



RECEIVED  
 DATE POSTED: MARBLEHEAD  
 TOWN CLERK  
 Town Clerk Use Only  
 2023 FEB 13 AM 10:50

**MEETING NOTICE**

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

**Marblehead School Committee**

Name of Board or Committee

**Address:** Marblehead High School- Library at 2 Humphrey St. Marblehead MA, 01945 **OR** Zoom Conference join via the web link or Dial in

**Link:** <https://marbleheadschoools-org.zoom.us/j/91808371990?pwd=aTA3d2U5eEFaMWMwcfAXcEI5OVVNQT09>

**Meeting ID:** 918 0837 1990

**Password:** 092233

**Dial in Phone #** +1 646 558 8656

<b>Thursday</b>	<b>February</b>	<b>16th</b>	<b>2023</b>	<b>7:00pm</b>
Day of Week	Month	Date	Year	Time

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

- I. Initial Business
  - a. Call to Order
  - b. Commendations
  - c. Student Representative-Yasen Colon
  - d. Public Comment
  
- II. Consent Action and Agenda Items
  - a. Approval of Minutes-12/15/2022 and 1/5/2023 (Vote)
  - b. Bournedale 6<sup>th</sup> Grade Field Trip (Vote)
  
- III. Superintendent Report
  - a. Marblehead High School-Greenhouse Eagle Scout Project Update  
Student, Tyler Earp
  - b. Metropolitan Council for Opportunity, METCO Program Update-Director, Caja Johnson
  - c. Proposed Program of Studies Changes for the 2023-2024 school year  
High School Principal, Daniel Bauer  
District Updates
    - i. Principal Search Process and Timeline for Marblehead High School
  
- IV. Finance Organizational Support
  - a. Schedule of Bills (Vote)

- V. School Committee Communication and Discussion Items
  - a. Memorandum of Understanding -Marblehead Park and Recreation
  - b. FY24 Budget Planning and Discussion
  - c. Subcommittee and Liaisons Updates
    - i. Facilities Subcommittee-Property List Discussion and Recommendations

- VI. Closing Business
  - a. New Business
  - b. Correspondence
  - c. Adjournment

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at 2 Humphrey St. Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

**THIS AGENDA IS SUBJECT TO CHANGE**

**Chairperson:** Sarah Fox  
**Posted by:** Lisa Dimier  
**Date:** 2/13/2023



MARBLEHEAD  
PUBLIC SCHOOLS

Amanda Murphy  
Village School Principal  
93 Village St,  
Marblehead, MA 01945  
phone: 781.639.3159 x40063

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MEMORANDUM

TO: Marblehead School Committee  
FROM: Amanda Murphy, Village School Principal  
DATE: February 14, 2023  
RE: Camp Bournedale Overnight Field Trip: Culminating Village Experience

The Bournedale MA overnight trip is a tradition for our 6th grade students that has been taking place for over 40 years. Although we've taken a break due to COVID for the past couple of years we are excited to bring this tradition back. The trip normally takes place the week preceding the Memorial Day Holiday. Bournedale is a 4-day, 3-night experience. The anticipated trip dates include May 23<sup>rd</sup> through the 26<sup>th</sup>. The students travel by bus to Camp Bournedale located in Plymouth, MA. Students are engaged in classes that enhance our science, social studies, SEL, and ELA curriculum. The hands-on experience and social-emotional growth that occurs during this trip is an experience many still remember. We have a mirror program developed at Village school as well with local agencies for students who do not wish to participate in the overnight aspect.



# MHS Greenhouse Project Update

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Tyler Earp  
Eagle Scout Project



# Update

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- Current amount raised: \$43,000
- Groom Construction will assist with the foundation
- The greenhouse will be built in the fall

# Upcoming Events

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- The Landing Fundraising Dinner/Silent Auction
  1. The silent auction will include items, gift cards and experiences donated by local businesses
  2. Make your reservation by calling The Landing at 781.639.1266



MARBLEHEAD  
PUBLIC SCHOOLS

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**To:** Marblehead School Committee

**From:** Caja Johnson, METCO Director

**Re:** METCO Updates

**Date:** February 14th, 2023

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There are several general updates I will share with the Committee:

- Enrollment
- Staffing
- Events
- School Committee Meeting at METCO HQ



# **MHS Program of Studies Updates 2023-24**

# Collaborative Process

## Collaborative Process

- **POS Review - Meet with Lead Teachers, departments**
- **POS review include - edits, course adjustments, add/eliminate courses and program**
- **Significant change - meet with MHS Leadership Team**
- **Finalize POS updates, send Memo to SC**
- **Once POS is accepted, send to MHS families (Course Selection process)**

# New Programs/Courses

- **Manufacturing/Engineering Technology Pathway Program (MET) Anticipated for 2023-24.**
- **Massachusetts State Seal of Biliteracy**
- **Introduction to Manufacturing – CP1, Grades: 9 - 12.** Takes elements of existing courses, Woodshop and CAD.
- **Introduction to Engineering – CP1.** Open to Grades: 9 - 12. Semester course. Manufacturing/Engineering Pathway.
- **AP English Seminar – Grade 11 & 12 English.** **Rationale –** Upper level option for students in English
- **RTI Biology – Tier 3 level support class.** Students will receive individual interventions based on their specific needs.
- **21<sup>st</sup> Century Skills (CP), Grades 9 & 10.** (2.5 credits per semester). **Rationale –** To provide executive functioning and SEL supports.
- **Life After High School (CP), Grades 11 & 12,** (2.5 credits per semester) The course will cover 4 key areas of “adulthood”; personal development and goal setting, career/college planning, financial responsibility, and everyday life skills.
- **Chamber Orchestra (New Course) -** Meets after school, and performs at school concerts and community events throughout the school year.

# POS Updates

## Edits to Courses

- **Advanced Wood & Manufacturing CP1 - (Course Name Change & Revision, formerly Advanced Woodworking).**
- **Reading and Literature (Course name change).** Former course name, Reading Zone.
- **Engineering CP1 (Course Revision).** This course is aligned to NGSS, Common Core, and Project Lead the Way standards.
- **Photography 3 & 4 (Adjust courses to semester).** More scheduling options

## Adding to POS - existing courses/program

- **Literacy Lab: Foundational, Grades 9-12** (5 credits per year).
- **Literacy Lab: Transitional, Grades 9-12** (5 credits per year).
- **Marblehead Academy** – Marblehead Academy offers an After School Session during the school year and a Summer Session after the school year ends. Credit recovery and support.

## Courses Eliminated

- **Drama as Literature - H/CP1.** Did not run this year
- **Writing to Win - H/CP1.** Did not run this year
- **Algebra 1 CP2. Rationale** – This is a two-year elimination of CP2, year 1 will be freshman courses.
- **Biology CP2.** This is a two-year elimination, year 1 will be freshman courses.
- **Art Major** . The course has not run in 4 years.
- **History of Rock & Roll Music** - Course did not run this year.



**Marblehead High School**  
**2 Humphrey Street, Marblehead, Massachusetts 01945**

**781.639.3100 fax: 781.639.3105**

**Daniel Bauer – Principal**

**Michele Carlson & Lindsay Donaldson – Assistant Principals**

Memo – MHS Presentation – 2/16/23 School Committee Meeting

Date – 2/14/23

From – Dan Bauer

Purpose - Program of Studies 2023-24 Recommendations

**Manufacturing/Engineering Technology Pathway Program (MET) Anticipated for 2023-24.**

The MHS Innovations Pathway program provides students with an opportunity to explore career trajectories in the industries of manufacturing and engineering technology. This career path prepares students for life beyond high school whether they pursue college, training programs, trade schools, or immediate employment. These fields have been identified as a priority industry in the Northeast region and offer high quality career paths, and ample employment opportunities. Students will have enriched experiences that include ongoing advising, support, meaningful and exciting coursework, industry connections, credentials, certifications, post-secondary linkages, skill-building and hands-on learning opportunities. All students are welcome to join regardless of academic standing or grade level. Start as early as 9th grade! 10th grade, 11th and 12th graders may participate as long as the required coursework is fulfilled. Students in the Pathway Program will work closely as a cohort and enjoy shared experiences learning in the classroom and connecting with industry partners.

