



<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-Summer Retreat**

Name of Board or Committee

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

**Link:**

<https://zoom.us/j/91581446326?pwd=NWJSZ1Yxc3FaSTA1L2pCTkVQTnZFZz09>

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

**Meeting ID:** 915 8144 6326

**Password:** 316828

<b>Tuesday</b>	<b>July</b>	<b>28</b>	<b>2020</b>	<b>10:30am</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. Consent Action Agenda Items

- a. Acceptance of Donations Vote
- b. District Letterhead Logo Discussion Vote

III. Superintendent Report

Re-entry Planning Update

IV. Finance Organizational Support

- a. Schedule of Bills Vote
- b. Service and Maintenance Agreement Contracts Vote

- V. School Communication and/or Discussion Items
  - a. District Council Discussion
  - b. School Committee Internal Communication

**THIS AGENDA IS SUBJECT TO CHANGE**

**Chairperson:** Sarah Gold  
**Posted by:** Lisa Dimier  
**Date:** 7/24/2020



**Marblehead Public Schools**  
**9 Widger Road, Marblehead, Massachusetts 01945**  
**781.639.3140 fax: 781.639.3149**

**Office of the Superintendent**  
**Dr. John Buckey**

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## **Who We Represent**

1. We represent the educational and developmental needs and interests of all students in the district. We place their interests above all others in the decisions we make.

## **How We Govern**

1. We acknowledge that a School Committee meeting is a meeting of the School Committee that is held in public – not a public meeting.
2. We shall conduct business through a set agenda that should be connected to district goals. Emerging items shall be addressed in subsequent meetings through planned agenda items unless it is determined by the School Committee Chairperson that it would be detrimental to delay the issue until a subsequent meeting. Requests to add items to an agenda shall be made to the Superintendent or the School Committee Chairperson in accordance with the law.
3. We shall strive to make each meeting effective and efficient giving each member an equal opportunity to express their views and opinions and to relay their input in a concise and topic-focused manner. No one member should monopolize the discussion. All remarks must be directed through the Chair. Remarks must be courteous in language and deportment.
4. We shall make decisions based on information and not on personalities after considering data, the Superintendent's recommendations, proposals, and suggestions. We will vote our convictions, avoid bias, and uphold and support the decision of the majority of the Committee once a decision is made. We will explain the reasons for our votes.
5. We shall exhibit professional conduct and behavior.
6. We shall attend meetings well-prepared to discuss issues on the agenda and to participate in efficient decision-making.
7. When we are in committee we will remain in our committee member role throughout the meeting.
8. We shall ensure that we do not breach the open meeting laws by deliberating outside of duly convened meetings of the committee.
9. Public input at meetings may be made on items not on the agenda, or otherwise at the discretion of the Chairperson.
10. We shall respect the confidentiality of Executive Session
11. Our actions shall be consistent with the core values of the district, and be consistent with our vision of a high class organization.
12. School Committee meetings will be guided by Roberts Rules of Order.
13. The Superintendent of Schools and such staff as are needed to advise the Committee shall be seated at the Committee table.



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## **How We Treat Each Other**

1. We shall debate the issues keeping an open mind to other member's opinions and/or positions.
2. We shall respect staff and fellow board members at all times.
3. We shall work to build trust between and among School Committee members, the Superintendent and the Administration by treating everyone with dignity and respect, even in times of disagreement.

## **How We Communicate**

1. The Superintendent and the School Committee recognize the importance of proactive communication. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting. They agree that there will be no surprises.
2. We shall channel requests for information through the Superintendent and/or the School Committee Chairperson rather than directly to district staff or Town officials. Town officials shall channel requests for information through the Chairperson or Superintendent for consideration by the School Committee.
3. We shall provide full disclosure of information and not withhold information from other members.
4. We will strive to not surprise one another or the Superintendent.
5. We shall advocate for the public schools and public education as ambassadors of the school system by promoting support for public education and spreading the news of our success. We shall always strive to project a positive image.
6. We recognize the Chairperson, or her/his designee, as the official spokesperson of the School Committee.
7. The Superintendent and the School Committee recognize the importance of working collaboratively with the community to improve our schools and we shall actively seek ways to enlist community support for our efforts.



