



<p>DATE POSTED:</p> <p style="text-align: center;">Town Clerk Use Only</p>
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## MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25 and the Governor's March 12, 2020 Executive order

### Marblehead School Committee

Name of Board or Committee

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

**Link:**

<https://zoom.us/j/95826283686?pwd=ZVhRNjFGRkFnbnNNL0lvd1MvL1NwZz09>

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

**Meeting ID:** 958 2628 3686

**Password:** 416945

<b>Thursday</b>	<b>September</b>	<b>17<sup>th</sup></b>	<b>2020</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 and Public Involvement

1. Call to Order
2. Commendations
3. Student Representative – Dan Howells
4. Public Comment

II. Consent Agenda and Action Items

1. Minutes: (Vote)
  - a. June 4, 2020
  - b. June 8, 2020
  - c. June 10, 2020
  - d. June 18, 2020

III. Superintendent Report

1. Opening Day Update
2. Enrollment Update
3. Personnel Update
4. Department of Elementary and Secondary Education Health and Safety Guidelines for Hybrid Instruction
  - a. Protocol for Reporting COVID-19 Positive Cases
  - b. Protocol for Requesting Mobile Rapid Response Units
5. Fall Sports Season 1 Update-Greg Ceglarski (Vote)

- IV. Finance Organizational Support
  - 1. Schedule of Bills (Vote)
  - 2. Contract to Award-Temporary Custodial Staffing (Vote)
  
- V. School Committee Communications and/or Discussion Items
  - 1. Policy Discussion
    - a. Policy ACAB-Sexual Harassment (Vote)
    - b. Policy EBC Supplemental-Emergency Plans for COVID-19 (Vote)
  - 3. Discussion on Resolutions (Vote)
    - a. Covid Testing
    - b. Social Justice
  - 4. School Committee Website Update
  - 5. Building Project Update
  
- VI. Closing Business
  - 1. New Business (Not reasonably anticipated by the Chair 48 hours in advance of the meeting.)
  - 2. Correspondence
  - 3. Adjournment

Next Meeting: October 1, 2020

**THIS AGENDA IS SUBJECT TO CHANGE**

**Chairperson:** Sarah Gold  
**Posted by:** Lisa Dimier  
**Date:** 9/15/2020

This document has been developed to act as a guide for school committees as your district develops and implements a back-to-school strategy. This task will require flexibility on the school committee's part in schedules of meetings and the time commitment required to meet the deadlines established by the Department of Elementary and Secondary Education. Briefly, the following are the target dates for the Return-to-School plans and decisions related to them:

By July 31, 2020: Each school district must submit to the Department the three plans required. These plans should be presented to the school committee so they can share them with the community.

By August 10, 2020: Each school district has to submit the plan chosen for implementation to the Department. Since the plan will require amendments to existing policy as well as budget revisions/reallocations, this plan should be approved/endorsed by the school committee prior to its submission to the Department.

Between August 10, 2020 and the start of the school year (which may be delayed by up to 10 days to permit professional development and preparation based on the most recent announcements from DESE), the school committee may have to negotiate certain parts of the plan with the appropriate unions within their district. Every effort should be made to expedite these negotiations to ensure a timely opening of schools.

As the start of school approaches, the school committee will need to address revisions or waivers to some of the policies they have established as well as student handbook language. The policy areas to concentrate on are identified within this guidance document.

## POLICY ISSUES FOR THE PANDEMIC

### **Creation of a General (Interim) Policy on COVID-Related Issues**      **File: EBC** **Supplemental (Policy EBC)**

The School Committee takes note of the COVID-19 emergency; resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.

Therefore, the school committee establishes an emergency, interim policy to:

- promote public safety and safety of students and faculty,
- maintain to the extent possible the high and efficient level of educational services,

- ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and
- comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government, and expedite the safest strategy for returning students to school.

The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make such modifications to the “back to school plan,” and district policy, and will authorize the superintendent to suspend, revise or create protocols to facilitate the safe return to school.

The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed.

The school committee will authorize the superintendent to act expeditiously in executing the “back to school” plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community.

The “back to school” plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

- General district goals affected by the pandemic.

The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.

The goal of emergency pandemic policies shall be to:

- ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;

- provide the most effective educational services as possible to students under the circumstances;
  - authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
  - conduct the district business and operational functions of the district as efficiently as possible;
  - allow the superintendent and staff to act quickly to carry out a “back to school” plan and,
  - facilitate the re-establishment of a safe and productive school day and year.
- Student assignment to schools ([Policy JCA](#))

Subject to the guidance from the Department of Elementary and Secondary Education, the superintendent may suspend or revise the assignment of students to schools, including the assignment of new students for such a period as the emergency declaration is in force.

- School calendar ([Policy IC/ICA](#))

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or revise the school calendar with the approval of the school committee.

- Class size

In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.

- Attendance ([Policy JH](#))

Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences when appropriate, (including

the link between attendance and grades), chronic absence policies, and accommodations for students requiring special placements

- Time on learning ([Policy IC-ICA](#)), ([Policy ID](#))

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.

- Grading and retention ([Policy IKE](#))

In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.

- Local graduation requirements ([Policy IKF](#))

In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements. DUPLICATE STATEMENT IN SPECIAL EDUCATION

- Special education ([Policy IHB](#)), ([Policy IHBAA](#)), ([Policy IHBF](#))

The superintendent and school committee should be mindful that attainment of a high school diploma may render certain students ineligible for further services.

- Discipline and Suspension/Expulsion with homeschooling rights ([Policy JIC](#)), ([Policy JK](#))

The “back to school” plan recommended by the superintendent and subject to the approval of the school committee shall contain protocols for serving students who are disciplined or suspended during the pandemic emergency.