**Sample Pathway Student Schedule**

Grade Level	9th Grade	10th Grade	11th Grade	12th Grade
<b>Pathway Full Year/ Equivalent Classes (required)</b>	Intro to Engineering Intro to Manufacturing (Hand Drawing/ Intro to Wood )	Intro to CAD Advanced CAD	Project Lead the Way: Principles of Engineering (AP) Wood II Advanced Wood	Internship (100 Hour) Choose 1: AP Comp Sci Principles AP Stats
<b>ELECTIVES (choose any)</b>	Marine Tech 1	Intro to Computer Programming Marine Tech II	Physics Architecture Graphic Design	3D CAD & Product Design AP Computer Programming AP Calculus AP Physics

**Applied Arts**

**Introduction to Manufacturing (New course) – CP1, Grades: 9, 10, 11, 12.** Elective, semester.

Introduction to Manufacturing is a one-semester course. Introduction to Manufacturing is a hands-on class designed to introduce students to the technical drawing process, materials science, mechanical/structural design, creative problem-solving, and other manufacturing and design concepts.

- **Rationale** – Course needed for Manufacturing/Engineering Pathway. Takes elements of existing courses, Woodshop and CAD.



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**Advanced Wood & Manufacturing CP1 - (Course Name Change & Revision, formerly Advanced Woodworking).** Revised curriculum to reflect addition of manufacturing principles.

- o Rationale – Course needed for Manufacturing/Engineering Pathway, upper level. Revised curriculum with added manufacturing component.

**English**

**Reading and Literature (Course name change).** Former course name, Reading Zone.

- o Rationale – Colleges recognize it as an elective course, not remedial.

**AP English Seminar (New course) – Grade 11 & 12 English**

Rigorous foundational course that engages students in cross-curricular conversations that explore the complexities of academic and real-world topics and issues by analyzing different perspectives. Using an inquiry framework, students learn to investigate a problem or issue, analyze arguments, compare different perspectives, synthesize information from a variety of media sources, and develop their own perspectives in writing as well as oral and visual presentations, both individually and as part of a team.

- o **Rationale** – Upper level option for students in English that may appeal to a wider group than the traditional AP English Language/Literature courses.

**Drama as Literature (Eliminate) - H/CP1**

- o Rationale – Did not run this year

**Writing to Win (Eliminate) - H/CP1**

- o Rationale – Did not run this year

**Math**

**Algebra 1 CP2 (Eliminate)**

- o **Rationale** – This is a two-year elimination of CP2, year 1 will be freshman courses. CP2 has been eliminated in English and Social Studies.

**Science**

**Introduction to Engineering – CP1 (New Course).** Open to Grades: 9, 10, 11, 12. Semester course. Hands-on class designed to introduce students to the engineering design process, materials science, electricity and circuits, mechanical/structural design, creative problem solving, technical drawings, and other technology and engineering concepts in the state Technology & Engineering Curriculum Framework.

- o **Rationale** – Course needed for Manufacturing/Engineering Pathway.



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**Biology CP2 (Eliminate )**

- o **Rationale** –This is a two-year elimination, year 1 will be freshman courses. CP2 has been eliminated in English and Social Studies.

**Engineering CP1 (Course Revision)**

- o **Rationale** - Course revised to match anticipated Manufacturing/Engineering Pathway. Students have the opportunity to develop skills and understanding of course concepts through activity-, project-, and problem-based (APB) learning. This course is aligned to NGSS, Common Core, and Project Lead the Way standards.

**Support Classes**

**RTI Biology (New course) – Tier 3 level support class.** Students will receive individual interventions based on their specific needs. Semester based course, pass/fail.

- o **Rationale** – Removal of Biology CP2, this will provide as intervention block with a subject based teacher. Currently have RTI – Math, English & Science.

**Marblehead Academy** – Formalize description for the Program of Studies. This has been running for two years. Marblehead Academy is a referral-based academic support program that offers students opportunities for Credit Recovery through online classes and in-person tutoring. Marblehead Academy offers an After School Session during the school year and a Summer Session after the school year ends. Students are referred by their School Counselors, and they are supported by Marblehead High School Educators throughout their enrollment in the program.

**Additional Specialized Courses**

**English Language Education (ELE)**

Students at MHS who are learning English in addition to the language(s) that they already know receive instructional support from an English Language (EL) teacher. The EL teacher provides support in all aspects of English language development: listening, speaking, reading and writing.