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## **How We Will Improve**

1. All new School Committee members will attend an MASC orientation session as soon as practicable, but within one year of being elected.
2. All members will be open to continued personal growth through participating in training opportunities in order to advance the work of our public schools
3. We shall review and revise operating protocols annually through an annual workshop.
4. We shall develop and maintain a district new member orientation program.
5. We shall develop annual School Committee performance objectives, or goals, and appraise progress through regular self-evaluation

## **What Are Our Limits of Authority**

1. We shall exercise leadership in vision, planning, policy, budgeting, evaluation of the Superintendent of Schools, and advocacy of the district, consistent with the law and district policies.
2. It is the Superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the district. It is the School Committee's responsibility to evaluate the superintendent's effectiveness in these matters.
3. We shall recognize that authority rests only with the majority decision of the School Committee and we shall not make any independent commitments or take any independent actions that may compromise the School Committee as a whole.
4. We shall follow the chain of command and direct others to do the same.
5. Complaints and concerns regarding personnel will be directed to the Superintendent.
6. We shall not use our positions for personal or partisan gain.
7. We shall refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member has the authority to investigate. The Superintendent shall provide committee members with his/her response. It is not the role of the School Committee to resolve issues.



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## **What Happens When Things Go Wrong**

1. We shall work together to clarify and restate discussions in order to strive for full understanding.
2. We recognize the importance of honoring our agreed upon operating protocols and we agree to take responsibility for reminding one another when we get off track.
3. We shall maintain fidelity to these commitments and will be held accountable by our fellow School Committee members should any of us fail to live up to these commitments. If a School Committee member or Superintendent violates any of the operating protocols, he/she will be referred to the Chairperson or in the case of the Chairperson to the Vice Chairperson.

\_\_\_\_\_  
Sarah Gold, Chair

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Meagan Taylor, Vice Chair

\_\_\_\_\_  
Emily Barron

\_\_\_\_\_  
Sarah Fox

\_\_\_\_\_  
David Harris



**Marblehead Public Schools**  
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**Office of the Superintendent**  
**Dr. John Buckley**

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Memo To: Marblehead School Committee

Memo From: Dr. John J. Buckley

Re: Agenda Item II. b

Date: July 27, 2020

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In preparation for a new Administrator beginning in a school district, it is common practice for the district to edit documents such as letterheads, hiring paperwork and business cards to reflect updated contact information. With the assistance of one of our talented High School Visual Arts Teachers, Ms. Leah Bordieri, we have updated such documents with a school logo that we would like to ask the School Committee to review for input and approval. Included in the packet the committee received was a #1 and #2 option for the letterhead and a front and back sample of the business card template. I would like to thank Ms. Bordieri for her time and creativity that will represent our district well.

Recommended Motion

Motion to approve the letterhead option # \_\_\_\_\_

Motion to approve the business card template



MARBLEHEAD  
PUBLIC SCHOOLS

**Office of the Superintendent**

**Dr. John Buckey**

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MARBLEHEAD  
PUBLIC SCHOOLS

**First Name Last Name**

**Position Name**

name@marbleheadschoools.org

phone: 781.639.XXXX ext.XXXX

cell: 000-000-0000

Building Address Marblehead, MA 01945



[marbleheadschoools.org](http://marbleheadschoools.org)



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**9 Widger Road, Marblehead, Massachusetts 01945**  
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MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta, Director of Finance  
CC: Dr. John J. Buckey, Superintendent  
DATE: July 27, 2020  
RE: COVID-19 Funding Available

As we explore options to reopen school there will be large costs associated with the reopening regardless of which model will be followed. While we are in the planning and implementation stages, we have identified and have incurred some costs associated with reopening.

Previously, the town was awarded an allotment of \$1.8 million dollars for COVID-19 related costs. The School Department had submitted an estimate of certain identified costs in late May that were anticipated to be funded from this source. This estimate totaled \$454,725. In addition, it is expected that there will additional funds available from this fund, if needed.

In addition to the Town funds, the school district will be receiving two grants, the Elementary and Secondary Schools Emergency Relief Grant (ESSER) and the School Reopening Grant (CvRF). There is also one additional grant, Remote Learning Technology Essentials Grant (RLTE) which is a competitive grant awarded based on need. We are planning to submit an application for this grant later this month.

The following amounts are available to the school district for COVID-19 related costs:

Allocation from Town Allotment (estimated portion of the \$1.8 million)	\$ 454,725.00
Elementary & Secondary Schools Emergency Relief Grant (ESSER)	\$ 91,612.00
School Reopening Grant (CvRF)	\$ 680,175.00
Remote Learning Technology Essentials Grant (RTLE)	TBD
Budget Line within School Department's Operating Budget	\$ 168,699.00
<b>Total Funding</b>	<b>\$ 1,395,211.00</b>

The town's allocation and the first two grants are restricted to any COVID-19 related costs with the exception of covering any revenue short-fall. The Remote Learning Technology grant is restricted to remote learning costs. The budget line within our operating budget is not restricted and will be able to be used toward any related cost, including being an off-set for a revolving fund revenue short-fall. Both our School Lunch Revolving fund and the Tuition Revolving fund rely on revolving fund revenues that will be limited during any reduced or remote operation during the school year.

If you should have any questions, please feel free to contact me at any time.



