



DATE POSTED: Town Clerk Use Only

MEETING NOTICE

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

Marblehead School Committee

Name of Board or Committee

Address: Zoom Conference join via the web link or Dial in

Link: <https://us06web.zoom.us/j/5064503898>

Meeting ID: 506 450 3898

Dial in Phone # (415) 762-9988 with ID and follow prompts

Thursday	October	28th	2021	7:00pm
Day of Week	Month	Date	Year	Time

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

THIS AGENDA IS SUBJECT TO CHANGE

- I. Initial Business and Public Comment
 - a. Call to Order
 - b. Commendations
 - c. Student Representative-*Yasen Colon*
 - d. Public Comment

- II. Consent Action and Agenda Items
 - a. Minutes- 4/15/2021 and 4/29/2021 (Vote)
 - b. Approval to Declare High School Visual Arts Furniture as Surplus (Vote)

- III. Superintendent Report
 - a. Diversity Equity and Inclusion, DEI Presentation-Office of Teaching and Learning
 - b. District Updates

- IV. Finance and Organizational Support
 - a. Schedules (Vote)

- V. School Committee Communication and/or Discussion Items
 - a. Review of Policies
 - i. EBCFA Face Coverings
 - ii. IJNDD Social Networking Policy for Staff
 - iii. IJOC School Volunteers

b. Facilities Memorandum of Agreement

VI. Closing Business

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

Chairperson Sarah Gold

Posted by Lisa Dimier

Date 10/25/2021



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, Assistant Superintendent of Finance & Operations
DATE: October 22, 2021
RE: Surplus Goods – MHS Visual Arts Department

Attached please find a listing of items which have been deemed to be surplus goods. Most items are in poor or unusable condition. If items have any remaining useful life, they will be offered to other school districts free of charge.

It is being requested that School Committee consider these items to be surplus goods. The recommended motion is as follows:

Motion to declare the items contained in attached listing as surplus goods.

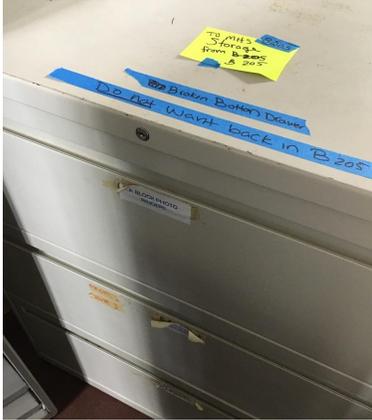
**Marblehead High School
Visual Art Department
Surplus Furniture**

Item #	Item Description	Quantity	Photo
1.	Large wooden work bench table with drawers: Surplus from art room B210 which has been repurposed as a computer lab.	1	
2.	Wooden butcher block table: Surplus from art room B210 which has been repurposed as a computer lab.	1	
3.	Art "Horse" Benches: These art horses have not been used for many years, and we do not have room to store them.	5	

**Marblehead High School
Visual Art Department
Surplus Furniture**

Item #	Item Description	Quantity	Photo
4.	Large metal storage cabinet: Surplus from art room B210 which has been repurposed as a computer lab.	1	
5.	Small work table: Surplus from art room B210 which has been repurposed as a computer lab.	1	
6.	Large wooden work tables (tops not shown): Surplus from art room B206 which will now use art tables formerly used in art room B210.	2	

**Marblehead High School
Visual Art Department
Surplus Furniture**

Item #	Item Description	Quantity	Photo
7.	Lateral filing cabinet with broken bottom drawer: no longer being used in art room B205	1	
8.	Wooden paper cutter and large wooden paper cutting table. Large cutting table has broken frame. Both no longer in use.	2	
9.	Wooden butcher block table: Surplus from art room B206, and wooden paper cutter. Both no longer in use.	2	

**Marblehead High School
Visual Art Department
Surplus Furniture**

10.	Large metal black flat files: Surplus from room B205	1	
11.	Smaller metal white flat files: Surplus from room B206, broken drawers do not glide/function well.	1	
12.	Surplus work table. Not sure what room or department this came from.	1	

