Marblehead Policy Subcommittee Minutes

Chair: Kate Schmeckpeper

Meeting Date, Time & Location: May 28, 2026, 11 a.m., virtual meeting

Members Present: Jennifer Schaeffner, Kate Schmeckpeper

Meeting Recording: Link

Minutes Respectfully Submitted By: Kate Schmeckpeper

Call to Order and Approval of Minutes (00:00:00–00:03:00)

a. Meeting called to order at 11:04 a.m. on May 28th.

- Present: Chair Kate Schmeckpeper, Member Jennifer Schaeffner, Superintendent John Robidoux (joined shortly after call to order).

b. Approval of minutes from the April 30th Policy Subcommittee meeting.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the minutes from the April 30th Policy Subcommittee meeting.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy GBE-B Staff Conduct (00:03:00–00:12:00)

a. The subcommittee revisited Policy GBE-B Staff Conduct, previously tabled for further review; Jennifer Schaeffner presented Hopkinton's policy as a model for revision.

b. Superintendent John Robidoux noted much content was already in the staff handbook but supported adopting a Hopkinton-style policy adjusted for Marblehead, as greater specificity reduces interpretive disagreements with unions.

- He indicated the policy did not need to be run by the union prior to adoption.

c. The subcommittee agreed to treat this as a significant revision (not requiring three readings) and to place it on the next full school committee agenda as a discussion item.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to adopt Policy GBE-B, Staff Conduct, as submitted to the Policy Subcommittee with editorial changes to update specific to Marblehead.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy ECAF Security Cameras in Schools (00:12:00–00:17:00)

a. The subcommittee revisited an MASC-recommended revision to Policy ECAF changing law enforcement access language from requiring "prior notice to the school superintendent or designee" to granting access "as the situation requires."

- Superintendent Robidoux confirmed the revised language aligned with current practice.

b. A question was raised about parents' ability to view footage involving their children.

- Superintendent Robidoux clarified that administrators pull relevant footage and review it with attention to other students' privacy, rather than granting direct system access.

c. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revision to Policy ECAF, Security Cameras in Schools.

- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy FF Naming New Facilities and Spaces (00:17:00–00:23:00)

a. No draft revision of Policy FF completed since prior meeting; subcommittee agreed Policy FF and the separate memorial policy need joint review for consistency.

b. Superintendent John Robidoux updated on the Gregory Dana plaque request for the band area.

- Funding nearly secured; rendering to be shared with committee, targeting June 11th full school committee agenda for final approval.

c. Subcommittee discussed concerns about proliferation of naming requests, long-term maintenance obligations, and quality control for physical memorials.

- Superintendent Robidoux recommended considering a limit on naming frequency (e.g., every five years), citing prior district practice.

d. Subcommittee agreed further research into other districts' practices is needed; item carried forward for future work.

Technology-Related Policies (00:23:00–00:32:00)

a. The subcommittee reviewed three MASC technology-related policies: GBE, KDC, and KDCB.

- Superintendent John Robidoux confirmed all were reviewed with the technology director and aligned with current practices; only change was removing a sentence about staff signing a digital form, already addressed under Policy GV.

b. Discussion on the need for a policy governing student personal technology and devices.

- Jennifer Schaeffner reported a parent concern that district policies do not distinguish between limited-function devices and other prohibited devices.

- Superintendent Robidoux committed to researching whether student device rules in the handbook are tied to a specific policy and stressed writing any future policy broadly to avoid frequent revision.

c. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the second reading of Policy GBE, Personal Use of Technology; the first reading of Policy KDC, Community Use of Digital Resources; and the first reading of Policy KDCB, District Website and Social Media.

- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy KBG School Advisory Councils (00:32:00–00:37:00)

a. The subcommittee revisited Policy KBG after learning from the May MASC policy newsletter that PACs are not subject to the Open Meeting Law, prompting removal of the previously added Open Meeting Law line.

b. The subcommittee agreed to revert to the standard MASC-recommended version and treat this as a second reading due to the change.

- A motion was made by Kate Schmeckpeper and seconded by Jennifer Schaeffner to approve for second reading Policy KBG, School Advisory Councils, as outlined in the MASC recommended policy.
- The motion passed 2–0, with votes in favor: Kate Schmeckpeper, Jennifer Schaeffner.

Policy JICK Harassment of Students (00:37:00–00:39:00)

a. New MASC-recommended policy (2022) from March 2023 newsletter; not previously adopted by Marblehead.

- Superintendent John Robidoux confirmed the proposed language was appropriate with minor adjustments.

b. A motion was made by Kate Schmeckpeper and seconded by Jennifer Schaeffner to approve Policy JICK, Harassment of Students, for first reading.

- The motion passed 2–0, with votes in favor: Kate Schmeckpeper, Jennifer Schaeffner.

Policy JLCDC Self-Administration and Self-Carry of Medications (00:39:00–00:44:00)

a. New MASC-recommended Policy JLCDC reviewed for first reading; permits broad self-carry and self-administration for any medication meeting specified requirements.

b. Potential conflict identified with existing Policy JLCD, which limits self-administration to three conditions (diabetes, food allergies, asthma).