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MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta, Director of Finance  
CC: Dr. John J. Buckey, Superintendent  
DATE: July 22, 2020  
RE: Award of Maintenance Contract - Elevator Maintenance

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On June 24, 2020 we received and opened three bids for the Elevator Maintenance contract. The following is a summary of the bid responses:

FIRM	FIRM LOCATION	AMOUNT
City Elevator	Woburn, MA	\$ 59,090
Embree Elevator	Woburn, MA	\$ 51,400
United Elevator Company Inc.	Marshfield, MA	\$ 57,710

This contract will include the testing, repairs, and maintenance of all elevators and lifts located within the town and school buildings. This is a time and materials contract to cover the cost of all elevator services. This is a joint contract with the Town; the Board of Selectmen will also need to vote to approve this contract. The Schools and Town will be billed separately.

I am requesting approval of the Elevator Maintenance contract as outlined above. The recommended motion would be as follows:

*Motion to award a one year contract of the Elevator Maintenance Contract to Embree Elevator of Woburn, MA in the amount of \$51,400 and to authorize the Chair to sign the contract on behalf of the Committee.*



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TO: Marblehead School Committee  
FROM: Michelle Cresta, Director of Finance  
CC: Dr. John J. Buckey, Superintendent  
DATE: July 23, 2020  
RE: Schedule of Bills for Approval

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In this packet is the schedule of bills payable. The required signatures have been obtained for each schedule.

Schedule #	Amount	FY
19632	\$ 79,754.15	20
19633	\$ 90.00	20
19651	\$ 24,596.50	20
19653	\$ 1,363.57	20
19657	\$ 60,658.84	20
19666	\$ 200,000.00	20
19713	\$ 3,085.38	21
19714	\$ 180.00	20
19715	\$ 290.00	20
19716	\$ 29,190.06	21
19717	\$ 16,511.73	21
19720	\$ 3,087.96	20
19725	\$ 2,620.82	20
19731	\$ 64,985.00	20
19732	\$ 46.26	20
Total	\$ 486,460.27	

**Suggested Motion:**

*Motion to approve the above identified schedule of bills totaling **\$486,460.27**.*



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MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta, Director of Finance  
CC: Dr. John J. Buckey, Superintendent  
DATE: July 20, 2020  
RE: Donations for Summer Meal Program

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As discussed at previous School Committee meetings, we had a parent volunteer host a fundraiser for the purposes of raising funds for our Summer Meal program. The fundraising has ended and we are in receipt of multiple donations from various individuals for the benefit of this program. These funds are allowing the district to be able to provide breakfast and lunch meals to any child in Marblehead during the months of July and August. Without these funds the program would have run in deficit and we would have had to absorbed this within the school's operating budget that is earmarked for other purposes.

The funding breakdown is as follows:

Go Fund Me	\$2,138.00
Venmo	\$ 420.00
Direct Donations	\$ 446.75
Total	\$3,004.75

We are extremely grateful to all of the individuals who contributed to this great cause. A special thanks to Samatha Rosato, our parent volunteer, who hosted this fundraiser. These funds will be put to great use. Please accept this donation through a motion of the School Committee.

Recommended Motion:

*Motion to accept donations totaling \$3,004.75 from various individuals to be used for the Summer Meal Program.*

School Committee  
Marblehead Public Schools  
2017-2018 Protocols

The Marblehead School Committee values and views as our top priority the academic, social and emotional success of all students in our district. We agree to thoughtfully seek and support solutions that will provide the greatest benefit to students.

**How We Govern**

- We shall conduct business through a set agenda tied to district goals. For efficiency and effectiveness discussion at meetings will be limited to the agenda.
- The chair sets the agenda in consultation with the Superintendent. Members may request to add items to a future agenda by contacting the Superintendent or the chair.
- We recognize the importance of proactive communication and will make every effort to convey our questions and concerns to the Superintendent by noon the Wednesday prior to the meeting.
- School Committee members will respect the Open Meeting law and will maintain the confidentiality of privileged information.
- We shall exercise leadership in district vision, planning, policy, budgeting, program evaluation, and advocacy.
- It is the Superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the district. It is the School Committee's responsibility to evaluate the Superintendent's effectiveness in these matters.
- School Committee members will engage in open-minded, respectful debate, vote our convictions, avoid bias and will support the decisions of the majority of the Committee.
- School Committee members will familiarize themselves with and uphold all district policies. Specifically policies relating to governance (BHC, BBAA, BIA, BHE, BCA, BDD).
- We shall not use our positions for personal or partisan gain.
- The chair represents the School Committee in engaging legal counsel.
- The chair represents the School Committee with official media requests.
- We adopt Robert's Rules of Order as our guide.

### **How We Treat Each Other**

- We shall debate the issues keeping an open mind regarding other member's opinions and/or positions.
- We shall work to build trust between and among School Committee members, the Superintendent, and the administration by treating everyone with dignity and respect, even in times of disagreement.