DIVERSITY, EQUITY, & INCLUSION TEAM

UPDATE



INTRO SLIDE

- Welcome and who we are (Emily B.)
Deandra, Emily B., Emily D., Julia, Lynsey, Maggie, Meredith, and Nan, 3 high school students
- Process for Mission Development (Lynsey)
- How we rolled it out to faculty (Maggie & Julia)
Creating norms and building trust/ELC activity
Using a protocol to unpack the language. Individual and collective
- Connections to Planning For Success (Deandra)
- Action Steps (Emily B.)

Marblehead Schools DEI Team

- The Diversity, Equity, and Inclusion (DEI) Team came together last year after being awarded the opportunity to participate in the Reimagining Integration Diverse and Equitable Schools (RIDES) Equity Improvement Network project from Harvard University, sponsored by METCO Inc.
- Our DEI Team attends RIDES professional development trainings with Harvard professors, meets monthly, and works collaboratively to help ensure diversity, equity, and inclusion in our schools. Team members include: Emily Barron, Nan Murphy, Emily Dean, Deandra Williams, Lynsey Page, Julia Ferreira, Meredith Wishart, Maggie Doben, Shelley Burns, Carla Rose, and 3 MHS students.
- We collaborated with leadership and key stakeholders to define goals and objectives for our team and aligned our work with Planning for Success.

PROCESS, STEPS, AND DEVELOPMENT OF DEI STATEMENT

- ★ After meeting for several months, it became clear that we needed a proactive statement about the DEI work in our schools and community.
- ★ Our team researched mission statements at schools/districts across the country both public and private to identify elements that spoke to us.
- ★ We then used a jamboard to narrow down our essential statements (see next slide)
- ★ We worked together to develop a statement and make it concise and powerful.
- ★ Our team, our consultant Enid Lee, and Dr. Buckey then met together to discuss and finalize the official statement.
- ★ The purpose of publishing a statement was to ground us in this work. We needed a concrete place to check our systems for equity and to be proactive.

In our DEI professional development meetings with staff:

- Build community agreements to promote a safe environment for ALL
- Understand the objectives in the district's Plan for Success
- Take part in a trust building activity that can be used in classrooms
- Look at the new DEI statement and begin to unpack it together.



DEI statement

Marblehead Public Schools is committed to sustaining an inclusive environment that fosters belonging and acceptance. We apply an equitable, culturally relevant lens to students' social, emotional, physical, and academic development. MPS sees the power of diversity. We support proactive allies. We respect and affirm the unique identities of all people across dis/ability, ethnicity, gender identity/expression, language, nationality, sexuality, socioeconomic status, race, and religion. Through holistic practices, we cultivate awareness and agency to grow conscience-minded, empathetic citizens.

MPS is committed to an introspective process. We provide ongoing opportunities for learning, reflection, and sharing with all stakeholders.

Unpacking the DEI Statement



Staff worked to unpack the DEI statement individually and collectively. For example, they read the DEI statement and then, collectively, our staff used these prompts to discuss the statement.

PROMPTS:

What does this mean? Define highlighted key terms only.

How does this sentence resonate with you

- personally?
- professionally?

What is something the district (or my school) currently does that reflects this work?

What is something the district can do to support you in this work?

Marblehead Schools Plan for Success

As written in the district Plan For Success, the following statements will serve as our guiding principles for the next 5 years.

- Objective: Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
 - Analyze, cultivate, & expand district-wide systems to ensure all students and families, especially those from groups historically marginalized, access the entire scope of opportunities during & outside the school day.
 - Examine and work with culturally responsive experts to revise curriculum & assessments to provide equitable learning opportunities, resources, & materials that reflect all students.