**Literacy Lab: Foundational, Grades 9-12 (5 credits per year)**

This course is designed to create and/or build upon the reading, writing, speaking and listening skills, strategies and knowledge that students bring to the classroom. Students will increase their interpersonal and academic language skills through targeted practice and project-based learning that connects students to real world issues and experiences. A primary focus of this course is to equip students with the integration of content and language that will be necessary for success in their academic courses. Students' linguistic progress is measured by ELD state standards that are aligned with the mandated state assessment of ACCESS.

- o **Rationale** – this course was not in the POS



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**Literacy Lab: Transitional, Grades 9-12 (5 credits per year)**

This course is designed to build upon students' reading, writing, speaking and listening skills, strategies and knowledge. Students will deepen their academic language skills through critical thinking, comprehension, and analysis of both fiction and non-fiction texts. Students are exposed to a variety of literary genres and write for a variety of purposes including but not limited to argumentative/persuasive, explanatory, and narrative. Students' linguistic progress is measured by ELD state standards that are aligned with the mandated state assessment of ACCESS.

- o **Rationale** – this course was not in the POS

**21<sup>st</sup> Century Skills (New course) (CP), Grades 9 & 10.** (2.5 credits per semeste). The class will teach the 7 fundamental skills related to Executive Function including; adaptable thinking, planning, self-monitoring, self-control, working memory, time management, and organization. In addition it will work on techniques such as goal setting, prioritizing, problem solving, and strategies for dealing with anxiety in and out of the classroom. This course will be graded pass/fail.

- o **Rationale** – To provide executive functioning and SEL supports.

**Life After High School (New course) (CP), Grades 11 & 12, (2.5 credits per semester)**

This class will cover all the tools and lessons to help equip students for the next phase of their life. The course will cover 4 key areas of “adulting”; personal development and goal setting, career/college planning, financial responsibility, and everyday life skills. We will cover professional skills such as resume writing, interviewing basics, and filling out application forms as well as communication skills, goal setting, financial responsibility, and everyday life skills such as personal health and nutrition, travel, home and vehicle maintenance, taxes, insurance, and all of the things you wish someone taught you when you were in high school. This course will be graded pass/fail.

- o **Rationale** – To provide a practice life skill course for students to prepare for the transition out of high school.

**Visual & Performing Arts**

**Art Major (Eliminate Course)**

- o **Rationale** - The course has not run in 4 years. Adjustments to the Art Studio program provide more options for students with scheduling and advanced course work.

**History of Rock & Roll Music (Eliminate Course)**

- o **Rationale** – Course did not run this year. With other elective offerings, not needed this year.

**Photography 3 & 4 (Adjust courses to semester).** Full year courses this year and in past year.

- o **Rationale** – more options with semester courses for students to allow for easier scheduling and access.



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**Chamber Orchestra (New Course)** - Chamber Orchestra (also known as Fellowship of the String) meets after school, and performs at school concerts and community events throughout the school year.

- o **Rationale** – Student interest and has run as club with consistent participation. Matches Chamber Chorus and Jazz band, specialized and advanced.

## World Languages



### Massachusetts State Seal of Biliteracy (New)

The State Seal of Biliteracy is an award provided by state approved districts that recognizes high school graduates who attain high functional and academic levels of proficiency in English and a world language in recognition of having studied and attained proficiency in two or more languages by high school graduation. Our vision is to help students recognize the value of their academic success and see the tangible benefits of being bilingual. The State Seal of Biliteracy takes the form of a seal that appears on the transcript or diploma of the graduating senior and is a statement of accomplishment for future employers and for college admissions.

### Tentative Search Timeline for MHS Principal

Date	Search Process
Feb 1, 2023	MHS faculty/staff survey
Feb 1, 2023	MHS student & parent surveys MHS request for student & parent volunteers to participate on the search committee
Feb 1, 2023 to Feb 17, 2023	Post Job
Feb 3, 2023 & Feb 10, 2023	MPS Update to families about MHS Principal Search, including timeline and Search Committee composition.
Feb 17, 2023	Announce Search Committee
Feb 27, 2023	Initial Search Committee meeting <ul style="list-style-type: none"> <li>● Screening process</li> </ul>
Feb 27, 2023 to Mar 3, 2023	Paper Screening of Applications
Mar 7, 2023	Search Committee meeting <ul style="list-style-type: none"> <li>● Select Semi-Finalists to Interview</li> </ul>
Mar 13, 2023 to Mar 17, 2023	Interviews
Mar 20, 2023	Search Committee meeting <ul style="list-style-type: none"> <li>● Select Finalists</li> </ul>
Mar 27, 2023 to Mar 31, 2023	Finalist visits in district <ul style="list-style-type: none"> <li>● Community forums</li> <li>● Leadership interviews</li> <li>● Faculty meetings &amp; student panel</li> </ul>
Apr 3, 2023 to Apr 7, 2023	Solicit Feedback on Finalists Superintendent reviews feedback and makes the final decision.
Apr 10, 2023	Announcement of MHS Principal