Further, the superintendent shall provide in these “back to school” plans provisions for students who were disciplined or suspended **or** who may elect to remain at home under the provisions of the policies related to homeschooling, or who may elect remote learning in the interests of safety or health concerns.

- Exemptions for particular groups of students ([Policy JL](#))

The superintendent shall provide protocols to principals and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.

- Job descriptions ([Policy GCA](#))

The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students and staff, establish effective communications between school and community, maintain facilities, transport students as needed, provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.

- STUDENTS AT RISK ([Policy JIE](#)), ([Policy JL](#)), ([Policy JLC](#)), ([Policy JLCC](#))

During the COVID pandemic, the superintendent or principal of a school may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, child rearing responsibilities, or special education needs consistent with law and regulation.

- Privacy of Students ([Policy JRA](#))

During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.

Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.

- Pivoting back to remote learning, or back to in-school instruction

The superintendent shall incorporate into the “back to school” plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.

- Home schooling (temporary) ([Policy IHBG](#)), ([Policy IHBG-R](#)), ([Policy IHBF](#)), and remote instruction for students in quarantine

The “back to school” plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability

- Public Safety Officers, including the school resource officer (MOA with the local police.) ([Policy KLG](#))

Subject to current law or regulation, the superintendent shall report to the school committee of any change in status of the school resource officer. (If the district eliminates visitors to school during the school day, the SRO may be impacted.)

- Eligibility for participation in extracurricular activities, including sports ([Policy JJ](#))

Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.

- Attendance vs. participation in events ([Policy JH](#)), ([High School Student Handbook](#))



Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.

- Visitors in schools and buildings ([Policy KI](#))

Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours.

- Illness and contact tracing ([Policy JLCC](#))

Subject to the provisions of the “back to school” plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the CORVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons.

- Transportation and busing ([Policy EEA](#)), ([Policy EEAA](#)), ([Policy EEAEC](#)), ([Policy EEAG](#))

Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEP’s that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district “back to school” plan.

- Operations and plant maintenance ([Policy EC](#)), ([Policy ECA](#))

Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings and other such offices as the district maintains.

- Immunization of Students ([Policy JLCB](#))

Due to the COVID-19 pandemic, The Commonwealth of Massachusetts has updated the Massachusetts School Immunization Requirements to include a documented seasonal dose of the Influenza Vaccine. This requirement will remain in effect until rescinded by the Governor.

# Leaves and Remote Teaching Requests

	Teacher	Para	Tutor	Service*	Total
LOA	3	1	0	1	5
Remote	12.4	3	6	3	24.4
Percentage	4.72%	7.14%	7.79%	20%	6.13%
<b>TOTAL in each category 20-21 MPS</b>	326	56	77	20	479

\* Service = PT/OT/SLP & Psychologists

	Eveleth	Coffin	Glover	Village	MVMS	MHS	District
# by School	1	7	4	9	0	8	3

❖ We denied or otherwise accommodated 7 remote requests across each category.

# Enrollment Data July 1 to September 15

	Declined	Public	Private	Charter	Homeschool	Moved	Unknown	Total
PreKindergarten	5	0	2	0	2	0	3	12
Kindergarten	0	0	27	0	3	3	8	41
1	0	2	11	0	3	2	0	18
2	0	1	6	0	1	4	0	12
3	0	1	9	0	3	3	1	17
4	0	1	7	34	2	4	1	49
5	0	1	9	4	0	2	0	16
6	0	1	18	2	0	1	0	22
7	0	0	6	0	1* virtual	1	1	9
8	0	1	2	1	2* virtual	5	1	12
9	0	2	25	0	0	2	0	29
10	0	1	5	0	0	6	0	12
11	0	2	6	0	1* virtual	4	0	13
12	0	0	1	0	0	4	0	5
<b>TOTAL</b>								255

## Independent/Private/Parochial Schools MPS students attend

Austin Prep  
 Brooks  
 Chapel Hill Chancy Hall  
 Cushing  
 Devereux  
 Eagle Brook School  
 Epstein Hillel School  
 Essex Tech  
 Fusion Academy  
 Glenn Urquhart School

Harborlight Beverly MA  
 Landmark  
 Marblehead Children's Ctr  
 Mrs. Alexander's Beverly  
 Newman Prep  
 Our Lady of Assumption  
 Penguin Hall  
 Phillips Academy Andover  
 Phoenix School Salem  
 Pingree

Sage Foxborough MA  
 Shore Country Day  
 St. John the Baptist Peab  
 St. John's Prep  
 St. Mary's  
 Tower  
 Walnut Hill  
 Waring School

## **SEXUAL HARASSMENT**

Sexual harassment of students or of employees by other students, employees, vendors and other third parties will not be tolerated in the Marblehead Public Schools (“District”). The alleged harassment must involve conduct that occurred within the school’s own program or activity, including at a location or under circumstances where the school owned, or substantially controlled, the premises; exercised oversight, supervision or discipline over the location or participants; or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred; and must have occurred against a person in the United States. This policy is in effect while students are on school grounds, District property or property within the jurisdiction of the District, on school buses, or while attending or engaging in school-sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

The District will promptly and reasonably investigate allegations of sexual harassment through designation of a Title IX Coordinator and building based employees, as set forth below

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and,

- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and, following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. For example, conduct that constitutes harassment other than sexual harassment, bullying, violation of the student discipline code or school district workplace rules, unlawful discrimination, hazing, or student misconduct statutes, will be investigated and addressed under the District relevant policies and the applicable laws.