There are eight initiatives associated with the PFS. This year we are focusing on three. The PFS is directly linked to our school communities and the district at large. A goal of this PD is to introduce the work in progress and our collective effort to make Marblehead a welcoming and inclusive community for ALL.

ACTION STEPS

- DEI Team will continue to attend RIDES Network professional development meetings
- Continue to work toward achieving the Planning for Success objectives for this year
- Develop DEI committees at each school
- Work to engage with community partners and families

FACE COVERINGS

The Marblehead Public School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Massachusetts Department of Public Health (DPH), and the mandate set in motion by the Department of Elementary and Secondary Education (DESE) on Tuesday, August 24, 2021, the following requirements are in place until further notice.

A close-fitting, multi-layered face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation, even when social distancing is observed, unless meeting one of the conditions stated further in this policy. Masks are not required at any time while outdoors.

Face coverings made from mesh or with holes in the fabric, open-chinned bandana style masks, and any face covering with a valve or vent will not be allowed. Surgical masks are acceptable for use in schools. Face covering designs must comply with the dress code guidance as outlined in the student handbooks.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance, if the individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral, or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver. When a student is determined to be exempt from wearing a mask or face covering, additional steps including but not limited to physical barriers, increased distancing protocols, and alternative travel patterns for transitions within school buildings may be instituted for the student at the discretion of the administration to reduce the risk to other individuals.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced under the following conditions, at the direction of a district staff member:

- during indoor mask breaks;
- while eating or drinking indoors;

- while a single staff member is indoors in a room or space alone by themselves.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral, or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

If a school building demonstrates a vaccination rate of 80% or more of all students and staff in the school through an attestation form submitted to the Massachusetts Department of Elementary and Secondary Education, then vaccinated individuals in that school would no longer be subject to the state mask requirement.

A student's mask or face covering is to be provided by the student's family. Masks and face coverings for staff members will be provided by the district. The district will supply disposable face coverings for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the student will be deemed ineligible to attend school until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of the School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

REFERENCES:

Massachusetts Department of Elementary and Secondary Education – Press Release for anticipated Mask Mandate language by Commissioner

<https://mailchi.mp/doe.mass.edu/press-releaseeducation-commissioner-to-ask-board-for-authority-to-mandate-masks-in-public-schoolsto-provide-time-to-increase-vaccinations?e=583fc2bc03> Updated August 20, 2021

Massachusetts Department of Elementary and Secondary Education – Updated Guidance on In Person Learning and Student Learning Time Requirements – COMING SOON

Center for Disease Control and Prevention – Guidance for COVID-19 Prevention in K-12 Schools
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
Updated August 24, 2021

Commonwealth of Massachusetts – Mask Up MA!

<https://www.mass.gov/news/mask-up-ma>

SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and **serve as** vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. ~~and may include background checks and the signing of confidentiality agreements as necessary.~~

It is a privilege, not a right, to volunteer. All volunteers will comply with the following:

- Volunteers are present to serve all students
- Volunteers shall abide by confidentiality principles and will not repeat information about students.
- Volunteers work under the supervision and authority of staff members.
- Staff members are responsible for managing a class and students.
- At no time will a volunteer engage in any form of discipline.
- Volunteers who observe and learn of anything that concerns them regarding a student-school matter will bring these concerns to the attention of the classroom teacher or school principal immediately.
- Volunteers will comply with CORI registration and background checks as well as school building sign-in, safety, and other required procedures.