#### **Search Committee -- 19 members**

- Superintendent
- Assistant Superintendent for Teaching & Learning
- 2 Administrators
- 4 MHS faculty/staff members
- 4 MHS parents
- 4 MHS students
- 1 SEPAC Rep.
- 1 METCO Rep.
- 1 School Committee member



MARBLEHEAD  
PUBLIC SCHOOLS

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

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MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta  
DATE: February 16, 2023  
RE: Schedule of Bills for Approval

Included in this packet are the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive.

Schedule	Amount
23158	\$ 62,007.88
23159	\$ 18,158.70
23160	\$ 8,324.04
23161	\$ 5,430.80
23162	\$ 21,476.16
23181	\$ 53,168.34
23185	\$ 14,794.68
23186	\$ 95,721.85
23187	\$ 7,657.90
23188	\$ 41,111.65
23194	\$ 3,711.45
23207	\$ 25,300.37
23208	\$ 74,133.71
23210	\$ 244,524.89
23211	\$ 175,795.36
23215	\$ 28,127.64
23216	\$ 8,088.02
TOTAL	\$ 887,533.44

Suggested Motion:

*Motion to approve the identified schedules totaling \$887,533.44.*



TOWN OF MARBLEHEAD

Recreation & Parks Department



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered into this the 2<sup>nd</sup> day of September, 2021      day of, 2023 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 Widget 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



## TOWN OF MARBLEHEAD

# Recreation & Parks Department



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 performed in a professional manner consistent with the standards governing said services.

### 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 MLAA 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, including the new field and grass areas at the Brown School. 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.

MARBLEHEAD COMMUNITY CENTER [www.marblehead.org](http://www.marblehead.org) 10

HUMPHREY STREET TELEPHONE: (781) 631-3350

MARBLEHEAD, MASSACHUSETTS 01945-1906



## TOWN OF MARBLEHEAD

# Recreation & Parks Department



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.

### 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 <sup>1</sup>/<sub>2</sub> 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.



## TOWN OF MARBLEHEAD

# Recreation & Parks Department



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

Provide access to space at Glover and Brown Elementary, Village, Veterans and High Schools for programming consistent to past Recreation and Park year round usage, taking into consideration that some space may need to be shared with School Department contracted programs.

Provide appropriate rain locations for Summer Recreation and Park programs.

Provide a consistent point of contact person who will work with the Director of Recreation to provide appropriate space and times for year round Recreation and Park usage of school facilities and grounds.

### 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.

Allocation: Allocation of space will be identified by a consistent point of contact for the school department and Director of Recreation by May 15<sup>th</sup> each year for the September 1-August 31 usage.

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.

TOWN OF MARBLEHEAD

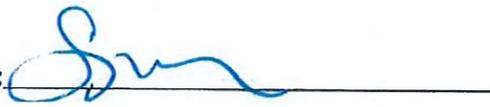
Recreation & Parks Department

Marblehead Recreation and Parks Commission

Marblehead School Committee

By:  \_\_\_\_\_

Its Chair, Duly Authorized

By:  \_\_\_\_\_

Its Chair, Duly Authorized



## TOWN OF MARBLEHEAD

# Recreation & Parks Department



New 73

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered into this the \_\_\_ day of \_\_\_\_\_, 2023 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. Any facility not included shall be the responsibility of the entity which has carecustody 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 performed in a professional manner consistent with the standards governing said services.



# TOWN OF MARBLEHEAD Recreation & Parks Department



## Memorandum of Understanding (page 2)

**Term:** Each party agrees that this MOU shall be effective February 1, 2023-August 31, 2024. In the event the parties desire to renew this agreement, they may do so with a mutually signed agreement as of May 15, 2024.

