



DATE POSTED:
Town Clerk Use Only

2021 OCT 10 AM 10:45

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

Marblehead School Committee

Name of Board or Committee

Address: Marblehead High School Library 2 Humphrey Street Marblehead MA 01945
OR

Zoom Conference: <https://marbleheadschoo-ls-org.zoom.us/j/97886762817?pwd=5hT6kswajlCtbJVaC2uYOnlpdiv7fE.1>

Meeting ID: 978 8676 2817

Password: 610612

Dial in Phone +1 646 931 3860 US

Wednesday	October	15	2025	6:30PM
Day of Week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

- I. Initial Business: Call to Order
 - a. Pledge of Allegiance
 - b. Commendations
 - c. Public Comment
 - d. Student Representative
- II. District Updates – Supt. John Robidoux
 - a. Superintendent Update
 - b. High School Graffiti Incident
- III. Consent Action and Agenda Items

- a. Schedule of Bills (vote)
- b. Meeting Minutes: (9/30/25) (vote)
- c. Approval of Policy Updates (vote)

BA: School Committee Operational Goals
BBAA: School Committee Member Authority
BBBA/BBBB: School Committee Member Qualifications/Oath of Office
BBBC: School Committee Member Resignation
BBBE: Unexpired Term Fulfillment
BG: School Committee Policy Development
BGC: Policy Revision and Review
BIBA: School Committee Conferences, Conventions, and Workshops

IV. School Committee Communication and Discussion Items

- a. Approval of Policy Revisions (vote)
BEDH: Public Comment at School Committee Meetings
BHE: Use of Electronic Messaging by School Committee Members
BID: School Committee Member Compensation and Expenses
- b. Revoke Policy BK: School Committee Memberships (vote)
- c. Second Reading, IHAI-A: Middle School Pathway Exploration
- d. Domestic Violence Proclamation (vote)
- e. Superintendent Progress versus Goals
- f. School Committee Goals Next Steps (potential vote)
 - i. Potential Edits/Consolidation
- g. Sub Committee Chairs

V. Closing Business

- a. New Business
- b. Correspondence

VI. Motion and vote to meet in executive session for the following reasons:

Executive session pursuant to Chapter 30A, Section 21(a)(3), "Purpose 3", to discuss litigation, Marblehead School Committee and Marblehead Teachers Association, MUPL-24-10570, as an open meeting may have a detrimental effect on the litigating position of the School Committee and the Chair so declares without intent to return to open session.

Executive session pursuant to Chapter 30A, Section 21(a)(2), Purpose (2) to conduct collective bargaining session with Marblehead Education Association, specifically to hear a Step Three grievance regarding the Lead Teacher Stipend, as an open meeting may have a detrimental effect on the litigating position of the School Committee and the Chair so declares without intent to return to open session.

Executive session pursuant to Chapter 30A, Section 21(a)(3), Purpose (3) to discuss strategy with respect to collective bargaining, specifically to deliberate regarding a response to the Step Three grievance regarding the Lead Teacher Stipend, as an open meeting may have a detrimental effect on the litigating position of the School Committee and the Chair so declares without intent to return to open session.

Chair's Statement following roll call vote on the motion:

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VI. Executive Session

Adjournment

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at 2 Humphrey Street Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson:	<u>Al Williams</u>
Posted by:	<u>Al Williams</u>
Date:	<u>10/10/25</u>



Marblehead Public Schools

9 Widger Road
Marblehead, Massachusetts 01945
Phone: (781) 639-3140

John Robidoux
Superintendent of Schools

Julia Ferreira
*Assistant Superintendent of
Teaching & Learning*

LisaMarie Ippolito
*Assistant Superintendent of
Student Services*

Michael Pfifferling
*Assistant Superintendent of
Finance & Operations*

MEMORANDUM

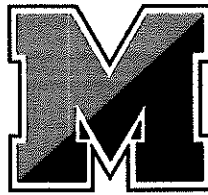
TO: Marblehead School Committee
FROM: Michael Pfifferling, Assistant Superintendent of Finance and Operations
DATE: October 10, 2025
RE: Schedule of Bills for Approval

Included in this packet are the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive.

