



DATE POSTED: MAR 5 2024  
 TOWN CLERK  
 Town Clerk Use Only  
 2024 MAR -5 PM 12: 24

**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 Humphry St. Marblehead MA 01945

**OR**

**Zoom Conference** join via the web link or Dial in

<https://marbleheadschoools-org.zoom.us/j/99975493631?pwd=Y0pHWVM2YitBZXN0U2ZyTk1OMzh4dz09>

Meeting ID: 999 7549 3631

Password: 873255

Dial in Phone #1 646 931 3860

<b>Thursday</b>	<b>March</b>	<b>7th</b>	<b>2024</b>	<b>6:00 pm</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
- II. Motion and vote to meet in executive session pursuant to Mass. General Laws chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to the Boyd-Perry litigation.

Motion:

Motion that the School Committee meet in executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to the Boyd -Perry litigation because an open session may have a detrimental effect on the litigation position of the Committee.

Chair’s Statement following roll call vote on the motion:

The Committee will now be meeting in executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to the Boyd -Perry litigation because an open session may have a detrimental effect on the litigation position of the Committee. The Committee will be reconvening in open session following the executive session.

Executive Session

- I. Strategy discussion with respect to the Boyd-Perry litigation

III. Return to Open Session (not prior to 7:00 pm)

IV. Opening Business

- a. Commendations
- b. Public Comment

c. Student Representative

V. District Updates- Dr Theresa McGuinness

- a. FY25 budget status update
  - i. Athletic Fee Proposal
  - ii. Staffing Accountability Report

VI. Consent Action and Agenda Items

- a. Schedule of Bills
  - b. Approval of Minutes
- (vote)  
(vote)

VII. School Committee Communication and Discussion Items

- a. Interim Superintendent Search Update
- b. Subcommittee and Liaison Updates and discussion

VIII. Closing Business

- a. New Business- School Committee Announcements and Requests
- 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: Sarah Fox  
Date: 3/5/2024



# Marblehead Public Schools

9 Widger Road  
Marblehead, Massachusetts 01945  
Phone: (781) 639-3140

**Dr. Theresa B. McGuinness**  
*Interim Superintendent of Schools*

**Ms. Julia Ferreira**  
*Assistant Superintendent of  
Teaching & Learning*

**Ms. Michelle Cresta**  
*Assistant Superintendent of  
Finance & Operations*

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## Memorandum

To: Marblehead School Committee  
From: Theresa B. McGuinness, Ed.D, Interim Superintendent  
RE: Superintendent's Updates  
Date: March 7, 2024

### FY25 Preliminary Budget Process

1. [FY25 Superintendent's Preliminary Budget](#) - Presented at the SC Budget Workshop on February 28, 2024
2. Athletic Fee Structure - *Three Options*
  - a. Will be presented at the SC meeting on March 7, 2024 - [Slide Deck](#)
  - b. [SC Memorandum - User Fee Proposal, 2024-2025](#)

### Special Education Audit Update

***We anticipate a contract will be awarded by mid May with work to commence by June 1.***

A draft Request for Proposals is about 50 percent complete, and our Interim Director of Student Services and Director of Finance and Operations consultant are developing evaluation criteria to use in ranking RFP respondents. In addition, they are identifying a proposal evaluation team to review and rank respondents. We anticipate the RFP will be ready to advertise by the end of the month, with responses due in mid-April. Once responses are received, we will need 2-3 weeks to evaluate, with possible interviews with the top three firms.

### Roofing Project OPM Bid Docs

We are working on a draft of the Request for Proposals for OPM services for the roof replacement project and anticipate advertising the RFP by the end of March, with responses due in late April (with a mandatory pre-proposal in mid-April).

**Process:** We will need to identify a proposal evaluation team to review and rank respondents. Once responses are received, we will need 2-3 weeks to evaluate, with possible interviews with the top three firms. We anticipate a contract will be awarded by late May, with the OPM assisting in procurement of architectural/engineering services. That procurement will take 4-6 weeks, with an anticipated design contract to be awarded in mid-July.