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of this policy.

Retaliation against a complainant because the complainant has filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

## **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual knowledge of sexual harassment. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction, whether or not the complainant files a formal complaint. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Upon receipt of allegations the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant that supportive measures are available with or without the filing of a formal complaint, and explain the process for filing a formal complaint. Supportive measures include, but are not limited to, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school building/campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the building/campus, and other similar measures.

Where there has been a finding of responsibility, the regulations require remedies designed to restore or preserve access to the school's education program or activity.

### **DUE PROCESS PROTECTIONS**

Due process protections in connection with investigation and decision-making regarding a complaint include the following:

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;
- 4) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;

- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Title IX Coordinator(s) in the District are Nan Murphy, Assistant Superintendent, 9 Widger Road, Marblehead, MA 01945, 781-639-3140 and Eric Oxford, Director of Student Services, 9 Widger Road, Marblehead, MA 01945, 781-639-3140. The Title IX Coordinator or the school building Principal shall be the initial entity to receive the sexual harassment complaint. In all cases the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

## **INVESTIGATIONS**

The investigating officer shall be an Assistant Principal in the building or other appropriate administrator designated by the Principal. The Investigating Officer(s) in the District are Michele Carlson Assistant Principal, Marblehead High School 2 Humphrey St, Marblehead, MA 01945, 781-639-3100 and Stephen Gallo, Assistant Principal, the Village School, 93 Village St. Marblehead, MA 01945, 781-639-3159. The investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the complainant, with the respondent, and with witnesses. The investigator shall give the parties equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence; shall give each party the same opportunity to select an advisor of the party's choice who may, but need not be, an attorney; shall send written notice of all interviews or meetings; shall send to the parties evidence directly related to the allegations, in



electronic form or hard copy, with at least ten (10) school days for the parties to inspect, review, and respond; and shall prepare and submit an investigative report that fairly summarizes the relevant evidence to the decision-maker, who shall be the Principal or his/her designee (other than the investigator).

The investigator shall strive to complete investigations within twenty-five (25) school days of the filing of the formal complaint or resumption of the investigation after an unsuccessful information resolution meeting.

During the investigation, the investigator shall take the following steps:

- 1) The investigator will interview the complainant to obtain a clear understanding of that complainant's allegations within five (5) school days of the filing of the formal complaint provided that the complainant is available to be interviewed by the investigator.
- 2) The investigator will interview the respondent to obtain a response to the complainant's allegations from the respondent within five (5) school days of the interview with the complainant provided that the respondent is available to be interviewed with the investigator.
- 3) The investigator will interview witnesses identified by the complainant or respondent within five (5) school days of being identified as a potential witness by the complainant or respondent provided the witness is available. The investigator will interview witnesses as the investigator deems necessary.
- 4) The investigator will hold as many meetings or interviews with the parties and any witnesses as is necessary to make factual findings.

The timelines above are subject to the District's goal to complete investigations generally within twenty-five (25) school days but may be extended for good cause upon written notice to the complainant and respondent. The timeline for investigation may be suspended during any informal resolution procedure or meeting. Each party is entitled to be accompanied in interviews by an advisor, who may be a parent/guardian or an attorney, but who may only have limited participation in interviews. Translators will be provided upon request.

After all interviews are conducted and evidence is obtained, the parties and if applicable, their advisors, will have an equal opportunity to inspect, review and respond to any evidence obtained. Prior to completion of the investigative report, the investigator will send each party all evidence subject to inspection and review and provide each party at least ten (10) school days to provide a response to the investigator. Evidence to be shared may be redacted to protect confidential information under the Family and Educational Rights and Privacy Act ("FERPA") or other federal or state laws and regulations.

The investigator will draft an investigation report that fairly summarizes the relevant evidence including, but not limited to, interviews with parties and witnesses, written evidence, audio/video recordings, and site visits. The investigator will provide the decision maker, with a report

including all evidence obtained during the course of the investigation. The decision-maker shall upon receipt send the report in electronic format or hard copy to the parties and their advisors with ten (10) school days for the parties to respond, including submitting written relevant questions that each party wants asked of a party or witness, subject to the protections of the Rape Shield Law. Before reaching a determination, the decision-maker shall provide to the parties the answers to the submitted questions and the opportunity for limited follow up questions.

## **DETERMINATIONS**

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The Decision-maker(s) in the District are the individual building principals.

The decision maker assigned will have no conflicts with or biases against either the complainant of the respondent and the decision maker will not be the Title IX Coordinator assigned in the matter or the investigator for the complaint. The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances. If the decision maker substantiates the allegations of sexual harassment, the decision maker may recommend or impose discipline against the respondent. If the decision maker does not substantiate the allegations of sexual harassment, the complaint will be dismissed.

The written determination shall include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence; (3) findings of fact supporting the determination; (4) conclusions as to whether District policies were violated; (5) a statement of the result of each allegation, including a determination regarding responsibility, disciplinary action to be imposed on the respondent, and whether remedies designed to preserve equal access to the District's education program or activity will be provided to the complainant; and (6) the District's procedures and permissible bases for appeal. Confidential student record information and personnel information may be redacted consistent with and as required by state and federal law. The decision-maker shall provide the written determination to the complainant(s) and respondent(s).

## **APPEALS**

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. The Appeal Officer in the District is Dr. John J. Buckey, Superintendent of Schools, 9 Widger Rd, Marblehead, MA 01945, 781-639-3140.

When an appeal is filed, the District shall notify the other party and ensure that the individual deciding the appeal is not the same person as the decision maker who reached the determination

regarding responsibility and that the individual has no conflicts of interests and is free of bias. The non-appealing party shall have five (5) school days from the date of receipt of the notice of the appeal to submit a written statement to support or oppose the outcome.

