

**MEETING NOTICE
TOWN OF LYNNFIELD**

Town Clerk Date Stamp

Board/Committee Name: Lynnfield School Committee

Day/Date: Tuesday, May 24, 2016

Time of Meeting: 7:00 PM

Location: High School Media Center

AGENDA

1. Minutes presented for approval: Regular Meetings: April 5, 2016, April 25, 2016, May 10, 2016
2. School Improvement Plan Update 2015-2016
3. School Improvement Plans 2016-2017
4. Superintendent's Report
5. Public Participation
6. Matters for Action
 - Vote on Handbooks
 - Vote on Secretary/Clerk contract

Public Comment Protocols

The School Committee welcomes public comment on items that are within the scope of the School Committee's responsibilities. The Public comment agenda item is reserved for this purpose. Members of the public wishing to address the Committee should be aware of the following guidelines:

- *The Chair will recognize those wishing to speak and give them the floor. Only persons recognized by the Chair may speak. For purposes of the minutes, speakers should identify themselves at the beginning of their remarks.*
- *The purpose of Public Comment is to receive input from the community, not to engage in conversation with the Committee. The Chair will ensure that any comment or question that requires a response from the Committee or the School Department will be addressed in a timely manner.*
- *All comments should be addressed through the Chair, not to any individual committee member or to others in attendance*
- *Speakers are expected to respect confidentiality. This includes the confidentiality of the speaker's own child/ren, as well as that of school staff and personnel.*

The agenda reflects topics that the Chairman reasonably anticipates will be discussed.

Respectively Submitted,

Jane Tremblay
Superintendent of Schools