

**MINUTES OF THE MEETING
OF THE
MELROSE SCHOOL COMMITTEE
July 28, 2009**

A meeting of the Melrose School Committee was held this date in the Aldermanic Chamber of Melrose City Hall with the following members present: Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mr. Lehman.

Also in attendance were Superintendent of Schools Joe Casey and Business Manager Greg Zammuto.

Ms. Casatelli called the meeting to order at 7pm.

Approval of Minutes

Ms. Thorp moved, Ms. Driscoll seconded and with six (6) votes in the affirmative (Mr. Lehman, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Ms. Casatelli), none (0) in the negative, and one (1) absent (Mayor Dolan), it was

VOTED: To approve School Committee Minutes of July 14, 2009

Public Participation

Mr. Constantine moved, Ms. Thorp seconded and with six (6) votes in the affirmative (Mr. Lehman, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Ms. Casatelli), none (0) in the negative, and one (1) absent (Mayor Dolan), it was

VOTED: To open Public Participation

MaryAnn Hollis of Melrose St. offered historic review of Public Participation structure and did not endorse the proposed time limit on Public Participation.

(Mayor Dolan arrived at 7:05pm)

Carrie Kourkoumelis of Cargill St., Gerry Mroz of Mt. Vernon St., and Campbell Kaynor of Cargill St. called for more public inclusion and option for dialogue with the Committee and did not endorse the new draft policies of a Public Participation time limit, and adding an item on the agenda.

Ms. Thorp moved, Mr. Driscoll seconded and it was unanimously

VOTED: To close Public Participation

Announcements – Superintendent of Schools

District-wide Update - Mr. Casey announced that as of today we have 270 students enrolled in after-school child care programs. Also, he has been advised that construction will begin tomorrow on the Ruggles St. drain connection near the Horace Mann School and will be completed before school opens.

Educational Programs and Personnel – Margaret Driscoll

Educational Task Force Update – Ms. Driscoll introduced PPS Director Patty White-Lambright who reported on a recent meeting with the Education Task Force. The group is working to include opportunities for all

students across the district by expanding technology, programming, staffing, professional development and training. Mr. Spinale commented that they are working to complete an inclusive task force email address list for better communication, and that the next meeting is tentatively scheduled for September.

Superintendent's Goals – Ms. Driscoll reviewed second version of draft Superintendent's 2009-2010 Goals which includes Committee feedback from our last meeting. The Committee offered additional revisions which will be included in the final document.

Ms. Thorp moved, Mr. Constantine seconded and it was unanimously

VOTED: To approve 2009-2010 Superintendent's Goals, with changes as noted

Finance and Facilities – Don Constantine

Ms. Thorp moved, Ms. Driscoll seconded and it was unanimously

VOTED: For the second time, to accept June 2009 Maintenance Report

Ms. Thorp moved, Ms. Driscoll seconded and it was unanimously

VOTED: For the second time, to accept June 2009 Budget Report

Policy and Planning – Kristin Thorp

Mr. Lehman reviewed second draft of Policy #6506.1 Requests For An Item To Be Included On The Agenda, as follows:

“SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	6500
AGENDA FORMAT	6506
<i>REQUESTS FOR AN ITEM TO BE INCLUDED ON THE AGENDA</i>	<i>6506.01</i>

The Chairperson of the Committee or a Subcommittee may include any item on his/her meeting agenda that the presiding Chairperson deems appropriate. Any other member of the School Committee, Melrose resident or other person having business before the Committee or Subcommittee, may request that an item be included on the agenda. Requests must be specific, and in writing, and delivered to the presiding Chairperson or the Superintendent's office at least four (4) full business days before the meeting to be considered for inclusion at that meeting. For example, if the Committee is meeting on Tuesday evening, a request must be received by the presiding Chairperson or the Superintendent's office before the opening of business at the Superintendent's office on the preceding Thursday, assuming a normal workweek. The Superintendent shall forward all such requests to the presiding Chairperson. The presiding Chairperson may waive the four (4) day requirement if s/he considers a matter to be urgent.

The presiding Chairperson will decide whether to include a requested item on the agenda, to decline to do so, or to defer the requested item to a later meeting, subject to the following conditions:

- *The presiding Chairperson should give due consideration to all requests.*

- *Explanations as to why requests are denied or deferred are encouraged but are at the discretion of the presiding Chairperson.*
- *Requests that are explicitly endorsed by two (2) or more School Committee members, or are endorsed by the Superintendent and one (1) School Committee member, will be honored by the presiding Chairperson and included on the agenda, although any such item may be deferred for one (1) regularly scheduled meeting, if necessary, for scheduling concerns. Deferrals for longer than one (1) regularly scheduled meeting will require an approved motion of the Committee or Subcommittee.*
- *A quorum of Committee or Subcommittee members will not discuss or debate the consideration of agenda items, except as allowed by the Massachusetts Open Meeting Law.”*

Ms. Thorp moved, Ms. Driscoll seconded to accept changes to Policy #6506.1.

Mayor Dolan moved to table the motion.

Mayor Dolan withdrew his motion.

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Mayor Dolan moved, Mr. Lehman seconded and it was unanimously

VOTED: To open Public Participation to discuss Policy #6506.1

Gerry Mroz of Mt. Vernon St. elaborated that further revisions are needed to the Draft Policy 6506.1, and Campbell Kaynor and Carrie Kourkoumelis of Cargill St. reiterated their comments from tonight's previous Public Participation.

