



DATE POSTED: Town Clerk Use Only

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/97388102759?pwd=MVNJZGtRSzI0VGRNVG0vNEZvdz09>

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

Meeting ID: 973 8810 2759

Password: 672894

Wednesday	July	8th	2020	7:00pm
Day of Week	Month	Date	Year	Time

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

I. Initial Business and Public Involvement

1. Call to Order
2. Commendations
3. Public Comment

II. Consent Agenda and Action Items

1. Appointment of Superintendent, Dr. John Buckey to the Building Committee (Vote)
2. Appointment of the District's Representative to the Northshore Education Consortium Board (NEC) Board (Vote)

III. Superintendent Report

1. Re-Entry Planning Update
2. District Survey on Remote Learning Update

IV. Finance Organizational Support

- 1. Schedule of Bills (Vote)
- 2. Bills Signing Process Discussion (Vote)
- 3. Breakfast and Lunch Program Update

V. School Committee Communications and/or Discussion Items

- 1. Retreats and Summer Meeting Dates Discussion
- 2. Declare District Surplus Items (Vote)

VI. Closing Business

- 1. New Business (Not reasonably anticipated by the Chair 48 hours in advance of the meeting.)
- 2. Adjournment

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Sarah Gold
Posted by: Lisa Dimier
Date: 7/6/2020



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

Office of the Superintendent
Dr. John Buckey

Memo To: Marblehead School Committee
From: Dr. John J. Buckey
Re: Agenda Item IV.2 –Discussion on the Schedule of Bills Signing Process
Date: July 7, 2020

For the purpose of this discussion I am recommending that the School Committee vote to continue to temporarily suspend School Committee Policy DK-Payment Procedures that was originally voted to be temporarily suspended back at the March 24th meeting through the remainder of the 2019-2020SY.

Given the current set of circumstances and in an effort to continue in as efficient manner as possible the day-to-day operations of the district temporarily suspending this policy through the remainder of the 2020-2021SY seems to me to be a prudent action. There are three sections of Massachusetts General Laws (MGL) Chapter 41 that govern this area of operations. They are sections 41, 52 and 56. I have highlighted the key language from each section for your review. The most pertinent section is section 56. I have highlighted the key language. The section of Chapter 42 allows multiple-member bodies, including School Committees, to delegate a single member authority to review and approve bills and warrants for payment. However, if enacted it requires such member to make available at the next meeting a record of all action taken.

If the committee chooses to continue to follow the above procedure on a temporary basis, we will:

- make sure that all schedule of bills be approved will first be posted to the Dropbox
- members will have the opportunity to review and ask questions
- once the period of review has passed, the designated member will take action
- action taken by the designated member will be reported at the next meeting

I would also like to recommend that the committee also appoint a member to act as the “back-up” in case the primary member cannot fulfill the responsibility.

Suggested Motion:

I move that **Sarah Gold** be designated to approve all bills, drafts, orders and payrolls not otherwise presented for approval at a posted meeting to the full committee from the period beginning now through June 30, 2021: provided that if such approval takes place, a record of such approval shall be made available to the committee at the first meeting following such approval and that said record of approval be placed on the next meeting as an agenda item: further that **Sarah Fox** be designated as the “back-up” member if necessary.



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Office of the Superintendent
Dr. John Buckey

Memo To: Marblehead School Committee
From: Dr. John J. Buckey
Re: Agenda Item II.2 –Appointment to the NEC Board of Directors
Date: July 7, 2020

The School Committee of each member district of the Northshore Education Consortium (NEC) has the responsibility, as outlined in section IV.1 of the NEC Articles of Agreement, to appoint a representative to serve on the NEC Board of Directors. Article IV.1 states (see attached):

“This appointed representative must be the Superintendent of Schools
or a School Committee Member.”

Historically, the appointed representative from Marblehead has been the Superintendent as is the case with every other member of the Consortium. Given the change in leadership for our district the School Committee should appoint a new representative. I recommend that you formally appoint me as your NEC Board Representative.

Recommended Motion:

Move to Appoint Superintendent John Buckey as the Marblehead Public Schools Representative on the Northshore Education Consortium’s Board of Directors.

