



RECEIVED
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MEETING NOTICE

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

Marblehead School Committee

Name of Board or Committee

Address: Zoom Conference join via the web link or Dial in
Link: <https://us06web.zoom.us/j/5064503898>
Meeting ID: 506 450 3898
Dial in Phone # (415) 762-9988 with ID and follow prompts

Thursday	November	18th	2021	7:00pm
Day of Week	Month	Date	Year	Time

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

THIS AGENDA IS SUBJECT TO CHANGE

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

- II. Consent Action and Agenda Items
 - a. Approval to Declare Veterans Library Books as Surplus (Vote)
 - b. Facilities Memorandum of Agreement (Vote)

- III. Superintendent Report
 - a. District Updates

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

- V. School Committee Communication and/or Discussion Items
 - a. Abbot Library Presentation-Kimberly Grad, Director (Vote)
 - b. Review of Policies
 - i. EBCFA Face Coverings
 - ii. IJNDD Social Networking Policy for Staff
 - iii. IJOC School Volunteers
 - c. School Children’s Bill, H.926 Resolution Discussion (Vote)

- d. School Committee Meeting Locations and Outreach
- e. Subcommittee and Liaisons Update

- VI. Closing Business
 - a. New Business
 - b. Correspondence

Chairperson Sarah Gold

Posted by Lisa Dimier
Date 11/16/2021

SCHOOL VOLUNTEERS

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

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

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

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

Marblehead Public Schools Approved 10/18/18

MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

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

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

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

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

THIS AGREEMENT entered into on _____(date)

The Board of Selectmen

The School Committee

POLICY ON SOCIAL MEDIA

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

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

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

SOURCE: MASC October 2016

MARBLEHEAD PUBLIC SCHOOLS
SOCIAL NETWORKING POLICY FOR STAFF

1. ~~Acceptable Use Policy:~~

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

2. ~~General Concerns~~

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

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

3. ~~Expectations of Staff~~

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved 6/19/2014

FACE COVERINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REFERENCES:

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

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

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

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

Commonwealth of Massachusetts – Mask Up MA!

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



MARBLEHEAD
PUBLIC SCHOOLS

Business Office
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: Marblehead School Committee
FROM: Michelle Cresta
DATE: November 15, 2021
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 the shared drive and the required signatures have been obtained for each schedule.

Schedule	Amount
21426	\$ 5,467.15
21470	\$ 22,254.02
21472	\$ 39,762.50
21477	\$ 208,304.82
21499	\$ 1,515,771.46
21508	\$ 42,675.78
21509	\$ 33,337.94
21510	\$ 8,204.50
21511	\$ 139.13
21512	\$ 488,703.29
TOTAL	\$ 2,364,620.59

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$2,364,620.59.



MARBLEHEAD VETERANS MIDDLE SCHOOL

Duncan Sleigh Square
217 Pleasant Street
Marblehead, Massachusetts 01945
781-639-3120 Fax: 781-639-3130

To: Dr. John Buckey, Superintendent
From: Matt Fox, Principal
Date: November 10, 2021
Re: Declaring outdated library books surplus

We are seeking two requests. First, we are requesting that about 150 books from the MVMS library collection be declared surplus so that we may donate them to a non-profit.

As part of our review of library holdings, we have identified numerous titles of books that should be “weeded” from our stacks. We have used multiple criteria for judging the books that are currently in the library at Veterans:

1. Do they address our curriculum?
2. Is the copyright date older than recommended for the subject area?
3. Does the MUSTIE** method suggest the book should be removed?
4. Have students checked out the book recently?

Using those criteria, we have identified over 150 books that are no longer needed as part of our library’s curriculum. Before approaching you with this request, our librarian reached out to our teachers to see if they would like any of the books for their classroom libraries. If this approval is granted, the books will be donated to a non-profit that redistributes the books to needy organizations. Included in this request is a representative sample of books, broken down by the stated criteria.

The second request we have is that additional books that meet this criterion during this school year can also be donated to a non-profit. This will allow us some fluidity as we identify additional books throughout the 2021-22 school year.

Thank you for your consideration of our request.

**MUSTIE

M = Misleading--factually inaccurate

U = Ugly--worn beyond mending or rebinding

S = Superseded--by a new edition of by a much better book on the subject

T = Trivial--of no discernible literary or scientific merit

I = Irrelevant to the needs and interests of the library's community

E = Elsewhere--the material is easily obtainable from another library

Proposed books for removal – 2021 – 2022 (Samples)

Criteria:

1. Do they address our curriculum?
2. Is the copyright date older than recommended for the subject area?
3. Do national library organizations identify that title as a book to be removed?
4. Have students checked out the book recently?

