



MARBLEHEAD
PUBLIC SCHOOLS

School Lunch Program
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3158
fax: 781.639.9423

MEMORANDUM

TO: Leadership
FROM: Richard Kelleher, Food Service Director
CC: Enid Wood, Diane Dewing, Gilberto Hernandez, Pano Gagakis, Jim Richards, and File
DATE: 12/14/2021
RE: Acknowledging Excellence

We are all aware of the emergency situation that occurred at Brown. A good number of folks worked outside their areas of responsibility to make sure the students were in the best situation possible.

I wanted to acknowledge and thank members of my staff, Enid Wood and Diane Dewing. They had a number of little hungries who showed up at their door step. They basically set up a special lunch service after they had closed and cleaned their kitchen. They had one foot out the door but stopped and made this happen.

At the Brown School I wanted to thank the entire custodial staff, Gilberto Rodriguez, Jim Richards, and Pano Gagakis, for their extra efforts under extreme circumstances. My staff was allowed back into the building only to make sure equipment was turned off and to retrieve their personal belongings. This meant they could not put anything away, wash, clean, or sanitize equipment or surfaces.

When Tracy Depaula, Cook/Manager, arrived this morning she was astonished. Everything had been put away, wiped down, pans rinsed and soaked, remaining food properly disposed of. The custodian's extra effort, on top of a late start caused by the emergency, was very much appreciated. It allowed my staff to focus on feeding the children instead of cleaning up from the day before.

Just wanted folks to know that this kind of teamwork and dedication is valued, noticed, and appreciated.

Marblehead High School



*Daniel Bauer
Principal*

*2 Humphrey Street
Marblehead, Massachusetts 01945-2290
(781) 639-3100
(781) 639-3105 fax*

*Lynsey Page
Assistant Principal*

*Michele Carlson
Assistant Principal*

Memo: MHS Athletic Department - Gift
Subject: Donation for wrestling mat
Date: 12/10/21
From: Greg Ceglarski, Athletic Director

We have been approached with a donation offer of \$7,664.48 to purchase a new wrestling mat. This offer is from Parker Grissom, who is a friend of the wrestling program.

The current wrestling mat is overdue for replacement. A new mat will help our wrestling program as participation has grown over the years. We have students from both the high school and middle school on the wrestling team. The wrestling mat is used for both practices and competitions. This would be an improved and safer mat, which will best serve our student-athletes.

We would like to accept this donation of \$7,664.48 to purchase a new wrestling mat for MHS. This donation and purchase has the full support of Mr. Bauer.

Thank you for consideration.

Marblehead High School



*Daniel Bauer
Principal*

*2 Humphrey Street
Marblehead, Massachusetts 01945-2290
(781) 639-3100
(781) 639-3105 fax*

*Lynsey Page
Assistant Principal*

*Michele Carlson
Assistant Principal*

Memo: MHS Surplus Items
Subject: Computer Tables
Date: 8/16/21
From: Dan Bauer

We are requesting to make 40 computer tables (pictured below), surplus items. There are 40 tables not being used and are taking up room in storage. This has been the case for several years. An email was sent to MPS leadership asking if there was a need for these tables at their schools, with no takers.

Note: MHS Computer Labs were converted to classrooms, creating this surplus item.





**MARBLEHEAD
PUBLIC SCHOOLS**

Todd Bloodgood
Director of Facilities
9 Widger Road
Marblehead, MA 01945
Phone: 781.639.3120 x3177
bloodgood.todd@marbleheadschoos.org

December 3, 2021

Dr. Buckey,

I am asking permission to decommission and dispose of the school districts 1999 GMC Savana Van. This vehicle is beyond repair and unable to obtain a State inspection and is of no value.

Thank you.



