Chair or delegate will represent decisions, votes, and official positions of the committee, and not his/her own views. When School Committee members attend meetings of other committees or boards, they will clearly state when they are speaking as individuals and when they are speaking on behalf of the committee.

13. The School Committee will set S.M.A.R.T. goals for itself and evaluate progress on these goals annually.

14. [[While remote participation in School Committee meetings is permitted as voted by the School Committee and allowed by the Open Meeting Law, use of remote participation options is discouraged when avoidable and should not be a regular occurrence.]]

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in [M.G.L. c. 4, sec. 7](#), must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to [M.G.L. c. 32, sec. 20](#) or [M.G.L. c. 34B, § 19](#) must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#).

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;

(b) Personal disability;

(c) Emergency;

(d) Military service; or

(e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with [M.G.L. c. 30A, sec. 22](#).

(8) Further Restriction by Adopting Authority. These regulations do not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.