The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the decision and provide the decision to both parties generally within ten (10) school days of receipt of the non-appealing party's written statement, or in the event no statement is submitted, the date the statement would have been due.

## **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination  
1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC July 2020

Marblehead Public Schools -Approved 9/17/2020



MARBLEHEAD  
PUBLIC SCHOOLS

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, Director of Finance  
CC: John J. Buckey, Superintendent  
DATE: September 16, 2020  
RE: Award of Contract – Temporary Custodial Staffing

On Monday, September 14, 2020 we received and opened bids for Temporary Custodial Staffing. We received five qualified bids which were opened and read aloud during an online zoom session with all bidders invited to attend.

The specifications asked the bidders to submit a total price for 16,800 base hours and 320 overtime hours. These hours were based on the estimated need for 30 full-time staff for up to 14 weeks on an as needed basis. The contract will contain the option for extension at the same hourly rates up through June 30, 2021.

The following is a summary of the bid responses:

FIRM	LOCATION	AMOUNT
22 <sup>nd</sup> Century Technologies, Inc.	McLean, VA	\$ 380,120.00
FM&M, Inc.	Dorchester, MA	\$ 469,045.63
Go To Services, LLC	East Providence, RI	\$ 320,096.00
Precision HR	Needham, MA	\$ 468,440.00
S. J. Services, Inc.	Danvers, MA	\$ 480,729.60

Todd Bloodgood has completed reference checks on the low bidder, Go To Services. We are pleased with the feedback and are confident that this firm will be able to meet our needs.

We are recommending approval of the Temporary Custodial Staffing contract as outlined above. The recommended motion would be as follows:

*Motion to award a contract for temporary custodial staffing through June 30, 2021 to Go To Services, LLC of East Providence, RI in the amount of \$320,096 and to authorize the Chair to sign the contract on behalf of the Committee.*



MARBLEHEAD  
PUBLIC SCHOOLS

9 Widger Road,  
Marblehead, MA 01945  
phone: 781.639.3140  
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MEMORANDUM

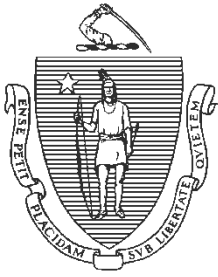
TO: Marblehead School Committee  
FROM: Michelle Cresta, Director of Finance  
CC: John J. Buckey, Superintendent  
DATE: September 15, 2020  
RE: Schedule of Bills for Approval

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

Schedule	Amount
19876	\$ 7,518.84
20004	\$ 180,311.18
20013	\$ 3,714.68
20014	\$ 33,699.34
20015	\$ 38,908.36
Total	\$ 264,152.40

Suggested Motion:

*Motion to approve the above identified schedules of bills totaling \$264,152.40.*



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

## Protocol for Requesting Mobile Rapid Response Units September 11, 2020

Schools and districts across the state are working to implement the health and safety guidelines developed by the Department of Elementary and Secondary Education (DESE) for in-person or hybrid schooling models. To further promote health and safety for students, faculty and staff, DESE and the Department of Public Health (DPH) have created an option where local school officials, both public and private<sup>1</sup>, in consultation with public health authorities, will be able to request a state-sponsored mobile rapid response unit to test a group of students and/or staff when a potential cluster of COVID-19 cases has been identified and transmission occurred within the school.

This memo is intended to provide schools and districts with an overview of this program, as well as information on protocols for utilizing mobile rapid response units and considerations regarding student privacy. Implementation, however, should be guided by what is feasible, practical, and acceptable and should be tailored to the needs of each school community.

### *Program Overview*

The purpose of the mobile rapid response unit is to provide free, optional testing of asymptomatic individuals, who are not known to be close contacts, when there is evidence that COVID-19 transmission is likely to have occurred within a classroom or school within the past 14 days. Mobile rapid response unit testing is not intended to provide testing for individuals who develop COVID-19 symptoms or who are close contacts of individuals with confirmed positive COVID-19 test results. Close contacts are defined as only those who have been within 6 feet of the individual for at least fifteen minutes, while the person was infectious. (The infectious period starts 2 days prior to symptom onset or first positive test if asymptomatic.) These individuals should be tested by their healthcare provider or at a COVID-19 testing site. (Please refer to [Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings](#) for additional information and a description of COVID-19 symptoms.)

The following describes minimum conditions, as determined by the Department of Public Health, when a mobile rapid response team may be deployed.

- Within a 14-day period, if two or more individuals within a single classroom test positive for COVID-19 and transmission/exposure is likely to have occurred in the classroom, a mobile rapid response unit may be deployed for all asymptomatic individuals within that classroom.

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<sup>1</sup>Private schools fall within the scope of DPH's applicable authority, but are not overseen by DESE. References in this guidance to federal and Massachusetts public records laws apply to public school students. Private schools should consult with their attorneys if they have questions about their students' records or any other concerns.



- Within a 14-day period, if 3 or more individuals or 3 percent, whichever is greater, of a given grade or cohort test positive for COVID-19 and transmission/exposure likely occurred in the school, a mobile rapid response unit may be deployed for all asymptomatic individuals in that grade or cohort.
- Within a 14-day period, if more than 3 percent of a school tests positive for COVID-19 and transmission/exposure likely occurred in the school, a mobile testing unit may be deployed for the entire school population that is asymptomatic.
- Within a 14-day period, if 2 or more individuals within the same bus test positive COVID-19 and transmission/exposure likely occurred on the bus, a mobile rapid response unit may be deployed for all asymptomatic individuals on that bus.

