

## **Marblehead School Committee Subcommittee Roles & Recommitments**

### **Table of Contents:**

- **SC Subcommittees:** [Facilities](#), [Policy](#), [Budget](#), [Communications](#)
- **SC Advisory Group:** [MHS Roof](#)
- **Liaison Assignments:** [METCO](#), [SEPAC](#), [Town Master Plan](#)
- **Expectations:** [Subcommittee Chair](#), [Minutes](#)

### **Facilities (SC subcommittee)**

**Charter:** Oversee the district's physical assets and capital planning. Recommend capital priorities and timelines, ensure facilities work supports educational goals and safety. The Facilities subcommittee prepares a long-range capital needs report for the full School Committee and coordinates with the Budget subcommittee during budget/borrowing seasons.

#### **Key Activities**

- Maintain and update a multi-year capital improvement plan (CIP) and prioritize projects by educational impact, code/safety needs, and cost.
- As needed, assist the administration in coordinating building assessments, architect/engineer reviews, and MSBA (or other state) project submissions.
- Review short- and long-term maintenance budgets as presented by the administrative team; recommend to the full School Committee, flagging potential cost escalations and funding gaps.
- Monitor schedules and contract milestones for major projects as needed (HVAC, accessibility work, etc); recommend corrective action when timelines or budgets slip.

### **Policy (SC subcommittee)**

**Charter:** Develop, review, and recommend district policies to the full School Committee so the district remains compliant with state and federal law and aligned with district goals. The Policy subcommittee vets proposed policy changes, reviews MASC model language, and recommends adoption or repeal.

#### **Key Activities**

- Maintain a prioritized policy review calendar including statutory updates and routine housekeeping.
- Review suggested policy language (from Administration, MASC, legal counsel) and prepare redline drafts and explanatory memos (if necessary) for the full committee.
- Run regular policy "clean-up" reviews to retire obsolete policies or resolve conflicts.
- Track deadlines tied to changes in law or regulations and ensure timely policy adoption.
- Recommend policy readiness to move through required review stages; coordinate with administration to gather stakeholder input when needed.

### **Budget (SC subcommittee)**

**Charter:** Steward the district's financial planning. Review the budget development process, monitor implementation, recommend adjustments to preserve instructional priorities and maintain fiscal sustainability. The Budget subcommittee prepares analyses and reports for the full SC during budget season.

### **Key Activities**

- Develop the subcommittee timeline that aligns with municipal budgeting, including warrant/finance deadlines and override considerations.
- Review the administration's proposed operating and capital budgets line-by-line, understand the drivers of variance, and evaluate the Assistant Superintendent for Finance and Operation's recommended adjustments.
- Monitor quarterly financial reports; alert the full committee to projected overruns or underspends.
- In alignment with the Assistant Superintendent for Finance and Operation, coordinate with the town finance team and auditor on long-range forecasts, debt service, and reserve policies.
- Review cost-containment measures and financial impacts of new programs or staffing changes.

### **Communications (SC subcommittee)**

**Charter:** Coordinate the district's external and internal communications to build public trust, ensure transparency, and amplify student and program successes. The Communications subcommittee also advises on messaging strategy and public engagement.

### **Key Activities**

- Ensure timely distribution of information regarding school committee activities.
- Maintain a district communications plan or editorial calendar aligned with school year milestones, budget season, and major facilities or policy initiatives.
- Create and review public-facing materials (newsletters, website content, etc) and recommend standards for tone, branding, and accessibility.
- Recommend strategies for outreach during high-stakes votes (overrides, capital projects) - until the point at which any school-related issue becomes a ballot question.
- When needed, coordinate public briefings and/or FAQs to keep the community informed and to minimize misinformation.

### **MHS Roof Team (SC Advisory Group)**

**Charter:** Provide focused, expert technical guidance to the Superintendent and School Committee on the MHS roof project, ensuring timely decision-making, budget oversight, and clear public updates. The MHS Roof Team is appointed by and reports into the full school committee.

