



A motion was made by Christine Bolzan to adopt the draft charter and job description for presentation to the full school committee for approval. Seconded by Melissa Ogden and unanimously approved by a roll call vote.

**Communication Planning:** *Updates, Recommendations & Requests*

- School Committee
  - Update: Working meeting summary to committee 10/8
  - Recommend: Draft charter and job description for approval vote
- Subcommittees: Socialize request for material creation support with Community Relations (CR)
- Community: None yet - to be discussed at next meeting
- Other: Socialize admin support request once details are finalized

**Task Assignment / Next Steps**

- Socialize support requests with the CR subcommittee and admin office
- Revise charter and job description for full school committee review/approval

**Forward Planning:** Weekly meeting on Wednesdays at 5pm with Fridays at 12pm as a second option

**Adjournment:** The Meeting was adjourned at 6:00 pm on a Motion by Lisa MacInnis, seconded by Melissa Ogden and unanimously approved by a roll call vote.

NB: School Committee meeting minutes are not intended to be a transcription of the meeting. All meeting agendas, minutes and materials are [posted on-line](#).

Per the Massachusetts Open Meeting Law, this is a list of documents that were either distributed to the Committee before the meeting, in the packet, or at the meeting.:

- [Draft Masco Superintendent job description revised by subcommittee](#)
- [Draft Superintendent Search Subcommittee Charter revised by subcommittee](#)