CROSS REF.: [ADDA](#), Background Checks

Marblehead Public Schools Approved 10/18/18

POLICY ON SOCIAL MEDIA

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using social media or other electronic means.
 - a. Teachers may not friend or follow current students on social media.
 - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
 - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
 - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - f. Inappropriate contact via phone or electronic device is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

SOURCE: MASC October 2016

MARBLEHEAD PUBLIC SCHOOLS
SOCIAL NETWORKING POLICY FOR STAFF

1. ~~Acceptable Use Policy:~~

~~This policy is adopted in addition to, and not as a substitute for, the Marblehead Public Schools' ("MPS") Acceptable Use Policy, which governs use of the school district's technological resources. This policy applies to the use by MPS staff of social networking sites/social media, regardless of whether such use involves the district's technological resources or a staff member's personal resources. All activities, which are prohibited by the Acceptable Use Policy, are also prohibited by this policy, and those prohibitions are incorporated by reference herein.~~

2. ~~General Concerns~~

~~The Marblehead Public Schools recognize the proliferation of online conversation between staff members and students. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise.~~

~~Should a staff member engage in any electronic communication with students, the school district is concerned, and the staff member should be concerned, that such activities have the potential to undermine the staff member's authority to maintain discipline and to remain truly objective with his/her students. All activities in which a staff member uses social networking sites/social media must be undertaken in a way that minimizes this potential.~~

3. ~~Expectations of Staff~~

~~With these concerns in mind, this Social Networking Policy sets MPS's expectations for staff members' use of social networks/social media, including but not limited to, Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.~~

~~1. **Establishing a Social Network Account:** Before endeavoring to establish any social networking account, staff members should familiarize themselves with the features of any account they choose to use. Staff members must:~~

~~a. Take specific steps to "privatize" the information placed online.~~

~~b. Assume responsibility if any information deemed "private" becomes "public."~~

- ~~e. Be aware of the fact that any information shared privately with an individual could be re distributed without explicit consent~~
 - ~~d. Understand that the same principles, which are applied to face-to-face communication, should be applied to online conversation.~~
 - ~~e. Remember that nothing posted online is ever truly "private."~~
- ~~2. **Separating Professional and Personal Identity:** The school district expects staff members to maintain a clear separation between their professional and personal lives. MPS staff members are strongly discouraged from using personal social networking accounts to communicate with parents and/or students for school-related/education-related communications. If choosing to utilize social media for school related purposes, staff members must create separate "professional use only" social networking accounts for use with students and their parents/guardians. In practice, this means:~~
- ~~a. Establish a professional social network identity that is separate from a "personal" identity.~~
 - ~~b. Use a professional social network identity and account exclusively for communication with students on matters directly related to school/education matters. No school/education matters shall be the subject of communication on private social network accounts, unless the circumstances constitute an emergency involving the safety or welfare of another.~~
 - ~~c. The "friends" associated with such a professional social network account should only be members of the educational community, such as administrators, teachers, students, and parents/guardians of such students.~~
 - ~~d. Deny "friend" requests from individuals who do not fit into any of these categories.~~
- ~~3. **Student Privacy and Confidential Information:** Staff members will adhere at all times to student privacy rights and employee privacy rights to have their "education/student record", personal, personnel and medical information kept confidential. In practice, this means:~~
- ~~a. Information that is protected by law from disclosure to third parties will not be communicated online in a way that exposes such information to retrieval by those third parties.~~

- ~~b. Confidential student information may not be posted on the "wall," the "information" section, or through any part of that social network account that would be accessible to any other social network "friends" associated with that account.~~
 - ~~e. Private communication with a student through the educational social network account shall be conveyed only through the private email/message feature of the educational social network, so that only the student may view the message and respond to it.~~
- ~~4. **Archiving Communication:** Staff members should communicate with students and parents on school/educational matters only. In most instances, it is expected that staff members will use the district's email account for all school/education business keeping in mind that:~~
- ~~a. Use of one's personal email account to discuss school/education information with students and parents is prohibited unless the circumstances involve an emergency, as referred to in paragraph 2b, above.~~
 - ~~b. A staff member's use of his/her personal email account as opposed to an MPS account does not shield the information in such account from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the MPS automatic email archiving system, preventing staff members from taking advantage of the archiving system.~~
 - ~~c. Any document, whether in tangible or electronic form, which is created or received by a public employee in his or her capacity as such, is subject to retention and perhaps disclosure under the public records law.~~
 - ~~d. No matter what medium of communication a staff member selects, he/she must adhere to appropriate professional/student boundaries and document communications when appropriate. Staff members are a student's role model, not his or her "friend", and must act accordingly in the use of social networking sites/social media. All communications between a staff member and a student or his/her parents/guardians are subject to monitoring by the MPS.~~
 - ~~e. Staff members remain mandated reporters. If a staff member receives information from a student or from anyone else which indicates that the student at risk, is abused, is neglected or is being harmed, the staff member is required by law to report such neglect or harm to the Department of Children and Family Services. The staff member must report his/her concerns to the building principal or designee as soon as possible.~~