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the town auditor for processing and subsequent payment by the town treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee. Lists of bills shall be signed by the Superintendent of Schools and the majority of the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

SOURCE: Marblehead

M.G.L Chapter 41

Section 56. Warrants for Payment of Bills

The selectmen and all boards, committees, heads of departments and officers authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and pay rolls chargeable to the respective appropriations of which they have the expenditure. For purposes of this section, the board of selectmen and any other board, committee or head of department consisting of more than 1 member authorized to expend money, may designate any 1 of its members to approve all bills, drafts, orders and payrolls; provided, however, that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a noncompliance with this section. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the town as the case may be; provided, however, that such approval may be given to any bill received from a state agency for the town's share of the costs of a federal urban planning assistance program, established under the provisions of section 701 of Public Law 83-560, as amended, before any goods, materials or services ordered or to be ordered under such a program have been delivered or actually rendered, as the case may be. The town accountant shall examine all such bills, drafts, orders and pay rolls, and, if found correct and approved as herein provided, shall draw a warrant upon the treasury for the payment of the same, and the treasurer shall pay no money from the treasury except upon such warrant approved by the selectmen. If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectman or selectmen, together with the town clerk, may approve such warrant. The town accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive, and in such case he shall file with the town treasurer a written statement of the reasons for such refusal. The treasurer shall not pay any claim or bill so disallowed by the town accountant. So far as apt this section shall apply to cities.

M.G.L Chapter 41

Section 41. Payment of Compensation; oath

No treasurer or other fiscal officer of any town or city shall pay any salary or compensation to any person in the service or employment of the town or city unless the payroll, bill or account for such salary or compensation shall be sworn to by the head of the department or the person immediately responsible for the appointment, employment, promotion, or transfer of the persons named therein, or, in the case of the absence or disability of the head of the department or of such person, then by a person designated by the head of the department and approved by the board of selectmen in towns, and by the mayor in cities, or by the city manager in cities operating under a Plan D or Plan E charter. Except as otherwise provided in a collective bargaining agreement, the treasurer or other fiscal officer may pay the payroll to an employee on a biweekly or semimonthly basis. A commission, committee or board of trustees in a city or town, including a city council, board of aldermen or common council in a city, may for purposes of this section designate any one of its members to make oath to a payroll, bill or account for salary or compensation of its members or employees. This provision shall not limit the responsibility of each member of any such body in the event of a noncompliance with this section.

M.G.L Chapter 41

Section 52: Approval of bills

All accounts rendered to or kept in the departments of any city shall be subject to the inspection of the city auditor or officer having similar duties, and in towns they shall be subject to the inspection of the selectmen. The auditor or officer having similar duties, or the selectmen, may require any person presenting for settlement an account or claim against the city or town to make oath before him or them, in such form as he or they may prescribe, as to the accuracy of such account or claim. The wilful making of a false oath shall be punishable as perjury. The auditor or officer having similar duties in cities, and the selectmen in towns, shall approve the payment of all bills or pay rolls of all departments before they are paid by the treasurer, and may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive; and in that case the auditor or officer having similar duties, or the selectmen, shall file with the city or town treasurer a written statement of the reasons for the refusal; and the treasurer shall not pay any claim or bill so disallowed. The board of selectmen may designate any 1 of its members for the purpose of approving bills or payrolls under this section; provided, however, that the member shall make available to the board, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board of selectmen in the event of a noncompliance with this section. This section shall not abridge the powers conferred on town accountants by sections fifty-five to sixty-one, inclusive.

Section 56: Warrants for payment of bills



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Office of the Superintendent
Dr. John Buckey

Memo To: Marblehead School Committee
From: Dr. John J. Buckey
Re: Remote Learning Survey - initial/ongoing results
Date: July 7, 2020

I am pleased to share some preliminary data points from the survey issued prior to the Interim Superintendent's departure and to address some questions that might have arisen regarding the launch. First, I think it is fair to say if we could have done some things differently we would have cleaned up the roll out of the survey. We would have made clearer the instructions for households with multiple children and would have made sure the format had been more tightly aligned. That said, we had over 350 responses within the first ninety minutes of the survey being posted. One concern was a consistency in the format of the questions. To be honest, some surveys will change the order of response options to make sure people are not blowing through the survey giving everything a one or a five thinking that's excellent or terrible. I read thoughtfully and listened intently to the feedback about the survey's launch. The next day I checked to find in a little under twenty-four hours, the survey results were over 800 responses. For purposes of this Memo, I would like to share some preliminary data points from the responses:

- 1,028 people have responded; families with multiple students have completed multiple surveys, which is appropriate as the experiences among students in the same family differed.
- We had over 100 responses from every grade level except Pre-K & K.
- The largest response rates were 4th -159; 10th - 157; & 8th - 155.
- 88% of respondents indicated there was an adult working from home as well.
- 86% of respondents said they had access to learning materials during Remote Learning.
- Most families, 36% reported students spent 2 hours a day in Remote Learning. 29% said more than 3 hours.
- Remote Learning expectations were clear - 38.3, yes; 30.6, no.
- Remote Learning expectations were manageable - 45.4, yes; 29.2, no.

I continue to read through the comments, which I would suggest are where the value of the survey really lives. We can cross reference individual answers with their response to make sure they align. We will use this information to develop future surveys to dig down further to get information for addressing remote learning opportunities and concerns. We will not make any major policy decisions or changes based on the initial survey. We do not need to spend any valuable resources redoing this survey nor would I be inclined to ask over a 1,000 people to complete it again. What was sent provides us the general information we need for discussions moving forward. I am grateful for how many families participated and how quickly they responded.

Marblehead Public Schools
2020-21 SCHOOL YEAR REOPENING COMMITTEES - DRAFT 7.6.20

Committee Name	Mtg Day/Time	Purpose/Tasks	Members
<p>School Re-Opening Committee</p> <p><i>This is an advisory board to oversee the big picture work of the District's subcommittees and working groups.</i></p>	<p>Facilitators to set date/time</p>	<ol style="list-style-type: none"> 1. With MEA collaboration, create specific reentry guidelines within each model for <u>teachers, tutors, paraprofessional, custodians</u>, under 3 different reentry models (remote, hybrid, in-person): <ul style="list-style-type: none"> ● Instructional day schedule (teachers, tutors, paraprofessionals) ● Logistics/space (facilities team) ● Technology (school technicians, teachers) 2. Review/plan school and district budget(s) based on the different reentry models (Director of Finance, Supt) 3. Conduct biweekly remote “check-ins” with staff to collect and share information (principals) 4. Create parent focus groups at each school (principals) 5. Detail the MPS protocols, procedures, academic, social-emotional, mental health and operational needs that are in line with DESE’s School Reopening Guidance. 	<p>John Buckey (F) Nan Murphy Brian Ota Mandy Murphy Donna Zaeske Sean Satterfield Matt Fox Dan Bauer Joan Miller Eric Oxford Todd Bloodgood Michelle Cresta Kathleen Hennessey Sarah Gold <i>K-6 - Parent</i> <i>7-12 - Parent</i> <i>SEPAC - Parent</i></p>
<p>Teaching and Learning PreK-6</p>	<p>Facilitators to set date/time</p>	<ul style="list-style-type: none"> ● Review and address any/all issues regarding essential curriculum standards for fall reentry based on recommended reentry model with attention to equity and access (remote, hybrid, brick-and-mortar) ● Review and address instructional needs, (i.e. resources, materials, technology) based on all student needs for fall reentry based on recommended reentry model ● Consider assessment needs to “diagnose” instructional gaps/regression with attention to equity and access ● Prioritize professional development needs based on reentry model: <ul style="list-style-type: none"> ○ Curriculum and Instruction <ul style="list-style-type: none"> ➢ <u>Subcommittee</u>: TBD ○ Social/Emotional Learning <ul style="list-style-type: none"> ➢ <u>Subcommittee</u>: TBD 	<p>Nan Murphy (F) Brian Ota Mandy Murphy Donna Zaeske Sean Satterfield Eric Oxford Emily Dean Eveleth Rep Glover Rep Coffin Rep Village Rep <i>Parent</i> <i>Parent</i> <i>Parent</i> <i>Parent/SEPAC</i></p>