**Allocation:** Allocation of space will be identified by a consistent point of contact for the school department and Director of Recreation by May 15th each year for September 1-August 31 usage.

**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 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



# 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. *Add Brown* 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.

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 field 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.

**Area** 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.

### 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 sets 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.

Provide access to space at Glover and Brown Elementary, Village, Veterans, and High Schools for programming consistent to past Recreation and Park year round usage.

Provide appropriate rain locations for Summer Recreation and Park programs.

Provide a consistent point of contact person who will work with the Director of Recreation to provide appropriate space and times for year round Recreation and Park usage of school facilities and grounds.



MARBLEHEAD  
PUBLIC SCHOOLS

Office of the Superintendent  
Dr. John J. Buckey  
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Marblehead, MA 01945  
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fax: 781.639.3149

**To:** Marblehead School Committee  
**From:** John J Buckey  
**Re:** FY24 potential reductions to meet *preliminary town appropriation*  
**Date:** February 14, 2023

I lead the Administrative Team through a very challenging process to identify potential areas across all departments and bargaining units where reductions might be made to meet the significant projected shortfall in funding given the 1.8% increase or \$800,000 currently being proposed by the Town. In order to balance the budget with that increase over the FY23 appropriation, we anticipate the following, which represents in some cases not filling current openings, not filling some proposed retirements and reducing current staffing. In some instances this might mean the elimination of a program or the reduction in services.

<b>Position Type</b>	<b>Budgeted FTE w/o New Positions</b>	<b>Budgeted FTE as of 2.14.23 w/ Cuts</b>	<b>Change</b>
Teacher	320.1	301.6	-18.5
Custodian	36.75	35.75	-1
Para	23.48	17.22	-6.26
Tutor	72.92	71.06	-1.86
Perm. Sub	3	2	-1
Café	14.02	14.02	0
Administration	66.35	61.35	-5
	536.62	503	-33.62

\*Administration includes any non-union personnel not covered by a Collective Bargaining Agreement

It is important to note that some budget increases needed to come forward, which meant the need to further reduce current staff in some areas. The idea of “penny wise and pound foolish” also played an important role in making some of these very difficult decisions.

The budget process is iterative. Things will likely change as the budget development process moves forward. We anticipate more solid budget guidance from Town once the FY22 books are closed.

**Marblehead School Department  
Property Listing**

<u>Parcel ID</u>	<u>Location</u>		<u>Owner</u>	
82 2 0	40-42 BALDWIN RD	Brown School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
<del>159 20 0</del>	<del>BEACON ST</del>		<del>TOWN OF MARBLEHEADSCHOOL DEPARTMENT</del>	Returned to town in 2022
25 21 0	3 BROOK RD	Eveleth School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
118 19 0	BYORS RD	Adjacent to Village School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
61 15 0	2 HUMPHREY ST	High School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
125 11 0	JERSEY ST	Adjacent to Village School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
125 5 0	JERSEY ST	Adjacent to Village School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
40 4 0	79 MAPLE ST	Glover School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
97 30 0	217 PLEASANT ST	Veterans	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
70 12 0	SMITH ST	Adjacent to High School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
137 39 0	1 TURNER RD	Coffin School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
119 5 0	VILLAGE ST	Village School fields	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
119 1 0	93 VILLAGE ST	Village	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
109 10 0	VINE ST	Adjacent to Veterans Middle School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	
<del>150 87A 0</del>	<del>50 ELM ST</del>	<del>Gerry School</del>	<del>TOWN OF MARBLEHEADSCHOOL DEPARTMENT</del>	Returned to town
<del>150 87B 0</del>	<del>50 ELM ST</del>	<del>Gerry School</del>	<del>TOWN OF MARBLEHEADSCHOOL DEPARTMENT</del>	Returned to town
146 33 0	21 LINCOLN AV	Adjacent to Coffin School	TOWN OF MARBLEHEADSCHOOL DEPARTMENT	

