

**THE PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF THE SCHOOL COMMITTEE
BROOKLINE, MASSACHUSETTS**

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TO: School Committee
FROM: Betsy Fitzpatrick
Executive Assistant
DATE: August 8, 2024
RE: Transition to "Zoom Meeting" Platform for Subcommittee Meetings

As you may know, in February 2024, the Select Board voted to transition from Zoom Webinars to the use of Zoom Meetings for their weekly public meetings. The Select Board further directed all Town boards, commissions and committees to do the same by September 1, 2024, and encouraged the School Committee to follow suit. The switch was made in response to concerns raised by some members of the community: while the webinar format allows members of the public to see and hear all of the official business being conducted by the public body, it does not allow meeting attendees to see each other.

The School Committee prides itself on transparency and accessibility. In addition to meeting all requirements of the Open Meeting Law, the School Committee makes its meeting documents readily accessible on the [Meeting Materials Page](#) of the school website. School Committee meetings are broadcast live by [Brookline Interactive Group](#) (online and on their local cable channel); recordings of the meeting are played on BIG channels, are available on BIG's website, and are posted to our Meeting Materials Page. Subcommittee meetings are streamed live through Zoom Webinar and are recorded. All recordings are linked on the Meeting Materials Page with 24 hours, and are sent to BIG for uploading on their site. Meeting minutes are approved in a timely fashion, and are also shared on the Meeting Materials Page.

In terms of following the lead of the Select Board for the transition to Zoom Meeting, I recommend the following:

Subcommittee Meetings:

- Transition subcommittee meetings from Zoom Webinar to Zoom Meeting.
- Members will be co-hosts (not panelists).
- I will provide more details to you as we make the transition, including how to manage your screen.
- You will be asked to log-on the subcommittee meeting 5 minutes early.

- There may be a 1-3 minute delay at the start of each meeting as we confirm settings and roles; should lessen over time as we become more proficient.

School Committee Regular Meetings:

- No change to our current system for our regular Thursday meetings.
- We have never offered Zoom access for School Committee meetings.
- Members of the public are welcome to join us in-person or watch through Brookline Interactive Group.
- BIG's meeting recordings will continue to be uploaded to our Meeting Materials Page and the BIG website for the public to view after the meeting.

School Committee Special and/or Remote Meetings:

- From time-to-time, the School Committee will hold a special meeting: usually a brief, fully remote meeting held for a specific purpose. Often these meetings are held in the summer when there are no regularly scheduled meetings.
- For a School Committee that is fully remote (not streamed by BIG), I recommend transitioning from Zoom Webinar to Zoom Meeting.
- We will follow the same steps as outlined above under "Subcommittee Meetings".

I look forward to answering your questions and implementing your final decision.