Eagle Scout Project

Tyler Earp



12.16.21

School Committee Presentation



Improvements to the Outdoor Classroom Space at MHS

1. Add a *greenhouse*
2. Replace existing *raised beds*
3. **Site Conservation** (remove invasive species and prune overgrown plants)



The Greenhouse

Florian Greenhouse

- Dimensions: L:20' 9 1/2" W: 16' 5 1/4" H: 9' 3 7/8"
- Base Cost: \$22,468
 - + \$8,770 7/8" double insulated tempered safety glass
 - + **\$4,126 6 bay ridge vent with motor and screens**
 - + **\$4,126 6 bay side vent with motor and screens**
 - + \$2,450 Single swing commercial door
 - + \$945 16" Exhaust fan motorized with shutter
 - + \$325 HAF fans horizontal air flow
 - + \$418 3'x 8' Individual plant benches
 - + \$2,950 MA. Professional review sealed drawings.
 - + \$3,590 Delivery
 - + \$17,200 Installation



Greenhouse (Continued)

- Base Cost: \$22,468
 - + \$8,770 7/8" double insulated tempered safety glass
 - + \$945 16" Exhaust fan motorized with shutter
 - + \$325 HAF fans horizontal air flow
 - + \$418 Tables (2)
 - + \$2,450 Single swing commercial door
 - + \$3,590 Delivery
 - + \$2950 MA. Professional review sealed drawings
 - = \$42,334

Raised Beds

Four raised beds

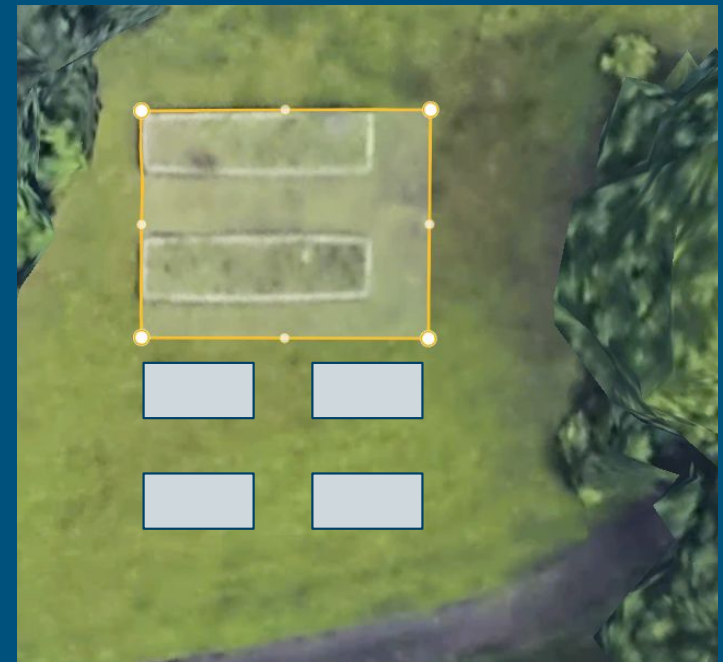
Upper two (L:8' W:4' H:24") (36)

Lower two (L:8' W:4' H: 16") (24)

Wood (60: 4" x 4" x 8' Boards): \$2,159 - \$2,519

Hardware (Screws): \$161.92

Total: \$2,320.72 - \$2,680.72



Overgrown Plants

- Black Locust
- Not good for a school setting
 - Thorns
 - Spreads
 - Classified as a weed



Overgrown Plants

- Prune some of the plants in the area
 - Japanese Knotweed is growing through the pathway
 - Some branches surrounding the greenhouse area.
 - Invasive species



Total Cost

Greenhouse: \$42,334

Foundation: \$20,000

Raised Beds: \$2,300 - \$2,700 *(Wood prices Fluctuate)*

Other costs: \$1,000 - \$10,000

Total cost: \$65,000 - \$75,000

Fundraising

Goal: \$75,000

I will work with the school to collect the funds in a donation account

I will reach out to multiple companies to see if they would be willing to donate services or materials.

Annual Costs

\$2,500 - \$4,000

- Heating fuel
- Water
- Power
- Materials/plants

This will mainly be spent throughout the winter months on heating.