### **Key Activities**

- Review project scope, timeline, designer/contractor reports and change orders before recommending action to the Facilities and full School Committee.
- Identify permit, procurement, or inspection issues that could affect schedule or cost; recommend mitigation.

### **METCO Liaison**

**Charter:** Serve as the School Committee's designated point of contact for the district's METCO program, helping ensure equitable access, family engagement, cultural responsiveness, and coordinated services for METCO students and families. The liaison supports communication between METCO families, the METCO director/coordinator, building administrators, transportation staff, and the full School Committee.

### **Key Activities**

- Maintain regular contact with the METCO Director; attend METCO family events and periodic program updates so the SC stays informed about enrollment, transportation, and support needs.
- Monitor student academic and social integration concerns; escalate systemic issues (transportation problems, persistent access barriers, cultural/climate concerns) to the Superintendent and the SC.
- Promote family engagement and two-way communication: publicize METCO meetings, workshops and translated materials; help recruit METCO parents for PTO and district advisory roles.
- Review METCO program reporting (attendance, academic indicators, discipline/disciplinary disparities) and request clarifying data or action plans when trends suggest equity gaps.
- Serve as a visible advocate at School Committee meetings — delivering brief liaison updates, flagging items needing policy or budget attention, and supporting culturally responsive practices in district planning.

### **SEPAC Liaison**

**Charter:** Act as the formal SC representative to the district's Special Education Parent Advisory Council (SEPAC), fostering an ongoing advisory partnership that informs committee decision-making about special education services, safety, and compliance with state/federal special education law. The liaison helps ensure SEPAC input is heard, logistical links are maintained, and required regulatory responsibilities are respected.

### **Key Activities**

- Attend SEPAC meetings regularly (or receive and circulate SEPAC minutes); serve as primary channel for SEPAC concerns and recommendations to reach the SC and administration.
- Help coordinate SEPAC access to district decision-makers; ensure SEPAC requests for information or presentations are scheduled appropriately.
- Work with SEPAC to clarify roles and timelines for advisory input (ex. advance notice for budget or program changes that affect special education), and meaningful opportunities for review and input.
- Promote two-way communication and training: publicize SEPAC events, family workshops, and parent-education offerings; encourage translated materials and accessible meeting formats.
- Track compliance and questions the SEPAC raises (accessibility, service delivery, timelines for evaluations/IEPs); request administrative follow-up or data in areas warranting improvement.

### **Town Master Plan Liaison**

**Charter:** Represent the School Committee in the town's multi-year Master Plan process to ensure school facility and program needs are integrated into broader municipal planning and land-use decisions.

### **Key Activities**

- Bring Master Plan milestones and public engagement opportunities to the School Committee's attention. Attend Master Plan meetings; provide school impact analyses for proposed land-use or infrastructure changes.
- Ensure the Master Plan's capital and transportation recommendations reflect school access, safety, and enrollment projections.

### **Expectations: Subcommittee Chair**

1. **Meeting cadence:** Facilitate at least one subcommittee meeting per month (or more often as work requires).
2. **Charter & compliance:** Operate under the committee's approved charter and ensure all activity complies with the Open Meeting Law and the School Committee's adopted protocols. Confirm agendas, minutes, and materials meet MASC-recommended standards for transparency and recordkeeping.
3. **Agenda & materials:** Set the meeting agenda. Post the agenda and all meeting materials at least 48 hours before the meeting (or per any stricter local requirement).
4. **Attendance & participation:** Ensure necessary administrators and staff are invited and able to attend (Superintendent/designee, Finance Director, Facilities Manager, School Counsel, Food Service Director, etc., as relevant). Confirm quorum before calling the meeting to order.
5. **Run the meeting:** Open and close the livestream and public comment per the committee's public comment rules. Follow the posted agenda; manage time and keep discussion focused. Track and explicitly restate agreed next steps, owners, and deadlines during the meeting. Revisit progress on prior agreed actions at subsequent meetings.
6. **Minutes & recordkeeping:** Delegate minute-taking. If using automated transcription (e.g., Zoom AI Companion), ensure a human-reviewed draft is produced. Ensure minutes are reviewed, formally approved (voted), and posted according to Open Meeting Law and local practice (typically at the next meeting).
7. **Reporting (recommended):** Prepare a short update for the full School Committee summarizing decisions, key actions, and any items needing full-committee attention; present at the next full SC meeting.
8. **Conduct & accountability:** Model professional, concise, and inclusive meeting conduct. Ensure the committee follows all statutory posting, access, and record retention rules (Open Meeting Law) and MASC best practices for subcommittees.