~~5. **Free Speech Expectations:** This policy is not intended to infringe upon a staff member's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to the standards for protection established by the United States Supreme Court, including but not limited to appropriate time, place and manner restrictions and does not interfere with the performance of job duties or disrupt the MPS's ability to operate the school district and educate students.~~

~~a. Although a staff member may be communicating regarding MPS matters or general education/school matters using his/her personal social networking account, the staff member must keep in mind that readers may assume that he/she is speaking as an employee of the school district and not as a private citizen and should communicate to the recipient that the views expressed are the personal views of the staff member.~~

~~b. Such restrictions are intended to preserve student confidentiality, maintain the staff member's status as an educator who should command and receive the respect of students, and be able to maintain order and discipline in his/her classroom.~~

~~6. **Code of Conduct:** Any conduct, whether online or not, that violates this policy, that reflects poorly upon the MPS, or that consists of inappropriate behavior may expose a staff member to discipline up to and including discharge.~~

~~Disclaimer: References to various social networks are not included to limit application of this policy to use of just those sites or programs. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.~~

Legal Ref: M.G.L. Chapter 71 Section 42:

~~A teacher with professional teacher status, pursuant to section forty-one, shall not be dismissed except for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination or failure on the part of the teacher to satisfy teacher performance standards developed pursuant to section thirty-eight of this chapter or other just cause.~~

Approved 6/19/2014

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereinafter "Agreement") dated _____ to commence on _____ by and between the Town of Marblehead, by and through its Board of Selectmen, a Massachusetts Municipal Corporation, 188 Washington Street, Marblehead, MA 01945 (hereinafter "Selectmen") and the Town of Marblehead School Department, by and through its School Committee, 9 Widger Road, Marblehead, MA 01945 in accordance with G.L. c.40 s.4A, hereby enter into this Agreement as follows:

WHEREAS, The Selectmen and the School Committee all have a vested interest in the health and stability of the Town of Marblehead; and

WHEREAS, the Selectmen and the School Committee understand and respect the roles and responsibilities of each body; and

WHEREAS, The Town of Marblehead will benefit from increased collaboration, cooperation and long-term planning between the Board of Selectmen and the School Committee; and

WHEREAS, The Board of Selectmen and the School Committee are committed to providing high-quality town services and high-quality educational opportunities for students both of which are expected by Marblehead residents; and

WHEREAS, The Board of Selectmen and the School Committee are committed to ensuring the most efficient, responsible and appropriate use of Town resources; and

WHEREAS, The Board of Selectmen and the School Committee have an interest in working together to address **Land Use issues and Facility issues** that meet the needs and expectations of the Town of Marblehead; and

WHEREAS, Town and School officials shall be defined as representatives of the Board of Selectmen and the School Committee, the Town Administrator and the Superintendent of Schools.

1. Town and School Officials shall participate in regular meetings held by the Board of Selectmen jointly with the aforementioned committee members.

- A. Purpose: To create systems to facilitate regular communication between Town and School officials on issues related to Land Use and Facility Maintenance with the goal of identifying positive trends and/or areas of concern in real time.
- B. Purpose: To discuss the transfers and uses of Town and School-owned properties.
- C. Purpose: To facilitate the prescribed process of transfers of land as needed.

THIS AGREEMENT entered into on _____(date)

The Board of Selectmen

The School Committee
