ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

Arlington School Committee School Committee Regular Meeting Thursday, June 25, 2020 6:30 PM

Conducted by Remote Participation

https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download

6:30 p.m. Open Meeting

You are invited to a Zoom webinar.

When: Jul 23, 2020 06:30 PM Eastern Time (US and Canada) Topic: School Committee Remote Meeting Thursday, July 23, 2020

Register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN -1Yu0ZjYTfCCVxsxH3Cl6Q

After registering, you will receive a confirmation email containing information about joining the webinar.

6:40 p.m. Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 4 pm on Thursday, June 23.

6:45 p.m. Approve AFL-CIO, STATE COUNCIL 93, LOCAL 680 TRAFFIC SUPERVISORS contract

6:55 p.m. Fall Reopening Update and draft plans, K. Bodie

7:55 p.m. Special education reopening guidance summary and planning, A. Elmer

8:25 p.m. Faculty and staff survey, executive summary and key takeaways, R. MacNeal

8:45 p.m. Monthly Financial Report, M. Mason

8:55 p.m. Superintendent's Report, K. Bodie

• AHS Building Committee update

9:15 p.m Consent Agenda

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:

*Approval of Warrant: Warrant Number 20319 Total Warrant Amount \$4,895,426.25, Dated July 14, 2020, effective date June 30, 2020.

*Approval of Minutes: June 25, and July 9, 2020 School Committee Regular Zoom Meeting Minutes

9:20 p.m. Subcommittee/Liaison Reports/Announcements

- Budget: Kirsi Allison-Ampe, Chair
- Community Relations: Bill Hayner, Chair
- Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair
- Facilities: Jeff Thielman, Chair
- Policies & Procedures: Paul Schlichtman, Chair
- Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe
- Superintendents Search Process Committee, P. Schlichtman
- Liaisons Reports
- Announcements
- Future Agenda Items

9:30 p.m. Executive Session

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

Bargaining with Arlington Administrators Association (AAA) and Arlington Education Association (AEA)

10:00 p.m. Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Jane Morgan, Chair

Correspondence Received:

Warrant 20319 dated July 14, 2020
School Committee Pagular June 25 and

School Committee Regular June 25 and July 9, 2020 minutes

Traffic Supervisors MOA

AEA MGL ch. 150 E Request for Information and Demand to Bargain

Update on Timeline for Reopening Plan and Building Safety Actions July 18, 2020

Letter to Parents and Guardians, District and Facilities Dept. July 18, 2020

Ching-King Chieng Ph.D letter reagarding Community Service June 23, 2020.

Vanessa Steck email July 19 2020

Catherine Oranchak Rall 2020 reopening email July 18, 2020

Sharie McNeill July 2020

Superintendent Search survey and this weeks focus groups

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Meeting Location

Summary:

Conducted by Remote Participation

https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download

ATTACHMENTS:

	Туре	File Name	Description
ם	Reference Material	Remote Meeting Script (00022231xA050C) ndt	Remote script
D	Reference Material		Remote Checklist
ם	Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_EmergencyChecklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name*.
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name*.
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

<u>Introduction to Remote Meeting:</u>

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

*For Novus Agenda-Supported Meetings: All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

*For Non-Novus Supported Meetings: All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

• I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
- Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

• For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, <u>each vote taken in this meeting will be conducted by roll call vote.</u>

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting ☐ All non-emergency items properly posted at least 48 hours in advance ☐ "Executive Order on Remote Participation" is posted with agenda ☐ All members received the same documents for meeting ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law) ☐ For meetings with public participation, encourage written public comments <u>Initiating Meeting</u> ☐ Confirm that all Members are present and can hear each other ☐ Read Preamble to Remote Meetings ☐ Note materials for meeting available online through Novus or Town website for the public ☐ Introduce all members, staff, and persons on the agenda ☐ Cover "ground rules" For "Zoom" Meetings ☐ Disable Chat Function for Participants ☐ Click "Record Meeting" ☐ Advise Participants that Meeting is Being Recorded ☐ Caution Participants About Screen Sharing **During Meeting** ☐ Each speaker states their name before each presentation, comment, or question ☐ All votes taken by roll call

☐ Meeting Minutes reflect remote status

Technical Difficulties

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Town of Arlington Legal Department

Douglas W. Heim Town Counsel 50 Pleasant Street Arlington, MA 02476 Phone: 781.316.3150

Fax: 781.316.3159

E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,

Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively used new technologies such as the "Zoom" app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body's business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



6:30 p.m. Open Meeting

Summary:

You are invited to a Zoom webinar.

