

School Quality Working Group Calendar & Logistics

All meetings will take place on **Wednesday evenings from 6:00 pm to 8:30 pm**. Please let Rebecca Frisch know at least one day in advance if you are unable to attend a meeting. We ask that members please miss no more than three meetings.

- May 1, 2013 – Boston City Hall, Room 801
- ~~June 12, 2013 – Boston City Hall, Room 801~~ **Date of this meeting to change**
- July 10, 2013 – Location, TBD
- August 7, 2013 – Location, TBD
- September 11, 2013 – Boston City Hall, Room 801
- October 9, 2013 – Boston City Hall, Room 801
- November 13, 2013 - Boston City Hall, Room 801
- December 11, 2013 - Boston City Hall, Room 801
- Meeting dates through November 2014 will be scheduled in the next few months

Open Meeting Law Guidance

- If 50 percent or more working group members would like to participate in any type of discussion regarding working group business, the meeting must take place in person and minutes must be taken (business cannot be conducted over the phone or email if more than 50% of members are involved).
- Notice of the meeting – including time, location, date, and topics to be discussed – must be posted with the Boston City Clerk's Office 48 hours in advance of this meeting. In order to comply with open meeting laws, all deliberation and discussion of the documents among 50 percent or more members must be done during subcommittee or full committee meetings.
- In order to comply with the open meeting law, working group members are not able to call into meetings; they must attend in person.
- All documents relating to the Working Group's work are public.