Timeframe

- Troop 11 Parent Committee approval (November 9th)
- School committee Approval (December 16)
- District approval (December __)
- Fundraising (December - Spring)
- Seeking permits (December - Spring)

Steps after approval

- Take out invasive species and replace them
- Remove raised beds
- Pour cement foundation
- Install greenhouse
- Build and install new raised beds

Support for my Project

- Mr. Ryan (English Teacher)
- Mr. Herrick (Biology teacher)
- Mrs. Berkowitz (Culinary arts teacher)
- Mrs. Sohigian (BRYT program teacher)
- Mr. Bauer (MHS Principal)
- Mr. Bloodgood (MPS facilities director)
- Ms. Cresta (Assistant Superintendent for Finance & Operations)

Questions?

Thank You!



MARBLEHEAD
PUBLIC SCHOOLS

Business Office
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: Marblehead School Committee
FROM: Michelle Cresta
DATE: December 15, 2021
RE: Schedule of Bills for Approval

Included in this packet is the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive and the required signatures have been obtained for each schedule.

Schedule	Amount
21567	\$ 349,138.87
21565	\$ 26,703.01
21571	\$ 2,404.00
21558	\$ 57,589.50
21566	\$ 603,924.42
21605	\$ 685,639.63
21599	\$ 64,308.91
21631	\$ 8,954.76
21590	\$ 6,399.00
TOTAL	\$ 2,713,759.46

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$2,713,759.46.



MARBLEHEAD
PUBLIC SCHOOLS

Business Office
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: Marblehead School Committee
FROM: Michelle Cresta, Director of Finance
DATE: December, 15, 2021
RE: Resolution for a P-Card Program

In an attempt to reduce the number of personal employee reimbursements, we have been using the Town's credit card over the past year. At times, the use of the Town's account has proven difficult. I would like to streamline this process further and move Marblehead Schools to a P-Card (Purchasing Card) Program that is designed for municipalities and school districts. This program offers many benefits including:

- Allows for complete control of the account by the system administrators, such as activating/deactivating cards instantly, setting spending limits per card, set authorized users or vendors.
- Assign separate cards to schools, departments or individuals and each card gets its own statement that is accessible by the program administrators.
- No annual fee
- A small annual cashback benefit
- Is widely used by Massachusetts School Districts and other cities, towns, and school districts nationwide

This program is offered by the Bank of Montreal, administered by the Illinois chapter of the national Association of School Business Officials (ASBO) and promoted by the Massachusetts chapter (MASBO) as it is such a great tool for districts.

The application process requires the School Committee to adopt the attached resolution. Please adopt this resolution through a vote of the School Committee. The motion would be as follows:

Motion to enter into an agreement with the Bank of Montreal for purchasing cards and to allow the Chairperson to sign the resolution on the Committee's behalf.



MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

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

Sarah Gold Chairman	Meagan Taylor Vice Chairman	Sarah Fox Committee Member	David Harris Jr. Committee Member	Emily Barron Secretary
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Marblehead School Committee Resolution in Support of H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren”

Whereas the health and safety of the children of Marblehead is of the utmost importance to the Marblehead School Committee, as is the well-being of children throughout the Commonwealth of Massachusetts, and

Whereas many Massachusetts schools and child care centers permit the use of toxic pesticides on outdoor grounds, including glyphosate and 2,4-D, potentially endangering children’s health, and

Whereas children absorb more pesticides relative to their body weight than adults, and children’s organ systems are still developing and are less able to detoxify harmful chemicals, and in 2012 the American Academy of Pediatrics (AAP) called for governments to reduce children’s exposure to pesticides, writing that scientific evidence “demonstrates associations between early life exposure to pesticides and pediatric cancers, decreased cognitive function, and behavioral problems.” and