Subsequently, the A/E firm will need to develop a design, construction documents, and bid documents, which will likely take approximately 2-3 months. The A/E firm would likely advertise for roofing contractors in October with anticipated contract award by December. This should allow the contractor to procure roofing materials and be ready to complete Phase I of the roofing project during the summer of 2025.

### **[Air Quality Assessment & Sampling Report \(Link to Report\)](#)**

*Performed at Marblehead High School, February 2024*

On January 23, 2024, I provided you with [this update](#) of our response to a roof leak and suspected mold in a classroom at Marblehead High School. Since then, we contracted with a firm to perform tests on the identified area as well as various other locations within Marblehead High School. At this time, the Facilities Director shared that all of the recommendations are complete with the exception of one small area of sheet rock that will be removed and patched in the next week. Here is the list of completed [recommendations](#).

### **[A Few Highlights MHS Sports](#)**

#### **Boys Varsity Ice Hockey**

Advanced to the MIAA Division 3 Final 4 where they will face Shawsheen Tech on Saturday at 4:00pm at Stoneham Arena....the winner will advance to the State Championship game to be held at the TD Garden on March 17th

#### **MHS Senior Maeve McIlroy**

Qualified for the All-Around event in the Massachusetts Individual Gymnastics State Championship meet and she has advanced to compete in the National High School Gymnastics Association Championship in Fort Myers Florida on May 17th through May 20th

#### **MHS Alpine Skiers Courtney Hoguet and Sydney Hamilton**

Qualified for the Eastern States Alpine Ski Championship to be held at Mittersill Ski Area in Franconia, NH on March 8th through 10th.



# Marblehead Public Schools

9 Widger Road  
Marblehead, Massachusetts 01945  
Phone: (781) 639-3140

**Dr. Theresa B. McGuinness**  
*Interim Superintendent of Schools*

**Ms. Julia Ferreira**  
*Assistant Superintendent of  
Teaching & Learning*

**Ms. Michelle Cresta**  
*Assistant Superintendent of  
Finance & Operations*

## MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta, Assistant Superintendent for Finance & Operations  
CC: Dr. Theresa B. McGuinness, Superintendent  
DATE: March 6, 2024  
RE: User Fees for the 2024-2025 School Year

As one of the budgetary components to arrive a reduced services budget, we will have to increase all of our user fees.

Our CURRENT user fees structure for the 2023-2024 school year is a flat fee structure. The rates are as follows:

<b>CURRENT YEAR: Athletics - Flat Fee</b>	
<b>Athletics</b>	<b>Per Student Fee</b>
HS Athletics (unlimited)	\$ 495
MS Athletics Fee (unlimited)	\$ 220
<b>Non-Athletics</b>	<b>Per Student Fee</b>
HS Clubs (Unlimited)	\$ 140
Flag Football	\$ 66
MS Intramural Sports/ Activities (unlimited)	\$ 140
Elementary Activities (unlimited)	\$ 140
<b>Family Cap</b>	<b>\$ 800</b>

The current structure also provides for a full fee waiver for students that qualify for free or reduced school lunches.

After considerable review and discussions regarding our current fee structure we would like to present you three user fee options for the 2024-2025 school year. All of these scenarios are expected to produce the similar amounts of revenue.

All of the proposed options include a change in the fee waiver for free and reduced qualifying students to be 75% of the fee with the student paying 25% of any fee. In addition, all options include a limited additional financial aid opportunity for students that do not qualify for free or reduced lunch, but find themselves in need of assistance. This additional option provides a waiver of 50% of the user fee.

