

## **Concord School Committee Practices 2023-2024**

For the purpose of enhancing the efficiency and effectiveness of Regular School Committee Meetings, as well as promoting engagement and communication with all constituents, members of the Concord and Concord-Carlisle School Committees adopt the following practices.

### **MEETINGS**

1. Regular business meetings will be held approximately every other Tuesday at 6:00 p.m. Other business meetings (Workshops, Forums, Executive Sessions) are scheduled at the discretion of the Chairs.
2. The agenda for meetings will be distributed electronically (via email) to members and representatives by the School Committee Secretary. For regular business meetings, the goal is to distribute the agenda 3 business days prior to each Tuesday meeting. Additionally, all agendas will be posted electronically on the School Committee and Town web pages with linked attachments 2 business days prior to any meeting.
3. The Chairs will provide members and representatives with an Agenda Overview (AO) that provides background on each agenda item for each member and representative to participate fully in discussion or in a vote. Generally, the AO will be sent to members and representatives by the Chairs before the official agenda posting.
4. In an effort to plan manageable meetings, upon receipt of the Agenda Overview for regular business meetings, School Committee members and representatives will alert the Chairs to any liaison reports they anticipate giving at the upcoming meeting.
5. Liaisons will only orally report on items relevant to the business of the school committee from the agreed upon list of organizations with which we officially liase, and make every effort to be succinct. In the event that timely news from an outside organization seems relevant, exceptions will be made.
6. Recognitions will include programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
7. Every regular business meeting of the School Committee will include an opportunity for public comment, which will occur towards the start of each meeting. The committee will allocate 20 minutes for Public Comment. Members

of the public attending regular business meetings in person must approach the designated microphone and share their name and address. Members of the public attending regular business meetings via Zoom must use the 'Raise Hand' feature and share their name and address. All members of the public will be granted 3 minutes for public comment.

8. As appropriate and for efficiency, the School Committee will use a consent agenda for routine and/or similar action items. Any member may ask that an item be removed from the consent calendar.
9. When able to do so, the School Committee will either convene joint meetings before or after Concord Public School meetings that require lengthy discussion items.
10. The School Committee will vary our meeting types between:
  - a. Regular business meetings
  - b. Workshop meetings (which are confined to a single topic: DEI, Policy, others as needed)
  - c. Public forums (to allow additional public comment and discussion on high interest topics beyond that available during a regular School Committee business meeting)

## COMMUNICATIONS

11. The School Committee will assign observers or members to Concord-Carlisle Town boards/committees as appropriate.
12. The School Committee Chairs will reply to correspondence sent to their respective School Committee in a timely manner and will cc all School Committee members and the SC archive on all correspondence. School Committee Chairs will report at each regular meeting the numbers and topics of all correspondence sent to their respective committee.
13. The School Committee Chairs will liaise with PTG/PA Presidents by attending the Superintendent's monthly PTG President's Meetings, as well as attending PTG/PA meetings as requested.
14. The School Committee Chairs may meet informally with Select Board and Finance Committee Chairs to share information and increase collaboration among Town Boards and Committees.
15. The School Committee Chairs or designee will attend the monthly Chairs Breakfast hosted by the Chair of the Concord Select Board.
16. The School Committees will review and revise our practices as needed as part of the Committees' self-reflection and self-evaluation each year.