Schedule	Amount
A26-11 – DW – MSR	\$424,342.96
A26-11 – FAC – LM	\$11,177.45
A26-12 – DW – KM	\$540.00
A26-12 – DW – MSR	\$36,696.78
A26-12 – FAC – LM	\$15,012.68
A26-12 – SS – KG	\$95,499.03
A-26-13 – FS – LM	\$7,436.89
A26-13 – DW – MSR	\$117,517.05
A23-14 – FAC – LM	\$14,666.01
A26-14 – SS – KG	\$141,009.09
A26-14-FS-CF	\$197,408.07
Total	\$1,061,306.01

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$1,061,306.01



DRAFT MINUTES

Marblehead School Committee

Chair: Al Williams

Meeting Date, Time & Location: Tuesday, September 30, 2025, 6pm, MHS Library, 2 Humphrey Street
Marblehead MA 01945

SC Members Present: M. Clucas, H. Gwazda, J. Schaeffner, K. Schmeckpeper, A. Williams

Agenda & Materials: [Link](#)

Meeting Recording: [Link](#)

Minutes Respectfully Submitted By: Henry Gwazda

Call to Order: Mr. Williams called the meeting to order at 6:02PM. The committee recited the Pledge of Allegiance. There were no commendations, nor public comment.

Student Representative: College recommendations being worked on; 100 colleges and universities will be visiting between Nov & Dec. There are 8 National Merit Scholars and 1 semi-finalist. A substance abuse / risk factor survey is being fielded and students in health classes are being CPR certified. The annual Boosters donation drive is slated to take place this weekend.

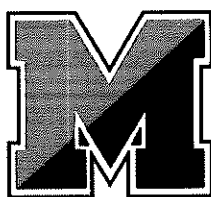
Consent Action and Agenda Items: There was no schedule of bills to approve. Mr. Williams asked for a motion to approve meeting minutes from 7/2/25, 7/31/25 and 9/18/25. Ms. Schmeckpeper moved to approve these minutes, Mr. Gwazda seconded. The motion carried 4-0 with Ms. Schaeffner abstaining.

Village School PTO Donation: Ms. Schmeckpeper made a motion to accept a donation intended to benefit the students of Village School. The funds will be used to install water bottle filling stations. The full job will cost \$4,206. The motion was seconded by Mr. Gwazda. The motion carried 5-0.

Update on Town Charter review: The school committee was asked to review the town charter draft and recommend any factual corrections. Ms. Schmeckpeper reviewed Article 6, section 6.8 (which pertains to the school committee) and had one concern, which the Town Charter committee addressed by adding sentence 4.5 (in packet) - which clarifies that the SC is responsible for the administration of the budget once approved by Town Meeting.

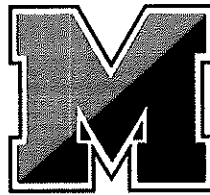
2025/26 SC Goals: Mr. Williams requested that S.M.A.R.T. goals be submitted by members; six were sent in.

- Ms. Schaeffner felt that an open meeting violation occurred and made a motion that the Chair self-report. Ms. Schmeckpeper seconded for purposes of discussion. Although there was disagreement on whether an OML violation did, in fact, occur, the committee voted to self-report and seek an appropriate remedy. The motion passed 4-1, with Mr. Williams opposed.



- Mr. Gwazda shared that he wants to develop better communication tools to **amplify district / committee stories** that are already being told, and solicit / tell stories that aren't, using resources that we already have (meeting updates, distribution tools) and some that we need to develop. He proposed a timeline to launch in mid-November, building a calendar and repackaging the superintendent update as a start. Ms. Clucas agreed, and emphasized the need to understand preferred communication channels of audiences.
- Mr. Gwazda also proposed a **goals tracker** that can be used to communicate the School Committee's progress on self-imposed goals, keeping the community informed and driving accountability. The tracker could be hosted by Google tools and embedded into the existing SC website. Mr. Gwazda shared a timeline for implementation: build by end of October, launch by end of November.
- Ms. Clucas proposed a goal aimed toward **improving transparency and accountability**. First, a baseline survey this fall to understand the community's level of access to and understanding of the committee's work, and surveying again at a few points during the year. Also, the creation of instant recaps following meetings, to supplement minutes and improve the community's access to information.
- Ms. Clucas also suggested **strengthening financial transparency**, including providing information to help the community understand the budget and allowing opportunities to discuss. This effort would include close collaboration with FinCom to explain realities, requests, tradeoffs. The goal would be to implement by March 2026. Ms. Schmeckpeper supported the effort to find new / different ways to share and discuss budget information.
- Ms. Schmeckpeper proposed a goal to **elevate educator voices** to inform decision-making. Jointly with the administration, build a series of listening sessions to understand educators' perspectives on salient issues. Additionally, adding an educator representative to sit at the SC table during meeting, and encouraging the student representative to play a more active role. Ms. Schaeffner recommended consulting legal to understand challenges and expressed concern with possible overreach into the Superintendent's role. The committee discussed strengthen
- Ms. Schaeffner believes the goals should be **focused on budget, policy and managing the superintendent**, including finding ways to fund the district, maximize student achievement and manage the superintendent.
- Ms. Schmeckpeper proposed a goal to support the Superintendent in completing and communicating the **District Improvement Plan**, and that community input is gathered. Additionally, that the committee consider its role in strategic planning moving forward. Currently, there is not a central document for everyone to use to move in a similar direction.