## Implementation Steps

### *Prior to utilizing mobile rapid response units*

1. The superintendent or designee should inform staff members, families and students that this option for mobile on-site testing exists and might be needed during the school year. Such communication should include details regarding the circumstances that might lead to requesting this testing service and operational logistics (such as the need for parent permission for students, etc.).
2. Establishing and maintaining clear channels of communication between the school district and the Local Board of Health (LBOH) is key to the success of this testing strategy. The superintendent or designee should discuss with their LBOH leader(s) how they will share information regarding positive COVID-19 test results during the school year so that they can determine if and when the minimum conditions described above have been reached which may necessitate the mobile rapid response units. The superintendent or designee and the LBOH also should identify who will be the local points of contact should they need to utilize this resource<sup>2</sup>. Finally, they need to work out any local considerations to implementing this testing strategy in the event that the steps described below need to be customized to their local context (such as determining who from either the school department or LBOH will contact DPH).

### *Protocol for utilizing mobile rapid response units*

1. At the point the district might meet the minimum conditions as described above, the local point of contact, as outlined above, contacts an on-call epidemiologist in the [Division of Epidemiology and Immunization](#) at the Department of Public Health at 617-983-6800.
2. After discussing the situation with the local point of contact, the DPH epidemiologist will determine if it is likely that the transmission occurred within the classroom, the school or on the bus.
  - a. If so, the following will occur:
    - i. DPH will send an email to the district point of contact and the mobile rapid response unit vendor granting authorization to deploy a mobile rapid testing unit, and identifying who is eligible for testing.

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<sup>2</sup>Some examples of the local points of contact are the superintendent, the COVID-19 response leader, a school nurse, local board of health, etc.

- ii. Upon authorization, the district point of contact arranges for a mobile rapid response unit to be deployed to the school optimally 4-5 days after the last known exposure. Including all necessary details such as date, time and specific location for the unit to be set up.
  - b. If not, the mobile rapid response unit is not deployed.
- 3. Send a communication to staff in that classroom or school. Then, send a communication to the other families in that classroom or school. This communication should:
  - a. Inform them there were at least two positive cases (without naming the individuals) within a 14-day period and that there is evidence that COVID-19 transmission likely occurred within the classroom, the school, or on the bus.
  - b. Explain that the purpose of the mobile rapid response unit is to provide free, optional testing of asymptomatic individuals who are not known to be close contacts.
    - i. Close contacts are defined as only those who have been within 6 feet of the individual for at least fifteen minutes, while the person was infectious.
  - c. Inform them that all close contacts have been identified and notified of the required quarantining protocols. Reiterate the cleaning protocols that have been implemented.
  - d. Provide the date, time and location of the mobile rapid response unit.
  - e. For youth under the age of 18, notify parents or legally authorized representatives that they must provide written approval on a form provided by the district in order for their student to be tested.
  - f. Notify parents or legally authorized representatives that they may accompany their student on the day of the testing.
  - g. Notify parents or legally authorized representatives that if they choose not to have their student undergo testing, their student is not required to quarantine and may return to school, unless additional cases were identified to which that student was a close contact.
  - h. See the attached appendices for sample authorization forms.
- 4. Notify the school community (e.g., school committee members, city/town Mayor, etc.) about the plan to use the mobile rapid response unit.
- 5. On the day the mobile rapid response unit arrives, notify eligible staff members when they can avail themselves of this service, and implement a system to escort students to the mobile rapid response unit for testing.
  - a. Students may get tested individually or in small groups. All students must wear masks while waiting to be tested.
  - b. Students must be escorted and accompanied by designated school personnel at all times, including before, during and after testing.
  - c. Parents or legally authorized representatives who accompany their student in the mobile rapid response unit must wear a mask/face covering at all times. Parents or legally authorized representatives are not permitted to get tested.

To support a culture of health and safety, **schools must have robust and reliable ways to communicate with all families, students, teachers, and staff** in order to send and receive key

messages related to COVID-19 testing.

### *Considerations for student privacy*

It is important that schools and districts properly protect the privacy of students and staff during mobile rapid response testing. A range of rules apply to privacy in connection with COVID-19 testing, but with respect to students specifically, districts must ensure compliance with the federal Family Educational Rights Privacy Act (FERPA) and the Massachusetts Student Records regulations. In doing so, schools and districts should account for the following:

- FERPA, 34 C.F.R. Part 99, and the Massachusetts Student Record regulations, 603 CMR 23.00, prohibit disclosures of personally identifiable information about students contained in education records without consent or in the absence of very specific conditions, detailed in law.
- Schools and districts can share detailed information about test results and possible effects on the school community by withholding information about the students who took the tests and information from which they could be identified (grade, classes, teachers, etc.).
- FERPA and the Massachusetts Student Record Regulations permit disclosures of personally identifiable information about students contained in education records, to appropriate parties, in cases of health and safety emergencies. 34 C.F.R. § 99.31(a)(10), 34 C.F.R. § 99.36; 603 CMR 23.07(4)(e). In many cases, this exemption may permit necessary disclosures of personally identifiable information about students from education records to appropriate local and state public health officials.
- The United States Department of Education has issued detailed [guidance on this matter](#).
- HIPAA covered entities are reminded that the HIPAA Privacy Rule permits covered entities to disclose protected health information, without authorization, to public health authorities, such as the Department and the Local Board of Health, who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability. 45 CFR 164.512(b)(1)(i). The U.S. Department of Health and Human Services has made more information available here: <https://www.hhs.gov/hipaa/for-professionals/privacy/guidance/disclosures-public-health-activities/index.html>.