<p>Teaching and Learning 7-12</p>	<p>Need facilitators to set date</p>	<ul style="list-style-type: none"> ● Review and address any/all issues regarding essential curriculum standards for fall reentry based on recommended reentry model with attention to equity and access (remote, hybrid, brick-and-mortar) ● Review and address instructional needs, (i.e. resources, materials, technology) for fall reentry based on recommended reentry model ● Consider assessment needs to “diagnose” instructional gaps/regression with attention to equity and access ● Consider equity/access and SEL needs of students for recommended reentry model ● Prioritize professional development needs based on reentry model <ul style="list-style-type: none"> ○ Scheduling (MS and HS) <ul style="list-style-type: none"> ➤ <u>Subcommittee:</u> TBD ○ Curriculum and Instruction <ul style="list-style-type: none"> ➤ <u>Subcommittee:</u> TBD ○ Social/Emotional Learning <ul style="list-style-type: none"> ➤ <u>Subcommittee:</u> TBD ○ Assessment/Grading <ul style="list-style-type: none"> ➤ <u>Subcommittee:</u> TBD 	<p>Nan Murphy (F) Matt Fox Dan Bauer Assistant Principals Director of Guidance Eric Oxford Emily Dean Veterans Reps (2) MHS Reps (4) <i>Parent</i> <i>Parent</i> <i>Parent/SEPAC</i></p>

<p>Facilities K-12</p>	<p>Facilitators to set date/time</p>	<ul style="list-style-type: none"> ● Identify and prioritize facilities infrastructure needs for 3 reentry models (remote, hybrid, in person) ● Responsible for: <ul style="list-style-type: none"> ○ Classroom setup with appropriate spacing (3-6 ft) ○ Plan to remove additional furniture ○ Assistance with signage for travel throughout building ○ Creation of cleaning/sanitization protocols based on state/CDC guidelines ○ Other? ● Responsible for: <ul style="list-style-type: none"> ○ Creating entry/exit protocols for each school and district ○ Assisting with travel/movement throughout each building ○ Organizing/assisting principals with communications to staff, parents, etc. ○ Other? 	<p>Michelle Cresta (F) Todd Bloodgood Head Custodian Eveleth Head Custodian Glover Head Custodian Coffin Head Custodian Village Head Custodian Veterans Head Custodian MHS <i>Parent</i> <i>Parent</i> Building admin (as needed) Classroom educators (as needed)</p>

<p>Technology K-12</p>	<p>Facilitators to set date/time</p>	<ul style="list-style-type: none"> ● Identify and prioritize technology infrastructure needs for 3 reentry models (remote, hybrid, in person) ● Responsible for: <ul style="list-style-type: none"> ○ Device management for K-12 students ○ Laptop/other hardware needs for teachers (under all 3 models) ○ Security platforms (i.e. GoGuardian) ○ Educational technology ○ Other? 	<p>Kathleen Hennesey (F) <i>Parent</i> Elementary tech reps (4) MS/HS tech reps (4)</p>
<p>Health/Safety K-12</p>	<p>Facilitators to set date/time</p>	<ul style="list-style-type: none"> ● Identify and prioritize health/safety infrastructure needs for 3 reentry models (remote, hybrid, in person) ● Responsible for: <ul style="list-style-type: none"> ○ Creating health/safety protocols for each school and district (mask wearing, hand washing/sanitizing, isolation plan, etc.) ○ Training for staff and students on said protocols ○ Regular contact with Town of Marblehead Dept of Public Health ○ Other? 	<p>Deanna McMahon (F) Eveleth Nurse Glover Nurse Coffin Nurse Village Nurse Veterans Nurse <i>Parent</i> <i>Parent</i> Building admin (as needed) Other educators (as needed)</p>

Communications Committee	Facilitators to set date/time	<ul style="list-style-type: none"> ● Create/manage important communications (district, school) regarding district reopening plan <ul style="list-style-type: none"> ○ Template, checklists (DESE or self-created?) ○ Weekly district communications ○ School communications ● Create and implement surveys (teachers, parents) to gather important information pertaining to school reopening ● Share communications from Nantucket Dept of Public Health ● Other? 	John Buckey(F) Lisa Dimier Nan Murphy Joan Miller Emily Dean <i>Parent</i> <i>Parent</i> <i>Parent</i> Building admin (as needed) Other educators (as needed)
Transportation Committee	Facilitators to set date/time	<ul style="list-style-type: none"> ● Identify and prioritize transportation (bus protocols, entry/exit, traffic flow) at buildings with busing ● Responsible for: <ul style="list-style-type: none"> ○ Creating entry/exit protocols for each school and district ○ Assisting with bus routes, safety protocols inside buses, pickup/dropoff protocols ○ Other? 	John Buckey(F) Michelle Cresta Eric Oxford Jasmine Boyd-Perry Principals