Next steps: Mr. Williams to contact MASC to recruit a facilitator to help the committee to finalize goals.



Process for Supt Evaluation: Mr. Williams presented a plan for the superintendent's review cycle, and how the school committee members will participate. Over the next few meetings the superintendent evaluation will take place (off cycle) and he will need to set new goals.

Subcommittee & Liaison Updates

- **SEPAC Liaison:** Mr. Gwazda met with SEPAC and discussed the ways in which the SC liaison can function for the group, ways in which they can integrate with the SC, and that they're looking for members.
- **Roof Advisory:** Mr. Gwazda shared that the group held their first meeting, reviewing a presentation from Left Field. RDA was in attendance. The group conducted introductions and the timeline for their work. A recording of the meeting is available on the SC's YouTube page.
- **Policy Subcommittee:** Ms. Schmeckpeper shared that the policy subcommittee met this morning to discuss a set of first read policy revisions and rescinations, which will come before the committee soon. Ms. Schaeffner invited the committee to flag policies that are of interest for review. Mr. Williams expressed interest in reviewing the policy governing kindergarten start requirements.
- **Facilities Subcommittee:** Mr. Gwazda shared that the facilities subcommittee met over the summer to review the list of summer facilities, and that the bulk of the updates from their meeting was shared. The committee will be looking at school signage

New Business

Mr. Gwazda noted that a liaison may be between the school committee and the Charter School. He will research and follow up.

Mr. Williams raised that several SC members are going to the MASC conference in November. If the committee so chooses, the group will need to vote on a delegate by mid-October. The committee will also need to review the slate of questions that will be voted upon.

Adjournment: Mr. Williams asked for a motion to adjourn to executive sessions. The committee does not plan to return. Ms. Schmeckpeper moved, Mr. Gwazda seconded. The motion passed 5-0. The Committee went into executive sessions at 7:26pm.

Tewksbury School Committee Goals 2023-2024

■ **Tewksbury Public Schools 2023-2024 District Strategy:**

The Tewksbury Public Schools Community believes that our educational program will reflect our collective Vision of a Learner. Our consistent observable growth among our students and staff will be evident in the achievement of academic, social, and emotional success in school and far beyond.

■ **Tewksbury Public Schools 2023-2024 Theory of Action:**

When the Tewksbury Public Schools prioritizes a Vision of a Learner that focuses on creative problem solving, collaboration, and effective communication, then all students will experience innovative, inclusive, equitable, and student-centered instruction prioritizing academic, social and emotional positive outcomes.

■ **Tewksbury School Committee Mission Statement:**

The Tewksbury School Committee (SC) proposes the following goals for the 2023-2024 school year. The intent of these goals is to support the mission of Tewksbury Public Schools in offering all students a high-quality, student-centered, innovative, and accessible education that prioritizes positive outcomes for all.

School Committee Goals and Action Steps

☐ **Duty to Govern Established Policies and Oversee, Evaluate, and Monitor the Execution of Policies**

By June 30th, 2024, the School Committee will conduct a review and update school committee policies that support the district plans to provide educational programming to be sure they are up-to-date and in compliance with state/ federal law and regulations. This goal will be measured by the changes made in identified policies and the clear communication of changes to the school community.

Action Steps:

1. The SC Policy Subcommittee shall continue to convene and review current policies and recommend adjustments/updates with appropriate central office staff.
2. Identify the policies that will be reviewed and adjusted
3. Publish final changes and communicate how the changes apply to the school community.

School Committee Goals and Action Steps (cont.)

☐ **Committee Support of District Wide Efforts to Increase and Improve Communication**

By June 30th, 2024, the School Committee will have developed and implemented a proactive communication plan that celebrates the successes of the district and that regularly updates the public regarding the district's challenges as measured by agenda items, meeting minutes and increased attendance of all committee members at district events.

Action Steps:

1. Through the Superintendent, collaborate on, and create, a platform for information sharing by November 1, 2023.
2. Through the Superintendent, identify the events and activities which prompt School Committee presence during the school year.
3. Individual members of the SC will consistently share updates and information on the subcommittees, advisory committees, and other relevant groups they are assigned to or involved with.