*Option 1 maintains the same structure and increases the fees and family cap.*

<b>Option 1: Athletics - Flat Fee</b>	
<b>Athletics</b>	<b>Per Student Fee</b>
HS Athletics (unlimited)	\$ 1,340
MS Athletics Fee (unlimited)	\$ 590
<b>Non-Athletics</b>	<b>Per Student Fee</b>
HS Clubs or Flag Football (Unlimited)	\$ 290
MS Intramural Sports/ Activities (unlimited)	\$ 290
Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 2,680</b>

*Option 2 changes the structure to be flat fee for activities and a separate per season cost for athletic fees. In addition, the family cap is raised to \$2,980.*

*Please note that just over half of our student athletes participate in one season only.*

<b>Option 2: Athletics - Season Based Fee</b>	
<b>Athletics</b>	<b>Per Student Fee</b>
HS - 1st season	\$ 575
HS - 2nd season	\$ 495
HS - 3rd season	\$ 420
MS - 1st season	\$ 275
MS - 2nd season	\$ 225
MS - 3rd season	\$ 175
<b>Non-Athletics</b>	<b>Per Student Fee</b>
HS Clubs or Flag Football (Unlimited)	\$ 290
MS Intramural Sports/ Activities (unlimited)	\$ 290
Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 2,980</b>

*Option 3 changes the structure to be flat fee for activities and a separate per sport cost for athletic fees. In addition, the family cap is raised to \$3,768.*

<b>Option 3: Athletics - Sport Based Fee</b>	
<b>Athletics</b>	<b>Per Student Fee</b>
Hockey	\$ 950
Football	\$ 900
Swimming and Diving	\$ 750
Gymnastics	\$ 750
Golf	\$ 750
Skiing	\$ 750
Indoor Track	\$ 550
Outdoor Track	\$ 550
Wrestling	\$ 550
Sailing	\$ 550
Basketball	\$ 550
Soccer	\$ 550
Lacrosse	\$ 550
Field Hockey	\$ 550
Baseball	\$ 550
Volleyball	\$ 550
Softball	\$ 550
Cheerleading	\$ 550
Cross Country	\$ 550
Tennis	\$ 550
MS Sports- All MS Sports, per sport fee	\$ 400
<b>Non-Athletics</b>	<b>Per Student Fee</b>
HS Clubs or Flag Football (Unlimited)	\$ 290
MS Intramural Sports/ Activities (unlimited)	\$ 290
Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 3,768</b>

After considerable review of the options, we believe that option two (2) is the most beneficial for students and families. Given that approximately 50% of our student athletes play only one season, they will not feel the impact of the change unless there are multiple student athletes within the same family.

*Suggested Motion:*

*Motion that the School Committee approve the user fee rates for the 2024-2025 school year following option 2 (Season Based Fee).*



# Marblehead Public Schools

## School Committee Meeting

March 7, 2024

Athletic User Fee Structure - *Three Options*  
(*Informing the FY25 Superintendent's Preliminary Budget*)

**Dr. Theresa McGuinness**, Interim Superintendent of Schools  
**Emma Puglisi**, Assistant Business Manager  
**Greg Ceglarski**, Athletic Director





# Athletics - Student Participation, 23-24

Sport	Student-Athletes	Teams	Paid Coaches
B/G Indoor Track	140	4	7
B/G Outdoor Track	138	4	7
B/G Soccer	126	6	8
Football	92	3	9
B/G Lacrosse	87	4	6
B/G Tennis	74	4	4
B/G Basketball	72	6	8
B/G Ice Hockey	68	3	6
Field Hockey	67	3	4
Baseball	58	3	5
B/G Cross Country	43	4	3
Cheerleading	40	2	2
Volleyball	40	3	4
Golf (coed)	37	2	2
B/G Swimming & Diving	37	3	3
Wrestling	33	2	2
Softball	29	2	5
B/G Alpine Skiing	27	3	2
Gymnastics	14	2	2
Sailing (coed)	11	1	1
<b>Total</b>	<b>1233</b>	<b>64</b>	<b>90</b>



# Athletics - User Fee Analysis

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Currently, 50% of coach stipends are paid by user fees.