Appendix A: Sample authorization for students not able to consent for themselves

**PARENT/GUARDIAN AUTHORIZATION FOR ADMINISTRATION OF COVID-19 TEST DURING SCHOOL**

**By completing and signing this form, I confirm that I am the appropriate parent and/or guardian and that I authorize \_\_\_\_\_ (designated provider) to perform a COVID-19 test on my student during school hours on \_\_\_\_\_ (date). I understand that authorizing a COVID-19 test for my student is optional. I can refuse to sign this authorization.**

NAME OF STUDENT: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**Demographic Information:**

The Department of Public Health is collecting the demographic information requested below. This form may be updated periodically, please check the DESE website for the most recent version of the form.

What is the student's race? (Select all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White
- Other
- Unknown

Is the student of Hispanic origin? (Select one):

- Yes
- No
- Unknown

What is the student's gender? (Select one):

- Male
- Female
- Transgender
- Unknown

Does the student have a disability? (Select one):

- Yes
- No

Is the student pregnant?

Yes

No

What is the student's primary language? \_\_\_\_\_

**Emergency Contact:**

In case of emergency, please notify:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to student

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

**Parent/Guardian attendance at test (optional):**

Please select one:

I will accompany my student in the mobile rapid response unit on the day of the COVID-19 test. I understand that I must wear a face/mask covering at all times and that I am not permitted to get tested.

I will not accompany my student in the mobile rapid response on the day of the COVID-19 test.

**Test Results (please initial):**

I recognize that the designated provider named above will share test result with the student's parent/authorized representative and will report that result to the appropriate public health authority (the Massachusetts Department of Public Health and/or the student's local board of health) as required by state law.

Parents and guardians are encouraged to share the test results with the school department in order to promote public safety.

By signing, I confirm that my student is not showing signs of COVID-19 symptoms (such as fever, congestion, or nausea), and I have not been notified that my student was in close contact with anyone confirmed to be positive with COVID-19.

**Authorized Signatory:**

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Appendix B: Sample consent form for students able to consent for themselves

**AUTHORIZATION FOR ADMINISTRATION OF COVID-19 TEST DURING SCHOOL**

**By completing and signing this form, I confirm that I authorize \_\_\_\_\_ (designated provider) to perform a COVID-19 test on me during school hours on \_\_\_\_\_ (date). I understand that such testing is optional. I can refuse to sign this authorization.**

NAME OF STUDENT: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**Demographic Information:**

The Department of Public Health is collecting the demographic information requested below. This form may be updated periodically, please check the DESE website for the most recent version of the form.

What is your race? (Select all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White
- Other
- Unknown

Are you of Hispanic origin? (Select one):

- Yes
- No
- Unknown

What is your gender? (Select one):

- Male
- Female
- Transgender
- Unknown

Do you have a disability? (Select one):

- Yes
- No

Are you pregnant?

- Yes
- No

What is your primary language? \_\_\_\_\_

**Emergency Contact:**

In case of emergency, please notify:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

**Test Results (please initial):**

\_\_\_\_ I recognize that the designated provider named above will share test result with me and will report that result to the appropriate public health authority (the Massachusetts Department of Public Health and/or the student's local board of health) as required by state law.

Individuals are encouraged to share the test results with the school department in order to promote public safety.

By signing, I confirm that I am not showing signs of COVID-19 symptoms (such as fever, congestion, or nausea), and I have not been notified I was in close contact with anyone confirmed to be positive with COVID-19.

**Authorized Signatory:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Appendix C: Sample authorization for faculty or staff

**AUTHORIZATION FOR ADMINISTRATION OF COVID-19 TEST DURING SCHOOL**

**By completing and signing this form, I confirm that I authorize \_\_\_\_\_ (designated provider) to perform a COVID-19 test on me during school hours on \_\_\_\_\_ (date). I understand that such testing is optional. I can refuse to sign this authorization.**

NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**Demographic Information:**

The Department of Public Health is collecting the demographic information requested below. This form may be updated periodically, please check the DESE website for the most recent versions of the form.

What is your race? (Select all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White
- Other
- Unknown

Are you of Hispanic origin? (Select one):

- Yes
- No
- Unknown

What is your gender? (Select one):

- Male
- Female
- Transgender
- Unknown

Do you have a disability? (Select one):

- Yes
- No



Are you pregnant?

\_\_\_\_ Yes

\_\_\_\_ No

What is your primary language? \_\_\_\_\_

**Emergency Contact:**

In case of emergency, please notify:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

**Test Results (please initial):**

\_\_\_\_ I recognize that the designated provider named above will share test result with me and will report that result to the appropriate public health authority (the Massachusetts Department of Public Health and/or the student's local board of health) as required by state law.

Individuals are encouraged to share the test results with the school department in order to promote public safety.

By signing, I confirm that I am not showing signs of COVID-19 symptoms (such as fever, congestion, or nausea), and I have not been notified I was in close contact with anyone confirmed to be positive with COVID-19.

**Signature:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

On Wed, Sep 9, 2020 at 5:36 PM Judy Delucia <[judydelucia@gmail.com](mailto:judydelucia@gmail.com)> wrote:

Hello Eric & Nan,

I am sure that at this time of day and half way thru this week of PD you are at your wits end and exhausted!

We at Seaside want to let you know what an amazing job you have done in coordinating these PD days, the hiring of amazing people ( Julie, in particular) who just steps up to the plate and the welcoming feeling you have created in Marblehead.

We are working in many districts these two weeks and you win the prize for the #1 district in providing what is needed for staff and also in the coordination, technology, and communication with your faculty and staff, as well as with outside consultants.