Whereas a bill currently proposed at the Massachusetts State Legislature, H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren”, would allow only pesticides considered minimum risk by the U.S. Environmental Protection Agency and those permitted for organic use to be used near schools and child care centers in Massachusetts, except in the case of a health emergency when school officials could apply for a waiver, similar to law passed by the State of New York in 2010 and by the State of Connecticut in 2015, and

Whereas this bill is endorsed by a growing coalition of environmental, health and community advocacy organizations, including the Center for Biological Diversity, Climate Action Now Western Massachusetts, the Conservation Law Foundation, Massachusetts Forest Watch, the Massachusetts Sierra Club, MASSPIRG, Mothers Out Front Massachusetts, the Northeast Organic Farming Association, and the Sustainable Business Network of Massachusetts, therefore be it

Resolved that the Marblehead School Committee supports H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren” and will send a copy of this motion to the State Delegation and Governor Baker.

PASSED AND ADOPTED this 18th day of November 2021 by *(insert vote here i.e. unanimous / X-Y)* vote of the Marblehead School Committee, Marblehead Massachusetts.

Sarah Gold, Chair

Meagan Taylor, Vice Chair

Emily Barron, Secretary

David Harris, Member

Sarah Fox, Member



TOWN OF MARBLEHEAD
Recreation & Parks Department



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) entered into this the 2 day of September, 2021 by and between the Recreation and Parks Commission, 10 Humphrey Street, Marblehead, MA (“Rec and Park”) and the Town of Marblehead School Department, by and through the School Committee, 9 Widger Road, Marblehead (“Schools”).

WHEREAS in an effort to save the Rec and Park and the Schools money and provide more efficient and effective services and in an attempt to eliminate the duplication of services the parties are entering this MOU; and

WHEREAS, in furtherance thereof the Rec and Park and the Schools have determined that certain maintenance activities of athletic fields and related facilities can be shared and want to be clear on which entity has responsibility for which activity; and

WHEREAS, the parties understand that the MOU may be amended from time to time in order to fully realize the benefit of this arrangement and assure that the costs are properly accounted for against the responsible parties budgets.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and for the mutual promises set forth herein, the parties agree as follows:

Services Performed.

The parties hereto agree that they shall share in certain maintenance services as set forth on Exhibit A attached hereto.

Each of the parties shall be responsible to perform those maintenance activities as specifically set forth on Exhibit A. Any facility not included on Exhibit A shall be the responsibility of the entity which has care custody and control of that facility.

Professional and Timely Performance: At all times the party providing the services shall perform said services in the same manner and to the same extent as if said services were being performed for the provider of said services. Services shall be completed on a first come first serve basis, except for emergencies. Any dispute about the priority of when the services should be provided and what priority it assumes, shall be resolved by the Superintendent of Schools and the Rec and Park Superintendent, who shall reasonably take into account the needs of both parties and the urgency of the need for the service.

All services shall be preformed in a professional manner consistent with the standards governing said services.



TOWN OF MARBLEHEAD
Recreation & Parks Department



Memorandum of Understanding

Marblehead Recreation and Park Department and Marblehead Public Schools

Marblehead Recreation and Park Department will:

Cut all grass areas on non-athletic Marblehead School District properties.

Spring and Fall cleanups at Marblehead School District properties.

Cut grass, apply fertilizer, overseed, aerate, be responsible for all sports turf management, and groom the skinned infield surfaces.

Prepare all Marblehead School District athletic fields for MIAA games.

Paint all lines on Marblehead School District athletic fields and Marblehead Recreation and Park Department athletic fields used for MIAA games.

Manage irrigation on all Marblehead School District athletic fields. Open and close the systems. Make minor repairs with the cost borne by Recreation and Parks (up to \$1,000.00). Major repairs will be outsourced, and the cost of materials and labor will be the responsibility of the Marblehead School District.

Install playground fiber on all Marblehead School District playgrounds. The cost of the playground fiber is the responsibility of the Marblehead School District.

