

Stoughton Public Schools - Master Plan Committee

Roles & Responsibilities

The School Committee for the Stoughton Public Schools created a Facilities Master Plan Committee (FMPC). The charge of this group is to provide an ongoing assessment of school facility conditions. An annual Stoughton School's Facilities Master Plan (SSFMP) is the result of this group's study and findings. The FMPC is a body commissioned by the School Committee to evaluate growth trends within the district and to make recommendations to the School Committee on the utilization of existing facilities and on other ways to address the needs associated with enrollment and other required services to students in the near and distant future. Its recommendations should be consistent with School Committee policy and district goals and aim at minimizing undesirable effects on the quality of the district educational program. The Committee is also charged with ongoing modification of the Master Plan as appropriate.

The School Committee shall appoint an ongoing, Facilities Master Plan Committee (FMPC) composed of at least seven voting members to develop and maintain the SSFMP. The FMPC shall consist of four members from the community, a member of the School Committee, the Superintendent, and the Director of Maintenance and Operations. Presentations of the SSFMP shall be conducted by the Superintendent of school and/or Director Maintenance and Operations when appropriate

The School Committee may also authorize the employment of professional consultants or advisors from outside agencies when specialized knowledge or services are required to supplement the efforts of district personnel or to assist the FMPC.

Appointments

- The appointment term shall be for 1 year
- New members of the MPC shall be appointed by the School Committee at a regularly scheduled meeting in June of each year or at other times as necessary to complete terms and fill vacancies that may come up unexpectedly. Interested candidates shall apply for consideration after appropriate notice of vacancy has been given through the local school publications.
- Members for reappointment may be recommended to the School Committee for consideration by the MPC

Attendance Obligations

The voting members of the MPC are expected to attend all regular and special meetings of the Committee.

Officers and Responsibilities

Following the annual appointments, the MPC shall elect from its voting membership a Chairperson, Vice-Chairperson and a Secretary during their FMC meeting. A simple majority vote is required to elect officers. All full members (excluding District employees and School Committee members) are eligible to hold office, however.

- The Chairperson will preside at all committee meetings, prepare all agendas, and

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represent the MPC at the School Committee meetings. They shall also coordinate/collaborate with other town facilities agencies. The Chair shall report the SSFMP to the School Committee on an annual basis.

- The Vice-Chairperson shall preside at all committee meetings, prepare all agendas, and represent the committee at School Committee meetings in the Chairperson's absence, and serve as the Chairperson-elect.
- The Secretary shall take minutes for all committee meetings and ensure copies of these minutes are provided to each committee member in a timely manner. The Secretary will maintain files containing attendance records, minutes, agendas, and other documents pertinent to the MPC's conduct of business. They shall ensure that all Agendas and Minutes are posted online.

MPC Meetings

- Regular Meetings: shall be held on a monthly basis at a time and location to be determined by the membership. Based on their annual work plan, the MPC will use these meetings to investigate, analyze, and develop recommendations for the School Committee.
- Special meetings may be called at the request of the MPC Chairperson, the School Committee, or the Superintendent of schools. At these meetings, the MPC will focus on issues, specifically requested, that may not be part of their annual work plan.

Voting

- A quorum shall be the presence of a simple majority of the current voting membership
- A majority vote of a committee quorum is required for a recommendation to the School Committee. Minority opinions will be communicated to the School Committee
- In the case of a tie vote, the motion being voted upon shall be deemed to have failed

Robert's Rules in Plain English will govern any provisions not covered by the charge of the Committee