1. Curriculum

The Irish Americans c 2001

How does a touchscreen work? c 2014

2. Copyright date

Myths of the World c 1959

South American Mythology c 1986

3. MUSTIE

Everything you need to know about media violence c 2000

Gun, Germs, and Steel c 1997

4. Circulation

The Second Great Awakening and the Transcendentalists c 2004

The Teenage Guy's Survival Guide c 1999



MARBLEHEAD
PUBLIC SCHOOLS

Business Office
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: John J. Buckey, Superintendent
FROM: Michelle Cresta, Assistant Superintendent for Finance & Operations
CC: Peter James, Superintendent, Parks & Recreation
Jaime Bloch, Asst. Superintendent, Parks & Recreation
Todd Bloodgood, Director of Facilities
DATE: November 18, 2021
RE: Use of Eveleth School

We have worked out an agreement with the Parks and Recreation Department for the use of the Eveleth School. The use of the school building will enable Parks & Recreation to offer programming in a dedicated space. The primary use of the school is intended to cover the winter months, but this agreement may be extended through the remainder of the school year.

Responsibilities of Parks and Recreation include, but are not limited to the following:

- Opening and closing of the building
- Cleaning of gym area, restrooms, and any other space utilized
- Snow removal from parking lot and walkways
- Registering of all participants in programs and to obtain liability waivers from each
- Provide a schedule of school use to the School Department
- Keep the use of utilities to a minimum

Responsibilities of the School Department include, but are not limited to the following:

- Provide base utilities (electricity and gas) as they are to be continued for insurance purposes. (If excessive use of electricity and gas is identified, the costs will be passed onto Parks & Recreation.)
- Respond to any building issues that may arise from time to time

The building will remain insured through the Town of Marblehead's general insurance policy.

If there are any questions or concerns about this agreement, please do not hesitate to let me know.



MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

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

Sarah Gold
Chairman

Meagan Taylor
Vice Chairman

Sarah Fox
Committee Member

David Harris Jr.
Committee Member

Emily Barron
Secretary

Marblehead School Committee Resolution in Support of H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren”

Whereas the health and safety of the children of Marblehead is of the utmost importance to the Marblehead School Committee, as is the well-being of children throughout the Commonwealth of Massachusetts, and

Whereas many Massachusetts schools and child care centers permit the use of toxic pesticides on outdoor grounds, including glyphosate and 2,4-D, potentially endangering children’s health, and

Whereas children absorb more pesticides relative to their body weight than adults, and children’s organ systems are still developing and are less able to detoxify harmful chemicals, and in 2012

the American Academy of Pediatrics (AAP) called for governments to reduce children’s exposure to pesticides, writing that scientific evidence “demonstrates associations between early life exposure to pesticides and pediatric cancers, decreased cognitive function, and behavioral problems.” and

Whereas a bill currently proposed at the Massachusetts State Legislature, H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren”, would allow only pesticides considered minimum risk by the U.S. Environmental Protection Agency and those permitted for organic use to be used near schools and child care centers in Massachusetts, except in the case of a health emergency when school officials could apply for a waiver, similar to law passed by the State of New York in 2010 and by the State of Connecticut in 2015, and

Whereas this bill is endorsed by a growing coalition of environmental, health and community advocacy organizations, including the Center for Biological Diversity, Climate Action Now Western Massachusetts, the Conservation Law Foundation, Massachusetts Forest Watch, the Massachusetts Sierra Club, MASSPIRG, Mothers Out Front Massachusetts, the Northeast Organic Farming Association, and the Sustainable Business Network of Massachusetts, therefore be it

Resolved that the Marblehead School Committee supports H.926, “An Act relative to improving pesticide protections for Massachusetts schoolchildren” and will send a copy of this motion to the State Delegation and Governor Baker.

PASSED AND ADOPTED this 18th day of November 2021 by *(insert vote here i.e. unanimous / X-Y)* vote of the Marblehead School Committee, Marblehead Massachusetts.

Sarah Gold, Chair

Meagan Taylor, Vice Chair

Emily Barron, Secretary

David Harris, Member

Sarah Fox, Member



MARBLEHEAD
PUBLIC SCHOOLS

Office of the Superintendent
Dr. John J. Buckey
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140 x16
fax: 781.639.3149

Memo To: MPS School Committee
From: John J. Buckey
Re: Updates
Date: November 18, 2021

1. Vaccination Clinics **II-A-4 / III-A-2**
 - a. November 16 with Board of Health
 - b. November 18 Flag Pharmacy
 - c. December 1 with State mobile vaccination unit
2. FY23 Budget **II-E-1**
 - a. Listening Sessions **III-A-2 / IV-C-1**
 - b. Draft Calendar **IV-A-3**
 - c. Draft Priorities **IV-E-1**
 - d. Principal/Director Meetings **II-C-2 / IV-D-2**
 - e. Facilities Audit/Capital Requests **II-A-2**
3. 2021-2022 Calendar - last day change June 21 students/June 22 staff **II-A-2**
4. Enrollment - 2,611 in district. **II-E-1**
5. Eveleth programming with Rec & Park **III-A-2**
6. Superintendent Coffee - December 20 - 8:30 MHS **III-A-1**
7. Thankful for...**III-A-2**