Mayor Dolan moved, Ms. Thorp seconded and it was unanimously

VOTED: To table motion to accept changes to Policy #6506.1

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Mr. Lehman presented revised Draft Policy #1501 Public Participation/School Committee Meetings, as follows:

“COMMUNITY RELATIONS	1000
PUBLIC PARTICIPATION	1500
SCHOOL COMMITTEE MEETINGS	1501

The School Committee desires the public to attend and/or witness its meetings so that community members may become better acquainted with the operations and the programs of our local public schools. All regular and special meetings shall be open to the public in accordance with applicable laws and regulation, except that the Committee may conduct executive sessions, when permitted by the Massachusetts Open Meeting Law.

In addition, the Committee welcomes the opportunity to hear the wishes and ideas of public stakeholders. In order that all who wish to address the Committee have an opportunity to be heard, and to ensure the ability of the Committee to conduct the District's business in an orderly and expeditious manner, the following rules and procedures shall apply to public participation:

- *At each regularly scheduled School Committee meeting, members of the public will be invited to address the Committee. The agenda shall allot time for public participation of at least thirty (30) minutes. The public participation period shall be opened and closed by appropriate motions of the Committee. The public participation period shall remain open as long as members of the public wish to speak, with a maximum time of thirty minutes, except as provided below.*
- *Groups may designate a spokesperson for their group and they are encouraged to do so, but that will not preclude individual members of the group from speaking.*
- *Individuals and group representative who wish to speak must indicate their intent to do so by signing a form provided for such purpose before the meeting in the office of the Superintendent or at the start of the meeting up until the time public participation begins. Before the meeting, until the close of business on the day preceding the meeting, individuals may telephone or otherwise contact the Superintendent's office (by e-mail, for example) to request that their name be placed on the form, but they should not assume that their name is on the form without confirmation.*
- *Speakers will be allowed five (5) minutes to present their remarks, and will be called to speak in the order in which their names appear on the form. If allowing each speaker five (5) minutes would exceed the allocated time, the Chairperson may limit the amount of time allowed for each speaker to a minimum of two (2) minutes. If allowing each speaker two (2) minutes would exceed the allocated time, speakers will be allowed up to two (2) minutes each until the allocated time is exhausted. The Committee may extend the time for public participation by passing an appropriate motion, so that more individuals will be allowed to speak or so that each speaker will have more time to speak, but has no obligation to do so. If all whose names appear on the form have spoken and the allotted time has not been exhausted, the Chairperson will allow additional individuals to sign the form and speak, subject to the same time limitations. If all who desire to speak have spoken and the allotted time has not been exhausted, the Chairperson may allow individuals to speak for a second or subsequent time in the same order in which they originally spoke, subject to the same time limitations, but has no obligation to do so.*
- *The public shall not address the Committee during the public participation period without the permission of the presiding Chairperson. Minors shall not address the Committee without the consent of their parent or guardian. All speakers shall state and write their name and address for inclusion in the official record.*
- *Speakers shall address their remarks to the Committee through the presiding Chairperson. Speakers shall not address or question individual members or administrators during the public participation period.*
- *It shall be in order for any Committee member to direct questions to the speaker through the Chairperson in order to clarify comments of the speaker.*
- *Public participation is not a discussion, debate, or dialogue between members of the public and the Committee. Questions regarding specific operational issues may be referred to the Superintendent for a later response. Questions regarding policy matters may not be answered at the time but may be the subject of later discussion by the Committee. Members of the public who desire the Committee to discuss or debate a particular item or issue should request an agenda item in accordance with applicable policy and/or bylaws of the Committee.*
- *Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints against any school employee or member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.*
- *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 Chairperson may terminate that individual's privilege of address and exercise such other powers as are available to the Chairperson, as presiding officer, under the Massachusetts Open Meeting Law.*
- *Speakers may present appropriate written material to the Committee through the presiding Chairperson. Any such material shall be a public record and shall be included in the official records of the Committee."*

Committee members thanked Mr. Lehman for his work on these items and offered suggestions to further edit this policy to make it more inclusive, fluid and clear.

Ms. Thorp moved, Ms. Driscoll seconded to approve bylaw changes.

Mayor Dolan moved, Ms. Thorp seconded and it was unanimously

VOTED: To table motion regarding Policy #1501 until September meeting

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Mr. Lehman presented revised Drafts of School Committee Bylaws, Section 1.3.1 Agenda Construction and 1.4 Public Participation, as follows:

"1.3 Agenda

1.3.1 Construction: The Agenda for each meeting shall be prepared by the Executive Secretary under the direction of the Chairperson (of the School Committee or the appropriate subcommittee Chairperson) in accordance with applicable School Committee policy.

The subcommittee chairpersons shall be responsible for assisting the Committee Chairperson and Executive Secretary in preparing their portions of the Agenda for meetings.

1.4 Public Participation. Public participation shall be consistent with School Committee policy."

Ms. Thorp moved, Ms. Driscoll seconded to approve bylaw changes.

Mayor Dolan moved, Ms. Thorp seconded and it was unanimously

VOTED: To table motion regarding Bylaws Sections 1.3.1 and 1.4 until September meeting

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Ms. Casatelli announced the need for an Executive Session in order to discuss collective bargaining.

Ms. Thorp moved, Mr. Lehman seconded and on a roll call vote it was unanimously

VOTED: To adjourn

The meeting adjourned at 9:20pm.