1. **With *level service* funding**
  - a. Would keep 50% of coach stipend pay from user fees
2. **With *reduced service* funding**
  - a. 100% of coaching stipends would be funded by user fees (student participants)
  - b. Other athletic costs would remain in operating budget

The Athletic and Central Offices collaborated We examined other local district's user fees on a user fee structure to help close the gap for comparison structure and constructed of approximately \$170,000. *three different options* to consider.



# Athletics - Area District Comparisons

Cape Ann League	Athletic Fee	Family Max	Northeastern Conference	Athletic Fee	Family Max
Amesbury	\$285 per sport	\$ 900	Beverly	\$315: Football, Hockey \$260: Lax, Swim, FH, Soc, Bsktbl Sftbl, Bsbl, VB, Gymn, Wrest \$210: Golf, Ten, XC, Cheer, Track \$105 per MS sport	N/A
Essex Tech	\$100 per sport \$475: Basketball, Golf \$425: Soc, FH, Basbl, Sftbl, Lax \$375: Cheer	N/A	Danvers	\$245: Lax, Golf, Swim, Hockey, Football \$185: VB, Soc, Gymn, FH Bsktbl, Sftbl, Bsbl \$155: Track, Cheer, Ten, XC \$100 per MS sport	\$ 740
Georgetown	\$900: Ice Hockey \$650: Gymnastics, Hockey, Ski \$450: all other sports	N/A	Gloucester	Tier 1: \$200/\$135/\$90: Bsbl, Bsktbl, Cheer, FH, Football, Golf, Gymn, Hockey, Lax, Soc, Sftbl, Swim, Ten, Wrest Tier 2: \$145/\$90/\$70: XC, Track MS Hockey: \$200/\$135/\$90 All other MS sports: \$50/\$40/\$25	N/A
Hamilton-Wenham	\$650 per year (1-3 sports)	\$ 900	Masco	\$788: Hockey, \$525: Basketball, \$488: Volleyball/Football \$450: Gymn/Bascball, \$413: Golf \$375: FH/Soc/Cheer/Sftbl/Lax \$300: Swim, \$263: XC, Win Trk, \$225: Ski Spr Trk	N/A
Ipswich	\$600 per year	\$ 1,200	Marblehead	\$495 (1, 2, or 3 sports) \$220 per MS sport	\$ 800
Lynnfield	\$460: 1st sport \$290: 2nd sport \$115: 3rd sport	\$ 1,550	Peabody	\$175 per sport \$65 per MS sport No sure fees	\$ 350
Manchester-Essex	\$450: Hockey, Football, Golf \$300: VB, Soc, FH, Baskbl, Basbl, Sftbl, Lax \$250: XC, Track, Tennis	\$ 1,400	Saugus	\$400: Football \$225: Indoor Track \$150: Cheer and all MS sports \$275: All other sports \$700 individual cap \$375 per spor \$200 per MS sport \$250 per sport \$125 per MS sport	\$ 1,250
Newburyport	\$400: 1st sport \$200: 2nd sport \$200: 3rd sport \$800: Hockey \$450: Swim \$400: Football	\$ 1,300	Swampscott		
North Reading	\$350: FH, Golf, Soc, VB, Baskbl, Wrest, Lax, Sftbl, Basbl, Ten \$300: Ski	\$ 1,500	Winthrop		
Pentucket	\$200: Frosh sports, Cheer, XC, Track \$300 per year \$350: Hockey (\$250 for MS on HS team) \$200: Cheer	N/A			
Rockport	\$350 per sport	\$ 1,850			
Triton					



