Proposed SC communications and engagement norms
updated October 2024

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1. **General principles**
   a. Always follow Open Meeting Law requirements
   b. In all interactions with PSB employees, always avoid direct dealing
   c. In all interactions with or regarding children, always be mindful of their safety, privacy, and welfare
   d. In all interactions with community members, strive to be helpful, informative, and respectful

2. **Channels of proactive communication**
   a. Overhaul the School committee section of the website
      i. Particularly the "meet us" page to encourage engagement and to describe
         1. How to engage with PSB with concerns (see 3.c-d)
         2. How the SC can and cannot respond to messages
      ii. Organize and centralize PSB communication archives
      iii. Publish post-SC meeting newsletters
         1. Potentially include opportunities for SC members to publish blog/opinion pieces on key issues
   b. Organize and/or attend community meetings, including with:
      i. PTOs
      ii. School site councils
      iii. EL families
      iv. METCO families
      v. School signature events
      vi. Brookline Day
   c. Consider formal outreach to other community groups, including:
      i. Non-parents

        ii. Seniors

        iii. BHA residents

        iv. Town Meeting members

d. School Committee members are encouraged to initiate and hold community engagement forums with Brookline community groups

    i. In such cases, School Committee members are requested to inform and invite the remainder of the School Committee to the event

    ii. In cases where a quorum wishes to attend, notice must be given for the event

    iii. If there is not enough time to notice the event, attendance by School Committee members must be limited to less than a quorum if SC will be discussing matters to come in front of the committee.

3. **Protocol for community email response**

    a. A web page that describes this from the community perspective will be developed as part of 2.a.i.

    b. Ensuring responses

        i. Any and all School Committee email members may respond to any and all incoming emails

        ii. The School Committee will designate one member per week to respond to all incoming emails. If that member has difficulty keeping up with the volume of emails, they may seek assistance from the committee in responding.

        iii. The designated respondent has flexibility in deciding how to respond to organized email campaigns (e.g., with cut and paste messages; to all as one; no response).

    c. Referring responses

        i. Emails with questions about specific practices will be referred to members of the [senior leadership team](#)

        ii. Emails with questions about specific student(s) should be referred, in the following order, to: student's educator(s); building principals; and then to the [superintendent](#)

  iii. Emails with questions on topics relevant to specific School Committee subcommittees may be referred to the chairs of and/or administration liaisons to those subcommittees (for SY24-25):

Subcommittee	SC member	Admin member
Capital	Helen Charlupski	Susan Givens
Curriculum	Suzanne Federspiel	Jodi Fortuna
Diversity, Equity, Inclusion, and Justice	Sarah Moghtader	Claire Galloway-Jones
Finance	Mariah Nobrega	Susan Givens
Government Relations	Suzanne Federspiel	None
Negotiations	Andy Liu	Linus Guillory
Pierce	Helen Charlupski	None
Policy	Steven Ehrenberg	Linus Guillory

 d. In cases where a community member has not received a response after following the chain of response in 3.b.ii:

  i. School committee members will generally seek to avoid involving themselves in matters over which they do not have proper authority

  ii. If a community member reaches out after not having received a response from the relevant authority after a reasonable period of time and/or a follow-up query, a School Committee member may choose to reach out on the community member's behalf

 e. Email signatures

  i. To promote engagement, SC members may wish to adopt an email signature with their email address and phone number, e.g.:

FirstName LastName
Brookline School Committee

PUBLIC SCHOOLS of BROOKLINE firstname_lastname@psbma.org
p xxx.xxx.xxxx