Everyone knew where they needed to be and had the tools and support available when needed. Your entire teacher team worked very hard as well.

I have been associated with Marblehead over the years in different roles and I can truly say that the work you have done as an administrative team in a very short period of time is truly remarkable! The culture is so uplifting during a very difficult time in education. If you can pull this off now, you can do anything!

Good luck with the remaining days and the opening of school with the students.

I look forward to meeting you all in person someday soon.

You are welcome to share this email if you would like. KUDOS to ALL of you!

Be well, stay healthy and safe,

*Judy*

Judy Ann DeLucia, Ed.D., President

[judydelucia@gmail.com](mailto:judydelucia@gmail.com)

Seaside Educational Consultants, [www.seasideedu.com](http://www.seasideedu.com)

508.523.7466

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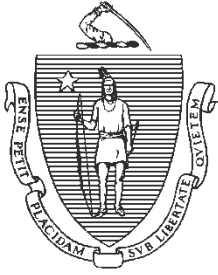
**YouTube:** Seaside Consultants

# Personnel Updates & Changes 2020-2021

<b>New Staff</b>	<b>Position/School</b>	<b>Replacing</b>	<b>Notes</b>
Lauren Catalano	Kindergarten Eveleth	Barbara Kelly	Sub teacher
Cara Herendeen	Kindergarten Eveleth	Betsy Gay	From Coffin
Milena Connolly	Para Kindergarten Eveleth	Mal Tentindo	
Meredith Wishart	Team Chair Coffin	Transfer	From Vets
Angela Chamberlin	Sped Secretary Coffin	Transfer	From Vets
<i>OPEN</i>	<i>Math Tutor: 30 Hrs Coffin</i>	<i>C. Page</i>	<i>Open Position</i>
Meg Burns	Psychologist Coffin	Transfer	From Glover
Lee-Anne Fairbanks	Grade 2 Coffin Remote	Transfer	From Coffin GR1
Aimee Sheppard	Grade 1 Coffin Hybrid	Transfer	From Coffin GR2
Alexandra Marques	2nd grade Glover	Kara Doherty	
Kelly Gregg	Inclusion Teacher Glover	New Position	
Erika Hartmen	General Music Glover	Holly Osgood (LOA)	One year hire
Juliana Malfredonia	ESL Teacher Glover	Nicole Mulvihill	
Sara Cullen	Para Kindergarten Glover	Kelly Hines	

<i>OPEN</i>	<i>Kindergarten Para</i>	<i>Linda Carrol</i>	<i>Open Position</i>
Jessica Maria	School Counselor Glover	New position	
Literacy Tutor	Open req	Julie Jones	
Carolyn Collamer	Inclusion Teacher Glover	Transfer	From Coffin
Allie Bautista	SLP Village	Maeve Tewksbury	
Hayley Skinner	SLP Village	Leah Feldman	To MHS
Daniel Hendricks	Foreign Language Village	Brianne DiPersio	From MHS
Sally Thomas	Para PACE Village	Transfer	From Glover
Dawn Weed	Para PACE Village	Transfer	From Glover
Jillian Savoie	Fellow Village		
Alison Bonetti	Fellow Village		
Valerie DeGeorge	6th ELA Village	Mary Miles	One year switch
Mary Miles	5th ELA Village	Valerie DeGeorge	
Henry Oettinger	Science/Engineering MVMS	LTS - Laura Jones	
Jessica Janard-Howell	Special Education MVMS	Susan Buonopane	
Connor Frechette-McCall	Social Studies MVMS	New Position	
Andrea Wigozki	Nurse MVMS	Heidi Fernandes	
Rebecca Robison	Special Education Secretary	Angela Chamberlin	Transferred to Elementary
Julia Ferreira	Assistant Principal MVMS	Philip McManus	

Jennifer Titus	TIDES Tutor MVMS	Allison Carey	From Glover
Kleona Caushi Azizaj	PACE Tutor MVMS	Deb Croke	From TIDES program
David Barker	English/SS MVMS	N/A	Was teaching SS
Ashlee Liebman	Special Education Chair MVMS	Meredith Wishart	From Village
Jacob Gardner	Chemistry MHS	Joan Geary	
Bill Shevory	Physics MHS	Jaques Duranceau	
Tony Costello	Social Studies MHS	Melissa Humphrey	
Dave Rainey	Social Studies MHS	Steve Venezia	
John Popeo (Fellow)	Academic Skills MHS	Cathy Castoldi	
Abigail Seay (LTS)	English MHS	Bethan Jones	
Kari Roy-Githinji	Secretary - Main Office MHS	Kelly Stantial	
Maureen Larco	Secretary - Special Education	Sharon Dowdell	
Shana Sawyer	Tutor - Bridge Program MHS	Deb Croke	
Carolyn Goto	Tutor - Academic Skills/TLC		
Leah Feldman	SLP MHS		From Village
Holly DeHaan	Grade 9 Inclusion MHS		Academic Skills 19-20
Open Position	TLC Tutor	Sara Pompeo	Open Position
Open Position	Grade 11 Inclusion Tutor	Deb Coyle	Open Position



Jeffrey C. Riley  
Commissioner

# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

## MEMORANDUM

**To: Superintendents, Charter School Leaders, Collaborative Leaders, and Approached Special Education Schools Leaders**  
**From: Jeffrey C. Riley, Commissioner**  
**Date: September 11, 2020**  
**Subject: DESE Reporting Requirement for Positive COVID-19 Cases in Schools and Districts and Mobile Response Unit Overview**

Schools and districts across the state are working to implement the health and safety guidelines developed by the Department of Elementary and Secondary Education (DESE) for in-person or hybrid schooling models. To further support the health and safety of students and staff, DESE is requiring the superintendent, charter school leader, or their designee to inform DESE when they learn that a student or staff member has tested positive for COVID-19. As described below, this report will not include personally identifiable information. This reporting is in addition to the required steps outlined in [Protocols for Responding to COVID-19 Scenarios](#).