# Athletics - 2023-24 User Fee Structure

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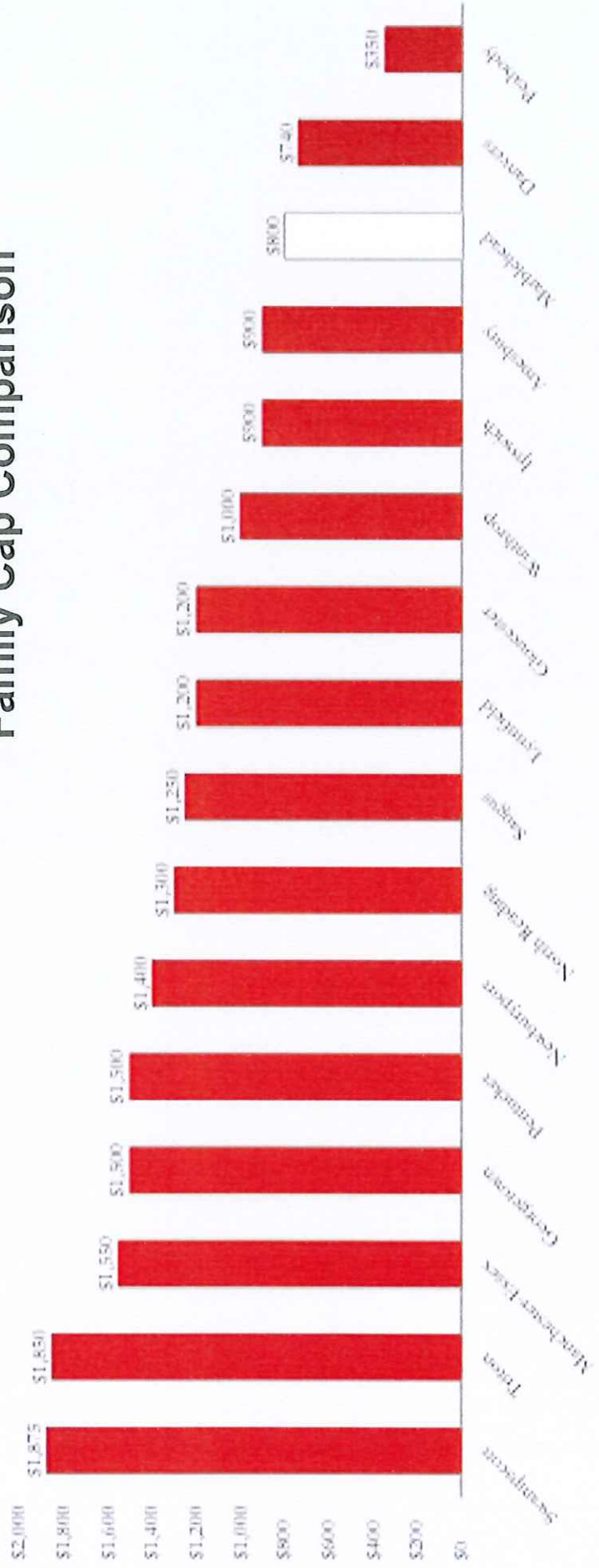
2023 - 2024 SY Family CAP (Maximum) = \$800

High School		Middle School	
Category	23-24 Rate	Category	23-24 Rate
Athletic Teams/Performing Arts - Unlimited	\$495.00	Interscholastic Sports	\$220.00
High School Clubs	\$140.00	Intramural Sports/Activities	\$140.00
Flag Football - Sr. Girls	\$66.00		



# Athletics - Area District Comparisons

## Family Cap Comparison



# Athletics - User Fee, OPTION 1

The 'Family Cap' for each option is based on 2 students at the High School participating in 3 seasons of athletics.

Option 1: Athletics - Flat Fee	
Athletics	Per Student Fee
HS Athletics (unlimited)	\$ 1,340
MS Athletics Fee (unlimited)	\$ 590
<b>Non-Athletics</b>	
HS Clubs or Flag Football (Unlimited)	\$ 290
MS Intramural Sports/ Activities (unlimited)	\$ 290
Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 2,680</b>

➤ **Option 1: Increase the current annual fee - to approximately \$1,340 with a family cap of \$2,680.**

# Athletics - User Fee, OPTION 2

\*\*\* Our recommendation: More than half of our student athletes are **ONE** season athletes. Under this option, the per student cost for families with one season athletes remains closest to the current (FY24) fee structure.