Install bark mulch at Veterans Middle School (Town Meeting and back to school in the fall) and Marblehead High School (graduation and back to school in the fall). The cost of the bark mulch is the responsibility of the Marblehead School District.

Place trash barrels strategically at playing fields on Marblehead School District property and empty barrels when full.

Schedule all Marblehead School District athletic fields for Marblehead Youth Sports, in conjunction with Marblehead High School Athletic Department and Administration.

Carry out any special requests on a case by case request and as time and man-power permits.



TOWN OF MARBLEHEAD
Recreation & Parks Department



Piper Field

Groom the at intervals determined by hours of use as specified by the manufacturer (every sixty hours of use). For this field it is once every three weeks from April 1 to June 15 and August 15 to Thanksgiving and once in mid-summer. It should be noted that every use of the field carries a different hourly use rate associated with it. For example, one hour of a football game is equal to 2 ½ hours of use. This guideline has been determined by the manufacturer.

Hire a sub-contractor to perform GMax safety testing on Piper field annually to ensure resiliency (absorption of shock) and safety for athletes. There could be potential liability issues if the field is considered too hard for play and someone gets injured.

We have researched the purchase of the correct equipment to take care of this field in order to perform the work in house and get a better product. Rather than use harsh chemicals for disinfection, we could be doing the same thing with a tow behind ultraviolet disinfection attachment for our tractor. We also do not possess the equipment to process the infill, fully clean it, remove pieces of metal, and then restore the surface. We would consider partnering with the School District on the purchase of this equipment. Preliminary pricing for the purchase is in the \$25,000 to \$30,000 range.

Marblehead Public Schools will:

Maintain grounds at all Marblehead School District properties, except grass.

Maintain flower beds at all Marblehead School District properties.

Remove all nets and sports equipment used by school teams from playing fields on Marblehead School District property at the end of each day.

Ensure that Marblehead High School softball set up the temporary fence at the start of the High School softball season and takes the fence down immediately at the end of the Marblehead Youth Softball Season.

Form a subcommittee to review the needs and expectations for the Lucretia & Joseph Brown Elementary School.



TOWN OF MARBLEHEAD
Recreation & Parks Department



Memorandum of Understanding (page 2)

Term and Termination: Each party agrees that this MOU shall be effective from **September 2, 2021** for the remainder of FY22 and in the event the parties desire to renew this agreement, they may do so with a mutually signed written agreement. No party may terminate this MOU without first providing the other with 90 days written notice of termination. Upon said notice, at the end of the 90 period, this agreement shall be terminated and both parties shall be responsible for any costs incurred until the date of termination.

Employment: Any employee performing the services hereunder shall be considered an employee only of the party providing said services and shall not by this MOU in anyway be deemed an employee of the receiving party.


Authority: The persons signing this agreement represent that they have received the appropriate vote from the School Committee and the Recreation and Parks Commission to enter into this MOU and said votes are attached hereto.

WITNESS on the date hereinabove, the duly authorized signatures of the Rec and Park and the School on two (2) counterparts of this MOU, each of which shall be considered to be an original, for all intents and purposes. This MOU shall be considered a valid and binding agreement between the parties.

Marblehead Recreation and Parks Commission

Marblehead School Committee

By: _____
Its Chair, Duly Authorized

By:  _____
Its Chair, Duly Authorized



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

November 16, 2021

OML 2021 – 161

VIA EMAIL

Sarah Gold
Chair, Marblehead School Committee
gold.sarah@marbleheadschoools.org

RE: Open Meeting Law Complaint

Dear Ms. Gold:

This office received a complaint from Jenn Schaeffner on July 14, 2021, alleging that the Marblehead School Committee (the “Committee”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Committee on May 3, and you responded to Ms. Schaeffner on behalf of the Committee by email dated May 23.¹ In her complaint, Ms. Schaeffner alleges that the Committee deliberated outside of a posted meeting at a social event on April 9.