### **How We Communicate**

- It is the School Committee's responsibility to set a positive tone for the district. The School Committee members will work to engage our community and the stakeholders in our public schools by promoting our successes and identifying areas for growth.
- The School Committee welcomes respectful, thoughtful input from the public in shaping committee decisions. Public comment is included in our agenda within the guidelines in our Public Participation policy.
- School Committee members will refer important questions and concerns they receive from members of the community to the Superintendent and will channel requests for information through the Superintendent and the chair rather than directly to staff.
- Personnel and or community questions or concerns received by the School Committee or its individual members will be directed to the Superintendent. The School Committee will encourage others to follow the District Chain of Command policy (Teacher, Principal, Superintendent).
- School Committee members acknowledge the importance of working collaboratively with town officials, but recognize when they attend meetings of other committees and boards they speak and act as individuals not for the committee as a whole.



## Social Media for School Committee members

The MASC Code of Ethics states a member stays “well informed concerning the duties of a Committee member on both a local and state level.” Social media can be another tool for carrying out this part of your position.

The following guidelines are suggested to inform your use of social media:

### **Use social media as a communication tool.**

As a well-informed school committee member, you’re constantly in communication about your district: gathering information to inform decisions, delivering information to inform constituents. Much of that communication now takes place online. You certainly may use social media as a means of communication as a member of a school committee.

### **Be clear that you communicate only as an individual.**

In Massachusetts, school committee members individually have no authority to speak on behalf of the district or of the committee unless specifically designated to do so. Be sure that it is clear in statements online and elsewhere that you speak only as an individual.

### **Avoid violating the Open Meeting Law.**

Recall that the Open Meeting Law (M.G.L. Ch. 30A, §§ 18-25) applies to any quorum of a body deliberating about any matter under their jurisdiction.

Online, this can be as innocuous as a post from a single committee member expressing a view regarding an upcoming decision which is then “liked” by a majority of other members of the committee. While you may well be connected through social media to other members of your committee, be very cautious in your interactions with other members of your committee.

### **Keep your deliberations within the meeting.**

Remember that the MASC Code of Ethics for members states “a member should not make statements or promises of how he/she will vote on matters that will come before the Committee.” Your decision should be made as a result of meeting deliberation. Avoid posting content that indicates that you have already formed an opinion ahead of a deliberation at a meeting.

### **Make your decisions within the meeting.**

While you may use social media as one way of gathering input for upcoming decisions, you have a responsibility as a committee member to make your decisions based on information given to you for your deliberation. A committee member should not make decisions based on social media popularity.

### **Direct complaints or concerns to the appropriate channels.**

Just as you would with a phone call or a conversation in person, ensure that complaints and concerns are directed through the chain of command to the appropriate person in the administration.

## **Share public information through social media.**

Sharing information about your district is a valuable function of social media. Invite the public to upcoming district events; share information about public hearings; link to the district budget. Let the community know about decisions the committee has made. Use visuals—photos, charts, graphs—to make your news go viral. Be clear in your sharing of information that you do so as a single committee member; you are not the official keeper of records.

## **Keep privileged information private.**

Information shared within executive session needs to be kept private unless and until it is reviewed and released as part of the minutes of the session per M.G.L. Ch. 30A, §22f.

## **Observe other applicable laws and regulations around the sharing of information.**

Be certain to observe all other applicable laws, such as those surrounding student privacy. This applies not only to information about students, but also to their images. Be sure that public sharing of photos of students are covered by district release.

## **Consider the permanence of posting.**

Remember that nothing ever disappears online; postings can be cached or captured by screenshot. Likewise, whatever privacy setting you've chosen, a screenshot can take anything public. Do not post anything on social media that is not appropriate to have publicly shared.

## **Stay with facts.**

Should you see incorrect information in a post and have public district information that is correct, link to it in the comments. Do not, however, get into an extended back-and-forth, as those rarely lead to any place productive. The “turn off notifications” setting can be very useful here.

## **Stay professional.**

Never, never post in anger. Ever.

Don't get personal in your remarks, whatever the provocation.

## **Be aware of recent federal court rulings regarding social media as a “designated public forum.”**

There have been several recent rulings in federal court that elected officials may not within a public forum block those with whom they disagree politically. This is still a developing area legally. Every member must balance this with the respect for the administration, the community, and other members which are the MASC Code of Ethics; abuse of others within your own posts should not be allowed.

## **Ensure you abide by your district's technology use policy if using district equipment.**

If you have been issued a district phone, laptop, or tablet, be certain you adhere to use as directed by policy.

## **Be timely and truthful.**

Both make you an excellent and trusted resource online, extending your service as a member of the school committee online.