

ERVING SCHOOL COMMITTEE

PROCEDURES FOR CONDUCTING PUBLIC HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice including date, time, location and subject of the meeting in line with statutory requirements and seek to publicize the meeting widely (e.g. including, whenever possible school and town website, school and town newsletters).
2. Make available printed information on the topic of the hearing prior to and/or at the meeting. This shall include an agenda and rules for conducting and participating in the meeting.
3. Provide an opportunity for all perspectives to be heard.

The Chairperson or Secretary of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing of the procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to allow all perspectives to be heard. The School Committee Public Participation Policy will be the procedure followed unless otherwise dictated by law.

Minutes of the hearing will be filed with the School Committee records and will be made available upon request within a reasonable amount of time.

SOURCE: MASC

NOTE: The details pertaining to conduct of hearings (such as requirements for granting due process, rules of evidence, the making of records and transcripts, and so on), whether established by state law or by Committee action, may be included in the manual as a regulation coded BEE-R. Policies and procedures for special types of hearings -- such as those related to student suspension, staff dismissal, programs and accommodations for handicapped children, and so on -- are better filed under terms related to those specific topics.

First reading: 01/16/07

Second reading, first vote: 02/27/07

Final vote: 03/20/07