- Superintendent John Robidoux agreed to have the school nurse review both policies for consistency and consider consulting district counsel.

c. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the first reading of Policy JLCDC, Self-Administration and Self-Carry of Medications.

- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy JIC Student Discipline (00:44:00–00:49:00)

a. Subcommittee reviewed Policy JIC, flagged since 2018; MASC-recommended revision represented a substantial change.

- Agreed to adopt MASC-recommended JIC revision and add future review of Policy JK (Student Conduct) for alignment.

b. Superintendent John Robidoux confirmed the policy aligned with current practices.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revision of Policy JIC, Student Discipline, to the MASC-recommended version.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy JICFB Bullying Prevention (00:49:00–00:50:00)

a. Superintendent John Robidoux confirmed the policy aligned with the district's bullying prevention plan; MASC revision involved adjustments to writing rather than substantive content changes.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revision of Policy JICFB, Bullying Prevention.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policy JKKA Timeout, Seclusion, and Restraint of Students (00:50:00–00:52:00)

a. Superintendent John Robidoux reported the district had been operationalizing policy requirements, including ensuring compliant physical spaces, updating protocols, and conducting staff training.

b. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revisions to Policy JKAA, Timeout, Seclusion, and Restraint of Students.

- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Policies IGA Curriculum Development and IGB Student Services (00:52:00–00:54:00)

a. Policy IJA revision combined with Policy IGD per MASC recommendation; reviewed by Assistant Superintendent Julia Ferreira.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revision of Policy IJA and combine it with Policy IGD.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

b. Policy IGB revised to delete extraneous language and update titles/descriptions.

- A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revision of Policy IGB, Student Services Program.
- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

Discussion of Additional Policy Concerns with Superintendent (00:54:00–01:04:00)

a. Policy IHAMA, Parental Notification Relative to Sex Education — MASC revision deleted language requiring superintendent to distribute policy to principals by September 1st and removed student handbook reference.

- Superintendent John Robidoux confirmed the district sends written notification to parents with opt-out option.
- Subcommittee agreed deletion was acceptable as duplicative and moved forward with the revision.

b. Policy IHBH, Alternative High School Programs — interpreted as requiring appropriate programming for diverse student needs, which the district already provides; no changes proposed.

c. Policy JJE, Student Fundraising Activities — policy strongly discourages door-to-door sales, but Boosters organizations regularly conduct door-to-door fundraising.

- Subcommittee agreed to approve MASC policy changes but flagged the need for the superintendent to review district adherence to the existing provision.

d. Policy JLCA, Physical Examination of Students — Superintendent Robidoux explained the school physician's role is primarily medication orders and ADHD screenings in special education context; no changes proposed at this time.

e. Policy IMDB, Flag and Banner Policy — Superintendent Robidoux reported two unresolved items: a request to add Jewish American Heritage Month to listed banners, and a student-proposed Black Lives Matter banner design.

- Superintendent Robidoux indicated he would bring proposals to the full committee at an appropriate time.

f. Superintendent Robidoux departed the meeting to attend the high school athletic signing event.

Remaining Policy Revisions and Votes (01:04:00–01:12:00)

a. The subcommittee voted on revisions to the following MASC-recommended policies, each passing 2–0 with Jennifer Schaeffner and Kate Schmeckpeper voting in favor:

- Policy IHAMA, Parental Notification Relative to Sex Education
- Policy IHBH, Alternative School Programs
- Policy JB, Equal Educational Opportunities
- Policy JFABE, Educational Opportunities for Military Children
- Policy JFABF, Educational Opportunities for Children in Foster Care

b. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revisions to Policy JFBB, School Choice. The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

c. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revisions to Policy JH, Student Absence and Excuses. The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

d. The subcommittee voted on revisions to the following additional policies, each passing 2–0 with Jennifer Schaeffner and Kate Schmeckpeper voting in favor:

- Policy JHD, Exclusions and Exemptions from School Attendance
- Policy JICE, Student Publications
- Policy JICFA, Prohibition of Hazing
- Policy JICFA-H, Searches and Interrogations
- Policy JJ, Co-Curricular and Extracurricular Activities

e. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to approve the revisions to Policy JJE, Student Fundraising Activities. The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

f. The subcommittee voted on revisions to the following remaining policies, each passing 2–0 with Jennifer Schaeffner and Kate Schmeckpeper voting in favor:

- Policy JJIB, Interscholastic Athletics; Policy JL, Student Welfare; Policy JLC, Student Health Services and Requirements; Policy JLCA, Physical Examinations of Students
- Policy JLCB, Immunization of Students; Policy JLCC, Communicable Diseases; Policy JLCD, Administering Medicines to Students
- Policy EEAEA, Bus Driver Examination and Training; Policy ECAB, Access to Buildings and Grounds

Adjournment (01:12:00–01:14:00)

a. A motion was made by Jennifer Schaeffner and seconded by Kate Schmeckpeper to adjourn.

- The motion passed 2–0, with votes in favor: Jennifer Schaeffner, Kate Schmeckpeper.

b. The meeting adjourned at 12:17 p.m.