

1 ESTABLISH OFFICE HOURS

Once/month - 3 members - zoom

- Respecting privacy, especially of minors
- No direct dealing
- Consider formal reach out to different sectors of the community (non-parents, seniors, EL families, etc)
- Additional in-person events at e.g. BHA?

2 PUBLIC COMMENT

- Proactive outreach to people/orgs with specific knowledge on certain issues for public comment
- School Committee is encouraged to respond to public comments (especially when promoting civility or clarifying misperceptions).
- To invite greater focus on issues, members have the opportunity for post-comment summative reflection.

3 EMAIL HYGIENE

3.1 Webpage and Signature

Signature on "Click here to learn about PSB email best practices."

New page on SC section of website entitled "Contacting School Committee"

School Committee members are making a conscious effort to (1) ensure that email messages from the community are received by the people best placed to respond, and (2) all email messages to the School Committee receive a response.

If you email regarding existing/new district goals or policy, the district budget, collective bargaining, or evaluation of the superintendent: at least one member of the committee will reply to you.

If you email regarding district practices: your email will be forwarded to the appropriate member of the senior leadership, listed at www.brookline.k12.ma.us/site/Default.aspx?PageID=38

If you email regarding a specific student: By law, School Committee is not involved with individual student issues. Please address your questions (to the extent possible) in the following order: to your student's teacher(s), to your building principal, and then to the superintendent, Dr. Linus Guillory (linus_guillory@psbma.org).

If you still feel after taking these steps that your comment has been unheard, please reach out to us again and we will get back to you.

3.2 EMAIL RESPONSES FROM THE COMMITTEE

Any member may write back to any email. With that said, before any response, consider: is it best for me to respond directly as an individual, or:

- Should I forward it to senior leadership?
- Should I forward it to school_committee for committee response?

Even if choosing to forward elsewhere, you can still respond to acknowledge email and say it has been forwarded for response from the appropriate party(ies).

When forwarding to senior leadership in an area related to SC subcommittees, consider whether to cc the relevant subcommittee member:

Area	Staff	SC member
Finance	Sam Rippin	Mariah Nobrega
Curriculum	Lesley Ryan Miller	Jen Monopoli
Policy	Casey Ngo Miller	David Pearlman
Gov't Rel	Erin Cooley	Helen Charlupski
Capital	Sam Rippin	Helen Charlupski
Negotiations	Linus Guillory	Andy Liu

- Email to school_committee are forwarded to all but one person is assigned the responsibility to respond, in rotating fashion (9 members, 52 weeks = ~5-6 weeks/year). **TBD how those weeks should be assigned/allocated.**
- Emails to all members treated the same as above.
- Email to individual members may be forwarded to school_committee for viewing by all, response by the assigned individual.
- Emails can be delegated by responsible SC member to relevant subcommittee chair for them to respond instead.
- If a large number of emails are received in that week (25?), opportunity to delegate out.
- Form letters considered but responded to at the discretion of the email lead.