➤ **Option 2:** Assess a per season fee. The fee would be highest for the first sport, decreasing for the second and third season. The first sport would be \$575, and decrease to \$495 for the second season, and \$420 for the third sport at the High School, a similar structure would be followed at the Middle School. There would be a family cap of approximately \$2,980. Essentially, the most a family would pay for would be six seasons worth of sports.

Option 2: Athletics - Season Based Fee	
Athletics	Per Student Fee
HS - 1st season	\$ 575
HS - 2nd season	\$ 495
HS - 3rd season	\$ 420
MS - 1st season	\$ 275
MS - 2nd season	\$ 225
MS - 3rd season	\$ 175
Non-Athletics	Per Student Fee
HS Clubs or Flag Football (Unlimited)	\$ 290
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Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 2,980</b>



# Athletics - User Fee, **OPTION 3**

Option 3: Athletics - Sport Based Fee	
	Per Student Fee
Athletics	
Hockey	\$ 950
Football	\$ 900
Swimming and Diving	\$ 750
Gymnastics	\$ 750
Golf	\$ 750
Skiing	\$ 750
Indoor Track	\$ 550
Outdoor Track	\$ 550
Wrestling	\$ 550
Sailing	\$ 550
Basketball	\$ 550
Soccer	\$ 550
Lacrosse	\$ 550
Field Hockey	\$ 550
Baseball	\$ 550
Volleyball	\$ 550
Softball	\$ 550
Cheerleading	\$ 550
Cross Country	\$ 550
Tennis	\$ 550
MS Sports- All MS Sports, per sport fee	\$ 400
<b>Non-Athletics</b>	<b>Per Student Fee</b>
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Elementary Intramural Sports/ Activities (unlimited)	\$ 290
<b>Family Cap</b>	<b>\$ 3,768</b>



**Option 3:** Introduce a tiered-fee system where more expensive sports are assessed a higher fee. Higher cost sports include those with more coaches or higher coach stipends, higher equipment costs, facility rental charges (including greens fees or lift tickets), or higher transportation fees. Fees would range from a low of \$550 to a high of \$950 at the High School and \$400 for each Middle School sport. The family cap would be \$3,768.



# Questions?



# Marblehead Public Schools

9 Widger Road  
Marblehead, Massachusetts 01945  
Phone: (781) 639-3140

**Dr. Theresa B. McGuinness**  
*Interim Superintendent of Schools*

**Ms. Julia Ferreira**  
*Assistant Superintendent of  
Teaching & Learning*

**Ms. Michelle Cresta**  
*Assistant Superintendent of  
Finance & Operations*

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## MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta, Assistant Superintendent for Finance & Operations  
DATE: March 6, 2024  
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
24782	\$ 54,997.62
24783	\$ 14,937.70
24791	\$ 2,939.26
24792	\$ 51,381.17
24793	\$ 988.17
24795	\$ 6,273.99
24796	\$ 41,883.56
24807	\$ 18,947.58
24832	\$ 765.00
24835	\$ 8,711.96
24836	\$ 21,059.22
24837	\$ 22,613.66
24848	\$ 53,220.79
24849	\$ 111,942.58
24850	\$ 125,005.84
TOTAL	\$ 535,668.10

### Suggested Motion:

*Motion to approve the identified schedules of bills totaling \$535,668.10.*



# MARBLEHEAD PUBLIC SCHOOLS

## Marblehead School Committee

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

Sarah Fox  
Chairman

Jennifer Schaeffner  
Vice-Chairman

Alison Taylor  
Secretary

Brian Ota  
Committee Member

Al Williams  
Committee Member

## **EXECUTIVE OPPORTUNITY**

### **AN INVITATION TO APPLY FOR THE POSITION OF INTERIM SUPERINTENDENT OF SCHOOLS MARBLEHEAD, MA PUBLIC SCHOOL DISTRICT**

The Marblehead School Committee invites dynamic education leaders to apply for the position of **Interim Superintendent of Schools**.