When: Jul 23, 2020 06:30 PM Eastern Time (US and Canada) Topic: School Committee Remote Meeting Thursday, July 23, 2020

Register in advance for this webinar:

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6:40 p.m. Public Comment

Summary:

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 4 pm on Thursday, June 23.



6:45 p.m. Approve AFL-CIO, STATE COUNCIL 93, LOCAL 680 TRAFFIC SUPERVISORS contract ATTACHMENTS:

Type File Name Description

Contract Draft_Traffic_MOA.pdf Traffic MOA for approval 7 23 2020

Memorandum of Agreement Between The Arlington School Committee And The Arlington Traffic Supervisors AFSCME, Local 680

July 2020

The Arlington School Committee and the Arlington Traffic Supervisors AFSCME, Local 680, (collectively, "Parties") are parties to a collective bargaining agreement for the term July 1, 2017 – June 30, 2020.

The parties have been in negotiations for a successor agreement. The parties have agreed that their collective bargaining agreement in effect from July 1, 2017 through June 30, 2020 shall remain in full force and effect except as modified by this Memorandum of Agreement;

1. <u>Article XIII Hours of Work and Pay Rates.</u>

Increase wages by 2% in FY 21 The pay rate in FY 21 (2020-2021 School Year) will be 51.52 per day for a full day assignment, \$25.76 for a half day assignment.

Add the following clause: Direct Deposit. Effective with the first pay in September 2020, all employees shall receive their pay through direct deposit. The Committee may provide employees with electronic pay advices in lieu of paper pay stubs. The Traffic Supervisors will have access to a computer and printer in the school central office or Human Resources office to print their electronic pay advices.

2. <u>ARTICLE XIX – Duration:</u> Amend Article to read as follows:

The effective dates of this Agreement are July 1, 2020 through June 30, 2021. If a successor bargaining agreement is not reached by the termination of this agreement, this agreement shall remain in full force and effect until such time a successor agreement is reached.

3. The District will include Traffic Supervisors in any notifications regarding school closures, emergencies, power outages and related circumstances.

Agreed to on this day of	, 2020, by the negotiating teams for the
Arlington School Committee	AFSCME Local 680-Traffic Supervisors



6:55 p.m. Fall Reopening Update and draft plans, K. Bodie



7:55 p.m. Special education reopening guidance summary and planning, A. Elmer



8:25 p.m. Faculty and staff survey, executive summary and key takeaways, R. MacNeal



8:45 p.m. Monthly Financial Report, M. Mason



8:55 p.m. Superintendent's Report, K. Bodie

Summary:
• AHS Building Committee update



9:15 p.m Consent Agenda

Summary:

*Approval of Warrant: Warrant Number 20319 Total Warrant Amount \$4,895,426.25, Dated July 14, 2020, effective date June 30, 2020.

ATTACHMENTS:

	Type	File Name	Description
ם	Warrant	Please_DocuSign_scan_swalenski_2020- 07-08-13.pdf	Warrant 20319 7 14 2020

^{*}Approval of Minutes: June 25, and July 9, 2020 School Committee Regular Zoom Meeting Minutes

APPROVAL OF ACCOUNTS PAYABLE

I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number

20319

Total Warrant Amount

\$4,895,426.25

DATED

7/14/2020

EFFECTIVE DATE

6/30/2020

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

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Muchael Mason, Or.

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Superintendent of Schools / Chief Financial Officer

Docusigned by:

Jane Morgan

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School Committee

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Kirsi Allison-Ampe

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DATE:

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TOWN OF ARLINGTON PRELIMINARY DETAIL INVOICE LIST

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TOWN OF ARLINGTON PRELIMINARY DETAIL INVOICE LIST

P 44 apwarrnt

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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 46 apwarrnt

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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 47 apwarrnt

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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 49 apwarrnt