Following our review, we find that the Committee did not violate the Open Meeting Law. In reaching this determination, we reviewed the original complaint, the Committee’s response to the complaint, and the complainant’s request for further review. We also reviewed a copy of a Facebook post from the April 9 social event. We emailed Chair Gold on several occasions in October of 2021.² We also questioned Committee members Meagan Taylor and Emily Barron by email on October 18 regarding the discussions that took place at the April 9 event. Ms. Taylor responded on October 29. Ms. Barron did not respond.

FACTS

We find the facts as follows. The Committee is a five-member public body. On April 9, Committee Members Meagan Taylor and Emily Barron attended a social event at Committee Chair Sarah Gold’s home, along with the School Superintendent. Chair Gold posted a picture taken at the event on her personal Facebook page which showed six people raising glasses in a

¹ Unless otherwise specified, all dates refer to 2021.

² For purposes of clarity, we refer to you in the third person hereafter.

toast. Chair Gold captioned the post, “Cheers to job well done to balanced budgets and kids in school! #bubycovid #vueveclicquot #proudfus #togetherwegofar.” Except for this toast celebrating the completion of the annual school budget process, the three Committee members did not discuss the recently completed school budget during the social event.

DISCUSSION

The Open Meeting Law is designed to eliminate much of the secrecy surrounding the deliberations and decisions on which public policy is based. Ghiglione v. Sch. Comm. of Southbridge, 376 Mass. 70, 72 (1978). The Open Meeting Law requires that meetings of a public body be properly noticed and open to members of the public, unless an executive session is convened. See G.L. c. 30A, §§ 20(a)-(b), 21. A “meeting” is defined, in relevant part, as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” G.L. c. 30A, § 18. The Law defines a “deliberation” as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction,” but explicitly excludes “attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate.” Id.; OML 2016 - 134.³ For the purposes of the Open Meeting Law, a “quorum” is a simple majority of the members of a public body. Id.

The presence of a quorum of a public body at a private social event can create the appearance of improper deliberation. See OML 2016-134. However, based on the available evidence in this case, we do not find that deliberation took place. See G.L. c. 30A, § 18. Although three members of the Committee—a quorum—attended the April 9 event, we find no evidence that the Committee discussed matters within the Committee’s jurisdiction.⁴ The Committee has consistently asserted that the three members who attended the April 9 event did not discuss either the substance or procedure of the annual budget process during the social event. Ms. Taylor also stated, when asked, that the Committee did not discuss the future of in-person learning in Marblehead schools, which was a topic under discussion by the Committee at the time. Absent sufficient evidence to the contrary, we credit a public body’s account of the facts. See OML 2019-73; OML 2017-93. For these reasons, we do not find that a quorum of the Committee deliberated at the April 9 social event and we do not find that the Committee violated the Open Meeting Law.

Finally, we note that Chair Gold called our office on April 14 to report what had occurred and to seek guidance regarding whether the attendance of a quorum of the Committee at the social event violated the Open Meeting Law, and how best to proceed. The Committee then disclosed and discussed the matter at two open meetings, on April 15 and May 13. Finally, we note that, in response to the complaint, Committee members Gold, Taylor and Barron all attended Open Meeting Law training webinars hosted by our office.

³ All previous determinations issued by the Division can be found on the Attorney General’s website: <https://www.mass.gov/the-open-meeting-law>.

⁴ The celebratory toast on its own does not constitute deliberation because it merely acknowledged a topic that the Committee had already completed in an open meeting. See OML 2019-78.

CONCLUSION

For the reasons stated above, we find that the Committee did not violate the Open Meeting Law. We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Committee. Please feel free to contact the Division at (617) 963 - 2540 if you have any questions.

Sincerely,



Sarah Monahan
Assistant Attorney General
Division of Open Government

cc: Jenn Schaeffner (via e-mail: jenschaeffner@aol.com)
Marblehead Town Administrator Jason Silva (via e-mail: silvaj@marblehead.org)

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.