

Swampscott School Committee
Communications –
II. Draft Motions

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Agenda

- Preference for clarity
- Electronic documents
- File formats
- Document management
- Minutes
- Public Comment
- Informative web site

Draft Motion – Preference for Clarity

- In all of its discussions and communications, the School Committee will aim for maximum clarity, in order to increase the public's opportunity to understand committee actions and deliberations, quickly, easily and at no or minimal cost. Within reason, clarity should take precedence over brevity.

Draft Motion – Electronic Documents

- All reports, presentations and other documents should be submitted to the School Committee in electronic form, as well as any hard copy form.

Draft Motion – PDF File Format

- All reports, presentations and other documents should be submitted to the School Committee in PDF format, as well as any other format. If the submitting agency does not have the capability to create PDF format, all documents should be submitted in one of the approved original formats.

Draft Motion – Approved Original File Formats

- Approved original file formats:
 - Microsoft Office
 - Open Office (open source)
 - Wordperfect Office [Should we bother with this?]

Draft Motions – Original File Formats

- The School Committee prefers to receive all documents also in their original electronic format, as well as any other format, which should be one of the approved original file formats.
- All spreadsheets should be submitted to the School Committee in their original electronic format, which should be one of the approved original file formats.

Draft Motion – Modified Document Formats

- All modified documents should be submitted to the School Committee in two formats:
 - i. With changes highlighted, that is, with a precise presentation of all changes (deletions and insertions). The changes may be presented in change tracking mode or via some other explicit enumeration of all changes.
 - ii. A clean copy of the modified document, that is, a copy in which all changes have been accepted.

Draft Motion – Doc. Mgmt - Informative File Names

- Files in electronic format that are submitted to the School Committee should adhere to the following naming conventions, using an underscore as delimiter:
 - **Date of document:** yyyy-mm-dd.
 - **Revision:** a, b, c, ...
 - **Topic:** agenda / min / report / proposal
 - **Title:** Body or title, e.g., “sc” for School Committee
 - **Type** (where relevant): regular / executive session / public hearing,
abbreviated as: (none) / es / pub-hear
 - **Status** (where relevant): proposal / draft / approved

Draft Motion – Minutes

- School Committee minutes should convey all significant deliberations, so that someone who did not attend or see the meeting should reasonably be able to understand what happened at the meeting, solely by reading the minutes.

Draft Motion – Release of Executive Session Minutes

- School Committee shall endeavor to release those Executive Session minutes as soon as the reasons for secrecy are past.

Draft Motion – Public Comment

- Public Comment will be scheduled at both the beginning and the end of each regular session.
- There shall be a mechanism for the public to submit Public Comment via mail and e-mail.
- Public Comment submitted only in writing may be read out loud by the Chairperson, at the Chairperson’s discretion.

**Draft Motions –
Accessible and Informative Web Site**

- The School Committee's web pages shall be structured for clarity and accessibility.
- A copy of any public document prepared by or submitted to School Committee should be posted to the web pages.
- Agendas, minutes and other documents shall be posted in a manner that will allow the public timely access.