### **Expectations: Minutes**

Minutes are the official public record of committee action and must capture motions, votes, and the key factual record of discussion and next steps while protecting confidential student information. Critical components that must be included:

- **Start / end times** — meeting open/close times and any recesses.
- **Attendance & quorum** — list members present/absent and confirm quorum.
- **Reference to materials** — list or attach the documents relied on during the meeting.
- **Public comment** — speaker name(s) and a one-line summary.
- **General discussion summary** — short, factual summaries of main points and rationale.
- **Motions & votes** — exact motion wording, mover, seconder, vote result (yes/no/abstain)
- **Action items / next steps** — clear owner (person or office), specific task, expected timeline.

Zoom AI Companion is a valuable aid in creating timely, thorough minutes. Automated transcripts speed drafting but require a human review/edit before publishing. Always verify who moved/seconded and vote counts against the recording or roll call — automated tools can misattribute speakers. Ensure no confidential student data is published; summarize sensitive items without identifying information.

In open meeting, AI can be used to turn the Zoom AI Companion transcript into minutes that adhere to the following template:

## TEMPLATE: Marblehead School Committee Minutes

**Committee:** [Name]

**Date:** [YYYY-MM-DD]

**Time:** [Start — End]

**Location:** [Room / indicate whether meeting was hybrid]

**Attendees:** [List names — members, administrators, invited staff - note those absent]

**Meeting Recording:** [add link]

### 1. Call to order

- Motion: [who moved], Second: [who seconded] — Outcome: [approved / amended]
- Agenda [link to document here]

### 2. Public comment

- Speaker(s): [name] — 1–2 line summary of comment.

### 3. Discussion Item 1

- **Discussion:** [2–4 sentence factual summary of the discussion and rationale]
- **Motion:** [verbatim, who moved, who seconded]
- **Vote:** [how everyone voted including abstentions and outcome]
- **Action items:** [owner — specific next step — due date]

### 4. Discussion Item 2

- **Discussion:** [2–4 sentence factual summary of the discussion and rationale]
- **Motion:** [verbatim, who moved, who seconded]
- **Vote:** [how everyone voted including abstentions and outcome]
- **Action items:** [owner — specific next step — due date]

*(Repeat block for each major agenda item.)*

### 5. Other / new business

- [Brief notes]

### 6. Adjournment

- Time: [time] — Motion: [who moved], Second: [who seconded] — Outcome: [approved]

**7. Next meeting:** [date/time/location]

**8. Attachments:** [list of documents posted with agenda or distributed at meeting]

## Appointments Previously Made & Those Needed at 9/18/25 Meeting

### *School Committee Subcommittees*

Facilities: Henry Gwazda and Jenn Schaeffner

Policy: Kate Schmeckpeper and Jenn Schaeffner

Communications: Henry Gwazda and OPEN  
Budget: TWO OPENINGS

*School Committee Advisory Group*

MHS Roof: Henry Gwazda & Appointed committee members

*Liaison Assignments*

SEPAC: Henry Gwazda  
METCO: Al Williams  
Town Master Plan: OPEN

*Superintendent's Advisories*

Safety Kate Schmeckpeper  
Health/Wellness OPEN