School Committee's Professional Practice Goal
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☐ Committee Commitment to Building Knowledge, Capacity, and Effectiveness

The committee will participate in professional development and opportunities to build their knowledge of school systems and how to govern them effectively.

Action Steps:

1. Attend the MASC & MASS Joint Conference in November.
2. Engage in training and professional development focused on collective bargaining.
3. Begin the practice of scheduling an annual spring time workshop to review progress towards the goals aforementioned and to begin discussing priorities and potential goals for the upcoming year.

Chelmsford School Committee Goals 2023-24

Mission Statement

To support the mission of the Chelmsford Public Schools to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee proposes the following goals for the 2023-2024 school year.

District Wide Goals

The following goals for the 2023-2024 school year are intended to support and reinforce the districtwide goals outlined in the strategic plan.

School Committee Goals and Action Steps

☐ **Supporting Academic Programs**

During the 2023-2024 school year, the school committee will support the district plans to provide educational programming in such a way as to support the academic achievement, equity of education, and social-emotional learning of students using the established initiatives from the strategic plan and guidance from the state. This goal will be measured by the successful implementation of the new curriculum in mathematics, established metrics of assessments review of new school configurations and schedules, student climate surveys, and the review of special education paraeducators' role in delivery of services.

ACTION STEPS:

1. Evaluate reports of academic progress generated from district-wide testing instruments to determine the effects of past and present changes to the implementation of the new curriculum and allocate funding for the implementation of additional supports when deemed necessary.
2. Communicate with stakeholders the continued changes with the new reconfiguration of the middle schools including any adjustments made to school schedules to accommodate all academic and non-academic needs.
3. Review and communicate student survey data on school climate and allocate funding for any resources required to support students.
4. Evaluate and provide support for the findings from the Equity subgroup on the roles of paraeducators.
5. Continue liaison participation as district guiding team members for the implementation of the strategic plan with support from the DMGroup.



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☐ Maintaining a Highly Effective Staff

During the 2023-2024 school year, the school committee in collaboration with the superintendent, assistant superintendent, director of human resources, and other stakeholders, will support and allocate funding for current and future employees to cultivate a workforce that allows staff to meet the needs of a diverse student and staff population, creating a positive, inclusive, safe learning environments for all. This goal will be measured through reports to the committee on established processes to recruit and retain staff members, increased collaborations with teacher preparation programs, and staff surveys on culturally responsive instruction.

ACTION STEPS:

1. Receive updates on current efforts to connect and partner with various teacher prep programs.
2. Review staff survey data on needs and provide financial resources.
3. Inform and engage the school and broader community regarding the vision of the school district in the areas of diversity, equity, and inclusivity of all groups by reviewing policies and allocating resources for educational programming and professional development for students, staff, and parents to provide context for the district's vision.



School Committee Goals and Action Steps

Maintaining Aligned Financial and Facility Resources

During the 2023-2024 school year, the school committee will work with the superintendent, school personnel, and town officials to develop an aligned, sustainable financial foundation that supports the needs of the district including current and future budget requirements, current and future facility needs, and will clearly communicate these with all stakeholders in the district. This goal will be measured by financial reports, budget documents, capital plans, maintenance work orders, and APPA cleaning standards.

ACTION STEPS:

1. Work with the superintendent and business administrator to monitor the current year budget, including all grants from federal, state, and local agencies related to the COVID-19 pandemic, make necessary adjustments as needed, and develop a budget for the 2024-2025 school year considering current and future financial needs within the district.
2. Review and prioritize short-term capital plans for completion of priority areas.
3. Analyze enrollment projections to guide future prioritization of capital needs in our current facilities, as well as continue to pursue new facility options to meet the projected future needs within the confines of the town's financial realities.
4. Communicate reports on maintenance orders completed.
5. Communicate the review of building conditions as compared to APPA cleaning standards.



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School Committee's Professional Practice Goals

Mission Statement

The following school committee professional practice goals for the 2023-2024 school year are intended to improve communication and functioning among and between the members of the school committee, superintendent, and Chelmsford community.

Duty to Govern Established Policies and Oversee, Evaluate, and Monitor the Execution of Policies

By June 2024, the school committee will conduct a review and update school committee policies that support the district plans to provide educational programming to be sure they are up-to-date and in compliance with state/federal law and regulations. This goal will be measured by changes made in identified policies and the clear communication of changes to the school community.

ACTION STEPS:

1. The SC Policy Subcommittee shall convene and review current policies and recommended adjustments/updates with appropriate central office staff.
2. Identify the policies that will be reviewed and adjusted.
3. Publish final changes and communicate how the changes apply to the school community.



