

**Temporary Subcommittee to Study Options to  
Develop Transcripts of Meetings**

**December 13, 2018\***

As requested during the last School Committee meeting, the Chair is directing the establishment of a Temporary School Committee Subcommittee to study options to develop transcripts of meetings. This Subcommittee shall be convened by Mr. Geoffrey Epstein and will also include Ms. Beverly Hugo, Ms. Gloria Pascual and Ms. Tracey Bryant. Mr. Epstein is the convener to work with the Administrative Assistant to facilitate the scheduling, booking of space, and posting the meeting for the public.

The Subcommittee shall discuss and report recommendations about:

1. Whether or not transcripts of all meetings should be made.
2. Provide cost estimates for multiple options to create transcripts. Also provide cost estimates and recommendations on translation options. Coordinate with FPS Business Office to ensure all procurement rules are followed, if applicable.
3. Effort shall focus on subcommittees, yet shall also make recommendations on if transcripts are recommended for full School Committee meetings as well.
4. How to catalog audio recordings in compliance with the Public Records Law.

The subcommittee shall make these recommendations with the policy on minutes, BEDG, and the potential for other necessary changes to policy in mind. The subcommittee shall not seek to change the current role of the Subcommittee Chair, or another subcommittee member they designate, as responsible for subcommittee minutes, as outlined in the Open Meeting Law, policy, and previous discussions. The School Committee's Administrative Assistant is not responsible to draft subcommittee minutes based on their job description and numerous other responsibilities.

The Subcommittee will seek feedback from all members on the outlined topics in a short timeframe and be like a "Task Force", as mentioned at the last meeting. The Subcommittee shall hold at least once public meeting before reporting back to the full School Committee with written recommendations for discussion and consideration by the full body at the School Committee meeting scheduled for Wednesday January 16, 2019. If the Subcommittee requests more time, this can be moved to the February 6, 2019 meeting. On the date of the presentation the subcommittee shall dissolve unless extended by the Chair or full committee.

\*Amended on December 31, 2018, adding Ms. Bryant to the Subcommittee