Food Services Committee	Facilitators to set date/time	<ul style="list-style-type: none"> ● Identify and prioritize food service delivery at each building (4 schools + CO) for 3 reentry models (remote, hybrid, in person) ● Responsible for: <ul style="list-style-type: none"> ○ Collaborating with food service for breakfast/lunch at each school ○ Creation of safety protocols for food preparation ○ Create plan for food ordering/delivery to classrooms ○ Organizing/assisting principals with communications to staff, parents, etc. ○ Other? 	Richard Kelleher (F) Lisa Dimier Michelle Cresta Cafe person Eveleth Cafe person Glover Cafe person Coffin Cafe person Village Cafe person Veterans Cafe person MHS <i>Parent</i> Principals
Student Activities and Athletics Committee	Facilitators to set date/time	<ul style="list-style-type: none"> ● Identify and prioritize athletics at MS/HS for return to school ● Responsible for: <ul style="list-style-type: none"> ○ Collaborating with MIAA, Town of Marblehead, DPH on health/safety protocols ○ Training for coaches, advisors, student athletes & participants ○ Messaging to parents/community regarding most recent updates ○ Other? 	Greg Ceglarski (F) Dan Bauer Matt Fox <i>Parent</i> <i>Parent/SEPAC</i>



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Office of the Superintendent
Dr. John Buckey

Memo To: Marblehead School Committee
From: Dr. John J. Buckey
Re: Agenda Item IV.1- Schedule of Bills
Date: 7.6.2020

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

# 19565	\$	4,662.85
# 19566	\$	985.95
# 19567	\$	275,897.73
# 19583	\$	270.00
# 19588	\$	1,000,522.35
# 19591	\$	5,594.60
# 19593	\$	8,222.15
# 19599	\$	21,866.67
# 19600	\$	116,099.02
# 19614	\$	2,794.34

Total **\$ 1,436,915.66**

Suggested Motion:

Motion to approve the above identified schedule of bills totaling **\$ 1,436,915.66**



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Office of the Superintendent
Dr. John Buckey

Memo To: Marblehead School Committee
From: Dr. John J. Buckey
Re: Agenda Item V.2–Approval to declare district items as surplus
Date: July 7, 2020

Earlier this Spring the Facilities Director along with his custodial staff took the time to identify old and or damaged beyond use pieces of furniture and other district items that are no longer in use. The attached list identifies the types and quantities of items that the Facilities Director is requesting be declared as surplus so that the items can be donated if applicable and/or disposed of. I recommend that the School Committee do so.

30 Dividers

1 Piano

7 Desks

3 Scrub Machines

7 Tables

4 Desks

6 File Cabinets

25 Kid Chairs

40 Side Pieces to Dividers

1 Univent

3 Vacuums

11 Library Shelf Units

15 Board 2 x 6 x 12

7 Tables

9 4 drawer Filing Cabinets

1 Rug

30 kid Chairs

5 Trapezoid Tables

3 Boxes of Gym Equipment

3 Sand Tables

1 Fridge

1 White Board

5 Fold Up Lunch Tables

13 Tables

30 Gym boxes from Bell

15 Kid Chairs

1 Piano

6 Library Shelf Units from Eveleth

2 Large Bookshelf Units

1 4 Draw Filing Cabinet

4 Large Cork Boards

1 Small Cork Board

1 Stove

13 Wall Cushions

4 Lockers

6 Boxes of Books

1 Rolling Shelf

4 Boxes

4 Wooden Windows

1 Scaffolding Unit

2 Fryolators

2 Cubicles

6 Shelf boxes

16 Handle Boxes

2 Buffers

1 Wet/Dry Vac

1 Sweeping Machine

20 Kid Chairs

25 Shelves

1 Cart plus T.V

30 Kid Chairs

1 Stripping Vacuum

10 Large Shelves

6 Book Shelves

16 Tables

10 Large Shelves

Wheel Barrel

6 Instruments

6 Pianos

20 Shelves

6 Doors

2 Cubicles

1 Table

1 Cork Board

4 Bookshelves

2 Cubicles

7 Tables

2 Chairs

3 Tall Book Cases

2 4 Drawer Filing Cabinets

5 Chairs

35 Towel Dispensers

30 Scrap Pieces of Wood