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MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140 x10114
email:schoolcommittee@marbleheadschoools.org

Jennifer Schaeffner
Committee Member

Melissa Clucas
Committee Member

Al Williams
Chairman

Kate Schmeckpeper
Vice-Chairman

Henry Gwazda
Secretary

Domestic Violence Awareness Month- October 2025

WHEREAS domestic violence is a pervasive issue that affects individuals of all ages, backgrounds, and communities, with lasting and profound effects on survivors, families, and society as a whole; and

WHEREAS, the month of October is nationally recognized as Domestic Violence Awareness Month, a time to raise awareness, educate communities, and promote prevention efforts to end sexual violence; and

WHEREAS, according to national statistics, one in three women and one in ten men experience some form of domestic violence in their lifetime, highlighting the urgent need for awareness, support, and action; and

Whereas organizations such as HAWC - Healing Abuse Working for Change, the National Sexual Violence Resource Center, and local crisis centers provide vital services, advocacy, and education to support survivors and prevent future incidents; and

WHEREAS every member of our community can play a role in preventing domestic violence by promoting a culture of respect, consent, and safety, and by standing in solidarity with survivors; and

WHEREAS the Marblehead Public Schools joins advocates, survivors, and organizations across the nation in recognizing the importance of Domestic Violence Awareness Month and affirms its commitment to supporting survivors and working toward a future free from sexual violence.

NOW, THEREFORE, we, the Marblehead School Committee, do hereby proclaim October 2025 as Domestic Violence Awareness Month in the Marblehead Public Schools and encourage all our community members to participate in activities, educational programs, and initiatives that raise awareness and foster a community dedicated to ending domestic violence.

IN WITNESS WHEREOF, we have hereunto set our hand this 15th day of October 2025.

Sincerely,

Al Williams- School Committee Chair

Kate Schmeckpeper -Vice-Chair

Jennifer Schaeffner- Committee Member

Henry Gwazda - Committee Member

Melissa Clucas - Committee Member

File: BA

SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate concerns.

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The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and SMART (Specific Measurable Achievable Relevant Time-bound) goals.
5. Conducting a periodic review of performance against these goals.

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CROSS REF.: ADA, School District Goals and Objectives

SOURCE: MASC/Marblehead

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the district.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of all students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.

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8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

SOURCE: MASC/Marblehead

File: BBBA/BBBB

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Established by law

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 30A:20; 41:1; 41:107; 76:5; 268A:27-28;

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SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the town clerk and School Committee Chair terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which ~~they~~ hold office, that member shall be deemed to have vacated the office.

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Established by law

SOURCE: MASC – Updated 2022

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LEGAL REFS.: M.G.L. 41:2; 41:109

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UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the ~~Select Board~~ and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the ~~Select Board~~ that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the ~~Select Board~~, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

SOURCE: MASC – Updated 2022

LEGAL REF.: _____ M.G.L. 41:11

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BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires individuals to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner.
2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority. Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels in accordance with Policy KE (Public Complaints) for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.
4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct.

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Marblehead Public Schools – Approved 5/18/2023; updated XX/XX/25

5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the School Committee.

6. Sign up instructions will be provided for those who wish to participate in Public Comment.

LEGAL REFS.: M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS

BEC, EXECUTIVE SESSIONS

BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

SOURCE: MASC - Updated 2023

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SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

SOURCE: MASC – Updated 2022

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POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

In its review, the Committee will evaluate how the policies have been implemented. It will consider feedback from school staff, students, and the community when revising policies, as appropriate.

The Superintendent is expected to call to the attention of the Committee all policies that are out of date or for other reason appear to need revision.

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USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the district shall provide district e-mail addresses, which are archived.

SOURCE: MASC – Updated 2023

LEGAL REFS.: M.G.L.4:7; 30A:18-25, 23B; 66:10

CROSS REF: EHB – DATA/RECORDS RETENTION

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Deleted: These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

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SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee ~~will be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

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LEGAL REF.: M.G.L. 40:5

CROSS REFS.: ~~BID~~, School Committee Member Compensation and Expenses
~~DKC~~, Expense Reimbursements

File: BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation. No member of the School Committee shall be eligible for paid employment within the Marblehead Public Schools therein, or in any union school or superintendency union or district in which Marblehead participates. Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 40:5; 71:52

CROSS REFS.: BIBA, School Committee Conferences, Conventions, and Workshops

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SCHOOL COMMITTEE MEMBERSHIPS

The Committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships may be distributed and used to the best advantage of the Committee and the staff.

SOURCE: MASC/Marblehead