Marblehead Public Schools																
Capital Needs Assessment																
As of February 13, 2023																
School	Item	Priority	Condition / Issue	Expected Life Span	2022	2023	2022/2023 Funded (or New)?	Funding Source	2024	2025	2026	2027	2028	2029	2030	2031
Vets	Safety	1	Gynasium Padding (Additional Request for FY24)				NEW	FY24 Capital Request	\$50,700							
MHS	Safety	2	Main Entry Doors				NEW	FY24 Capital Request	\$130,000							
Vets	Safety	3	Update Exterior Lighting to LED				NEW	FY24 Capital Request	\$29,700							
MHS	Safety	4	Gymnasium Door Hardware				NEW	FY24 Capital Request	\$9,010							
MHS		5	Turf Field Replacement				NEW	FY24 Capital Request	\$650,000							
Vets	Building Interiors	6	Repair vinyl flooring / trip hazards (Cracking at flooring expansion area between school wings)		\$24,000		NO	FY24 Capital Request	\$24,000							
MHS	Windows & Doors	7	Signs of water infiltration at glass block windows at east gym area.		\$3,600		NO	FY24 Capital Request	\$3,600							
Vets & Village	Teaching & Learning	8	Noise Baffles				NEW	FY24 Capital Request	\$50,000							
Village	Roof	9	Extend condensation drain at roof top units. Establish roof maintenance program			\$7,200	NO	FY24 Capital Request	\$7,200							
Village	Facades	10	Remove delaminated concrete at entrance canopy (falling hazard)		\$10,200		NO	FY24 Capital Request	\$10,200							
Village & Glover		11	Playground Resurfacing				NEW	FY24 Capital Request	\$130,000							
Glover	HVAC	12	Install rooftop package unit (15-ton)- 100% OA, single zone	20 years		\$42,139	NO	FY24 Capital Request	\$42,139							
Vets		13	Enclosure for Main Office				NEW	FY24 Capital Request	\$13,000							
Vets	Aesthetic	14	Refinishing Gymnasium Floors				NEW	FY24 Capital Request	\$51,320							
MHS	Aesthetic	15	Replacement of bathroom Partitions				NEW	FY24 Capital Request	\$35,000							
Vets		16	Window Screens				NEW	FY24 Capital Request	\$27,000							
MHS	Aesthetic	17	Paint Lobby Area				NEW	FY24 Capital Request	\$42,000							
Glover	Landscaping/ Improvements		Routine concrete sidewalk repair	5 years	\$1,093		NO	Operating Budget				\$1,093				
Glover	Landscaping/ Improvements		Routine Asphalt sidewalk repair	5 years	\$1,333		NO	Operating Budget				\$1,333				
Glover	Pavement / parking		patching, crack sealing, sealing and striping of asphalt	5 years										\$13,121		
Glover	Roof		Extend gutter downspouts to drains		\$600		NO	Operating Budget								
Glover	Roof		Proactive Maintenance program (PMP)- general		\$6,000		YES	Operating Budget								
Glover	Facades		Renew/ recaulk expansion joint & control joints	15 years								\$2,027				
Glover	Facades		Periodic masonry repair and maintenance	10 years						\$9,000						
Glover	Windows / Doors		Renew / recaulk windows and doors	15 years								\$8,447				
Glover	Interior F & C		Corridor Refurbishment	8 years										\$134,400		
Glover	Interior F & C		Kitchen refurbishment (commercial)	8 years		\$6,834	YES	Cafe Revolving Fund								
Glover	Plumbing		Replace commercial gas-fired water heater (<200 MBH)	15 years								\$11,558				
Glover	HVAC		allowance	25 years		\$15,000	YES	Operating Budget		\$15,000		\$15,000		\$15,000		\$15,000
Glover	F/L Safety		Sprinkler system 5 year test		\$5,400		YES	Operating Budget								
MHS	Roof		locations of loose and hanging lightning protection	20 years		\$768,029	YES	FY23 Capital Funded								
MHS	Roof		PMP ongoing roof maintenance	20 years	\$7,343	\$7,343	YES	Operating Budget		\$7,343	\$7,343	\$7,343	\$7,343	\$7,343	\$7,343	\$7,343
MHS	Facades		renew / recaulk expansion and control joints	15 years												\$8,447
MHS	Windows & Doors		Repair insulated windows and failed seals. Prepare, prime, and paint gymnasium doors			\$3,760	NO	Operating Budget								
MHS	Windows & Doors		Replace exterior metal insulated common doors	30 years								\$4,632				
MHS	Windows & Doors		Overhead service door replacement 12' x 16'	30 years					\$11,707							
MHS	Windows & Doors		renew / recaulk windows and doors	15 years										\$28,156		