The Town of Marblehead is located on the North Shore of Massachusetts along Massachusetts Bay and Salem Harbor. This picturesque seacoast suburban community of approximately 20,000 residents is rich in Revolutionary War history. Ideally located between Boston and Cape Ann, Marblehead is a popular destination for sailing, fishing and tourism.

Marblehead is a high-performing, top-tier district, serving approximately 2,800 students in five schools and centering on academic achievement, social-emotional learning and personal growth, with a focus on inclusion for special education. Rigorous academics and assessment are priorities, along with meeting the needs of each child through specialized programs including ELL and a wide variety of special needs programs offered for our diverse populations. There is a deep commitment by all faculty and staff to supporting students in achieving their greatest potential. The Marblehead district has been a proud participating district in the METCO program for over 50 years. Marblehead's FY 2024 budget is \$ 45 million.

Marblehead is proud to embrace:

- Tradition of being high-performance, high functioning school district on Boston's North Shore
- Strong parent and community engagement
- Supporting our staff in implementation of current initiatives
- Opportunities to aid in development of strategic plan and needs based budget.
- Growing our current Student Services to meet the needs of all students.

#### **Applicants must meet the following requirements:**

- Experience leading a PreK-12 Public School district in Massachusetts
- Demonstrated leadership in budgets, curriculum, administration and education
- Massachusetts certification as Superintendent

#### **For more information, please contact:**

Review of applications will begin on **XXX** and will continue until the position is filled. The expected start date for the new interim superintendent is on or before **July 1, 2024**.



Lisa Manning &lt;manning.lisa@marbleheadschoools.org&gt;

**Fwd: Superintendent search**

2 messages

**Sarah Fox** <fox.sarah@marbleheadschoools.org>  
To: Lisa Manning <manning.lisa@marbleheadschoools.org>

Wed, Mar 6, 2024 at 8:52 AM

Lisa

Can you convert the below email to a pdf and add to the drive please.

Sarah Fox

**From:** Glenn Koocher <gkoocher@masc.org>  
**Date:** March 5, 2024 at 12:05:29 PM EST  
**To:** Sarah Fox <fox.sarah@marbleheadschoools.org>  
**Cc:** Alicia Mallon <amallon@masc.org>  
**Subject:** RE: Superintendent search

I am tied up all day Thursday. I'm checking with Alicia Mallon now for her availability.

In your case, I would suggest a one or two page summary that includes:

Information about Marblehead Schools  
Decision Criteria  
Skills Required  
Application Submission Date

No need to be more detailed than that, but you could note that the interim candidates may be considered for the longer-term when the permanent position is posted in the fall.

Your next steps should be to prepare to review applications and develop questions for the interim candidates. You might need to be strategic on this and under no circumstances should you interview candidates on zoom unless it is also available live for the community. To do otherwise would definitely come back to bite you.

Glenn Koocher  
MASC

-----Original Message-----

From: Sarah Fox <fox.sarah@marbleheadschoools.org>  
Sent: Tuesday, March 5, 2024 11:24 AM  
To: Glenn Koocher <gkoocher@masc.org>  
Subject: Re: Superintendent search

Glenn

Do you have anything that I can use as a template and share with the committee at Thursdays meeting? It is wise for you to zoom into the meeting for the agenda item and walk us through next steps so we can keep the process moving?

Sarah Fox

3/6/24, 8:55 AM

Marblehead Public Schools Mail - Fwd: Superintendent search

On Mar 5, 2024, at 10:58 AM, Glenn Koocher <gkoocher@masc.org> wrote:

We keep the applications open for as long as you tell us, and in your case, I would suggest 3-4 weeks. In order to cast the net for you, we need text for information on the vacancy, the decision criteria and the closing date for applications, which I suggest be no earlier than April 10-12. Then you can expedite the rest of the process.

Glenn

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**Lisa Manning** <manning.lisa@marbleheadschoools.org>  
To: Sarah Fox <fox.sarah@marbleheadschoools.org>

Wed, Mar 6, 2024 at 8:54 AM

Hi Sarah,

No problem!

Lisa

[Quoted text hidden]