While DESE will not play a formal role in tracking or monitoring cases at a local or statewide level, this information will allow DESE to provide support to local officials, in consultation with local public health authorities, and to monitor statewide trends.

**Effective Monday, September 14, whenever a positive COVID-19 case occurs, districts and schools must call the DESE Rapid Response Help Center at 781.338.3500 to report the case.**

This memo is intended to provide schools and districts with an overview of the process and reporting requirements for positive cases and provides considerations regarding staff and student privacy. We also restate the minimum conditions for utilizing the state's mobile response units in response to positive cases.

### *Process and Required DESE Reporting Protocol for Positive COVID-19 Cases*

1. The district or school is notified by a staff member (or their designee) or student (or their guardian) that the student or staff member has tested positive for COVID-19.
2. The proper school official, as predetermined by the superintendent or school leader, contacts the DESE Rapid Response Help Center at 781.338.3500 and reports the positive case. No personally identifiable information will be shared.
  - a. Required reporting information
    - i. Identify known positive case as staff member or student

- ii. Student: Grade level
  - iii. Staff: Whether individual is an educator or support staff
  - iv. District and school name
  - v. Reporting person's name
  - vi. Reporting person's contact information (email and phone number)
3. DESE intake specialist logs information into the DESE COVID-19 tracking system.\*
  4. DESE monitors the information coming in from all districts several times per day.
  5. DESE contacts the district or school within 24 hours and provides any identified next steps to support the district or school.

\*Important: The data collected in this process is self-reported by the reporting person from the district or school. The Department of Public Health is continuing to oversee all aspects of contact tracing for the Commonwealth.

### *Mobile Rapid Response Unit Program Overview*

The purpose of the mobile rapid response unit is to provide testing of asymptomatic individuals who are not known to be a close contact when there is evidence that COVID-19 transmission may have occurred within a classroom or school within the past 14 days. (Close contacts of someone diagnosed with COVID-19 and symptomatic individuals would not be at school and would be tested through their health care provider or a COVID-19 testing site.)

The following describes minimum conditions when a mobile rapid response team may be deployed:

- Within a 14-day period, if two or more individuals within a single classroom test positive for COVID-19 and transmission/exposure is likely to have occurred in the classroom, a mobile rapid response unit may be deployed for all asymptomatic individuals within that classroom.
- Within a 14-day period, if 3 or more individuals or 3 percent, whichever is greater, of a given grade or cohort test positive for COVID-19 and transmission/exposure likely occurred in the school, a mobile rapid response unit may be deployed for all asymptomatic individuals in that grade or cohort.
- Within a 14-day period, if more than 3 percent of a school tests positive for COVID-19 and transmission/exposure likely occurred in the school, a mobile testing unit may be deployed for the entire school population that is asymptomatic.
- Within a 14-day period, if two or more individuals within the same bus test positive for COVID-19 and transmission/exposure likely occurred on the bus, a mobile rapid response unit may be deployed for all asymptomatic individuals on that bus.

Additional guidance for how to request a mobile rapid response unit can be found in the **Protocols for Requesting Mobile Rapid Response Units** (document to be released September 11, 2020).



MARBLEHEAD  
PUBLIC SCHOOLS

**Marblehead School Committee**

9 Widger Road,  
Marblehead, MA 01945  
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**Sarah Gold**  
Chairman

**Meagan Taylor**  
Vice Chairman

**Emily Barron**  
Committee Member

**David Harris Jr.**  
Committee Member

**Sarah Fox**  
Secretary

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**Marblehead School Committee Resolution:  
Social Justice/Anti-Racism**

**TO:** MA Governor Charlie Baker  
MA Lieutenant Governor Karyn Polito  
MA Secretary of Education James Peyser  
MA Commissioner of Education Jeffrey Riley  
MA Senate President Karen Spilka  
MA House Speaker Robert DeLeo  
MA Education Committee Co-Chair Jason Lewis  
MA Education Committee Co-Chair Alice Peisch  
MA State Senator Thomas McGee  
MA State Representative Lori Ehrlich

**CC:** Board of Selectman Chairperson Jackie Belf-Becker  
Town Administrator Jason Silva

WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students; and

WHEREAS, it is the responsibility that every district provide to all district staff, including School Committee members annual professional development on diversity, equity and inclusion; and

WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce; and

WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based; and

WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by black authors and works from diverse perspectives; and

WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to plague our public and private institutions;





# MARBLEHEAD PUBLIC SCHOOLS

## Marblehead School Committee

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**Sarah Gold**  
Chairman

**Meagan Taylor**  
Vice Chairman

**Emily Barron**  
Committee Member

**David Harris Jr.**  
Committee Member

**Sarah Fox**  
Secretary

RESOLVED: that Marblehead Public Schools and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and practiced for our students, families, faculty and staff.

We must ensure our own school culture and that of every district in the Commonwealth is anti-racist, that acknowledges that all lives cannot matter until black lives matter.

Respectfully,

The Marblehead School Committee

Sarah Gold, Chairperson  
Meagan Taylor, Vice-Chairperson  
Sarah Fox, Secretary  
David Harris  
Emily Barron

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Sarah Gold, Chair

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Meagan Taylor, Vice Chair

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Sarah Fox, Secretary

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Emily Barron

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David Harris