



## SWAMPSCOTT PUBLIC SCHOOLS

### Superintendent of Schools

Matthew Malone, Ph.D.  
207 Forest Avenue  
Swampscott, MA 01907  
Phone: 781 596 8800  
Fax: 781 599 2502  
Email: malone@swampscott.k12.ma.us

TO: School Committee members

FROM: Matthew H. Malone, Ph.D.

DATE: January 7, 2008

RE: Protocol for Correspondence and Documents

The following are guidelines for how documents and correspondence will be sent electronically between the Superintendent's office and your e-mail addresses.

- Any documents to be submitted to the School Committee must first be submitted, electronically, to the Superintendent's Office, who will, electronically, send all documents to the School Committee. No documents should be submitted to the School Committee without going through the Superintendent's Office. All materials must be submitted to the Superintendent's Office no later than three days prior to the intended School Committee meeting.
- All documents submitted to the School Committee must in .PDF format.
- Hard copies of all documents must be prepared by the originator, in advance of the intended School Committee meeting. These copies shall be made available to School Committee and other attendees at the meeting. It is up to the originating department or external organizations to make the appropriate number of copies, minimally, 15 copies. If the document is lengthy, eight copies would be accepted, in which case pre-approval should be obtained from the Superintendent's Office.
- When a document that has been previously submitted to the School Committee is changed and then resubmitted to the School Committee, the date of the revision and all changes must be clearly and obviously highlighted. "Track Changes" is the preferred method of highlighting, although with some programs, we may choose to "highlight" changes (for example, MS PowerPoint and Excel).

- Every file must be named with an obvious name: Name/Date/Draft (if applicable).
- Agenda, Minutes and any other public documents submitted to the School Committee shall be posted to the School Committee website in a timely manner.
- Confidential documents must be stamped “Confidential” on hard copies; “Confidential” must be in obvious text box on electronic correspondence.

School Committee Minutes:

- For all open School Committee meetings, the Superintendent will strive to provide minutes that include deliberations.

Minutes from Executive Sessions:

- In a timely manner and on a regular basis, the Superintendent shall review the minutes from the Executive Sessions of the School Committee. When the Superintendent determines that the reasons for secrecy for any topic are past, the Superintendent will recommend to the School Committee that the minutes of that topic be released to the public.

Please review this and send me your feedback via e-mail. It is my intent to first vet, and then refine our internal practices and procedures that will enhance communication between the Superintendent, the School Committee, and our constituents.

/kl