	4,895,426.25			
	4,895,426.25	WARRANT SUMMARY TOTAL		
			9.09	CASH ACCOUNT 0000 104013
2,378,601.00	74,250.00	OWNERS PM BLDG REIMBURSABLE SERV FUND TOTAL	6250-1-0123-2020-52-00-0-83-582018- 6250-1-0123-2020-52-00-0-83-582019-	6251231 6251231
208.833.002.95	1.732.310.73	BUILDING CONSTRUCTION	-00-0-83-582	6251231 HIGH
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8,367.00	2,070.00	MISC	VAN 2010-3-0056-OR -69-31-0-NM-84000 -	2010 201 GILBERT & SULLIVAN
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5,239.33	498.00	MISC EXPENSES	1950-3-1000-OR -69-10-0-NM-84000 -	1950 1951 COLLEGE FAIR
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.00	1,056.00	MISCELLANEOUS REVENUE	1920-3-1450-OR -01-62-9-NM-7289 -	1920 192 BISHOP BUS FEES
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			2020	WARRANT: 20319 07/14/2020
p 50			TOWN OF ARLINGTON PRELIMINARY WARRANT SUMMARY	07/08/2020 12:42 TOWN OF Cshea PRELIMIN

** END OF REPORT - Generated by Colleen Shea **



9:20 p.m. Subcommittee/Liaison Reports/Announcements

Summary:

- Budget: Kirsi Allison-Ampe, Chair
- Community Relations: Bill Hayner, Chair
- Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair
- Facilities: Jeff Thielman, Chair
- Policies & Procedures: Paul Schlichtman, Chair
- Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe
- Superintendents Search Process Committee, P. Schlichtman
- Liaisons Reports
- Announcements
- Future Agenda Items



9:30 p.m. Executive Session

Summary:

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

Bargaining with Arlington Administrators Association (AAA) and Arlington Education Association (AEA)

ATTACHMENTS:		
Type	File Name	Description



10:00 p.m. Adjournment



Submitted by Jane Morgan, Chair



Correspondence Received:

Summary:

Warrant 20319 dated July 14, 2020
School Committee Regular June 25 and July 9, 2020 minutes
Traffic Supervisors MOA
AEA MGL ch. 150 E Request for Information and Demand to Bargain
Update on Timeline for Reopening Plan and Building Safety Actions July 18, 2020
Letter to Parents and Guardians, District and Facilities Dept. July 18, 2020
Ching-King Chieng Ph.D letter reagarding Community Service June 23, 2020.
Vanessa Steck email July 19 2020
Catherine Oranchak Rall 2020 reopening email July 18, 2020
Sharie McNeill July 2020
Superintendent Search survey and this weeks focus groups

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download

ATTACHMENTS:

	Туре	File Name	Description
ם	Correspondence	Supplement_re_Remote_Participation_During_Coronavirus_State_of_EmergencyChecklist_and_Script.pdf_(00022235xA050C)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency
ם	Correspondence	Remote_Participation_Checklist_for_COVID- 19_Emergency_(00022229xA050C).docx	Remote Checklist
D	Reference Material	Remote_Meeting_Script_(00022231xA050C).docx	Remote script



Town of Arlington Legal Department

Douglas W. Heim Town Counsel 50 Pleasant Street Arlington, MA 02476 Phone: 781.316.3150

Fax: 781.316.3159

E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,

Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively used new technologies such as the "Zoom" app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body's business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting ☐ All non-emergency items properly posted at least 48 hours in advance ☐ "Executive Order on Remote Participation" is posted with agenda ☐ All members received the same documents for meeting ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law) ☐ For meetings with public participation, encourage written public comments <u>Initiating Meeting</u> ☐ Confirm that all Members are present and can hear each other ☐ Read Preamble to Remote Meetings ☐ Note materials for meeting available online through Novus or Town website for the public ☐ Introduce all members, staff, and persons on the agenda ☐ Cover "ground rules" For "Zoom" Meetings ☐ Disable Chat Function for Participants ☐ Click "Record Meeting" ☐ Advise Participants that Meeting is Being Recorded ☐ Caution Participants About Screen Sharing **During Meeting** ☐ Each speaker states their name before each presentation, comment, or question ☐ All votes taken by roll call

☐ Meeting Minutes reflect remote status

Technical Difficulties

If	tec	hnical	dif	ficulties	arise,	Chair	suspends	meet	ing	while	attempts	to
res	solv	e are n	nad	e								
Κe	eep	accura	ate	minutes	noting	gany	disconnec	tions	and	recor	nnections	of
members												

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name*.
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name*.
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

<u>Introduction to Remote Meeting:</u>

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

*For Novus Agenda-Supported Meetings: All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

*For Non-Novus Supported Meetings: All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

• I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
- Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

• For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, <u>each vote taken in this meeting will be conducted by roll call vote.</u>

[Any additional preliminary comments tailored to meetings]