

AGENDA STATEMENT

Welcome to this meeting of the Littleton School Committee. This meeting is the time when the Committee conducts its business and observers are always welcome.

The School Committee is a policy-setting body. Because education is a state function, once School Committee members are elected to office, they become officers of the state. Locally, the School Committee is a legislative body responsible for establishing local policy for seeing that the schools are properly run in accordance with state law and regulations. Copies of the policy manual are available in the Library, Superintendent's Office and the Town Offices.

This is an official business meeting of the School Committee, conducted under a prepared and limited agenda distributed to the Committee (posted at Town Hall and school offices) in advance of the meeting. This is not a public hearing. From time-to-time, the Committee holds public hearings at which a presentation is made and public comments are invited. Individuals presenting comments at a School Committee Business Meeting should not expect a response at the time of the meeting or an opportunity to engage in a dialogue with school committee members.

The School Committee encourages citizens of the district to attend its meetings so that they may become better acquainted with all aspects of the academic, co-curricular, and extracurricular programs of our local public schools. In addition, the committee would like the opportunity to hear the wishes and ideas of the public.

To ensure that all citizens who wish to speak to the committee have the opportunity and to insure the committee is able to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

1. Citizens will be heard at the interested citizens position of the agenda.
2. Citizens may also be heard on specific issues at other points on the agenda with approval of the Chairperson.
3. Speakers will be allowed three (3) minutes to present their material. The presiding chairperson may permit extension of this time limit.
4. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
5. 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.
6. All remarks will be addressed through the chairperson of the meeting.
7. 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 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.
8. Written comments longer than three (3) minutes may be submitted to the committee before or after the meeting for the committee member's review and consideration at an appropriate time.

The School Committee appreciates your assistance in helping it discharge its duties properly.