ABBOT PUBLIC LIBRARY

November 18, 2021

Board of Trustees

Nancy Arata, Chair
EuRim Chun, Vice Chair
Gary Amberik
Ann McGreevy
David Ross
John Williams

Building and Renovation Committee:

- Gary Amberik
- Tom Amsler
- Nancy Arata
- Ken Fisher
- Kimberly Grad
- Jason Silva
- John Williams

Coffin School + Abbot Public Library

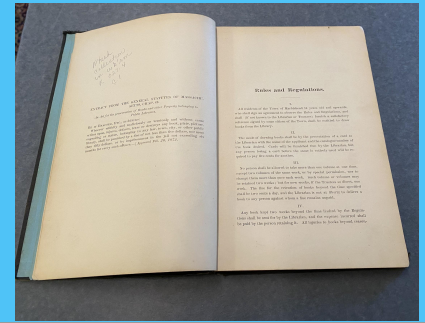
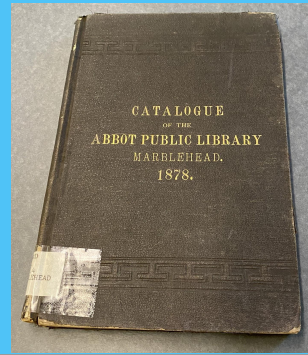
- Library Priorities
- Brief History
- Renovation Timeline
- Library Staff and Services
- Why choose the Coffin School for Interim Space?
- List of Building Adaptations
- Questions

Priorities and core values

- Literacy and love of learning
- Continuing education, advancement and lifelong learning
- Community partnerships
- Promotion of Arts and Culture
- Provide a free and safe gathering place
- Offer training in digital and information literacy
- Provide outreach and programming to Marblehead schools, historic and community organizations
- Everyone is welcome at the Library



History



- 1877** Abbot Public Library Reading Room opens in the northeast end of the first floor of Abbot Hall with about 3,320 volumes. Mr. Benjamin Abbot left a sum of \$103,000 to the Town of Marblehead. As per Mr. Abbot's wishes, the Town used this fund to build Abbot Hall. \$20,000 of this fund was reserved to establish and maintain the Town's first free public library and reading room.
- 1878** Lending service is added
- 1923** Children's Department was added and the Dewey Decimal system for nonfiction was implemented. (The space was crowded and the town looked for solutions for growth).
- 1930's** With increased town population, the demands on the library increased. A children's branch was established at the Glover School and in 1931, a branch library opened at the Hobbs building on Clifton Avenue.



History

- 1951 Gregory O. Lyon leave \$20,000 to the Town for the construction of a new library.
- 1953 Town approves \$235,000 to build a library on the Pleasant Street site
- 1953 Library plans to move from Abbot Hall to Pleasant Street.
- 1954 New building opens at current site.



1953-54

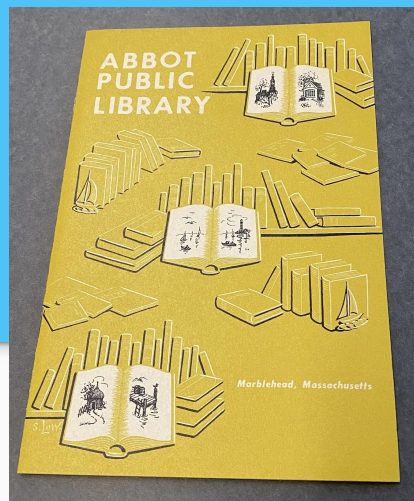


DAILY RECORD	
Nov 9 '53	
Date	
BOOK CIRCULATION	112
General Works	600
Philosophy	1
Religion	2
Social Sciences	3
Language	2
Science	300
Useful Arts	600
Fine Arts	700
Literature	222
History	3
Tavel	7
Bibliography	12
Periodicals	27
Pamphlets	
Total Non-Fiction	59
Fiction	77
Rental Collection	
Foreign Books	439
Total Book Circulation	134
Signature	Doris
(Over)	

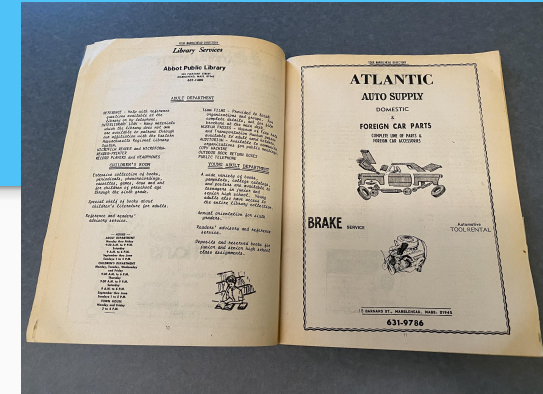


History

- 1977 Library celebrates 100th Anniversary
- 1982 Founding of the Friends of Abbot Public Library and first book sale
- 1983 Library joins the North of Boston Library Exchange (NOBLE)
- 1987 Town Meeting approves \$2.8 million for expansion
- 1990 Expansion completed



Late 1970s



1980s



1989-1990

History



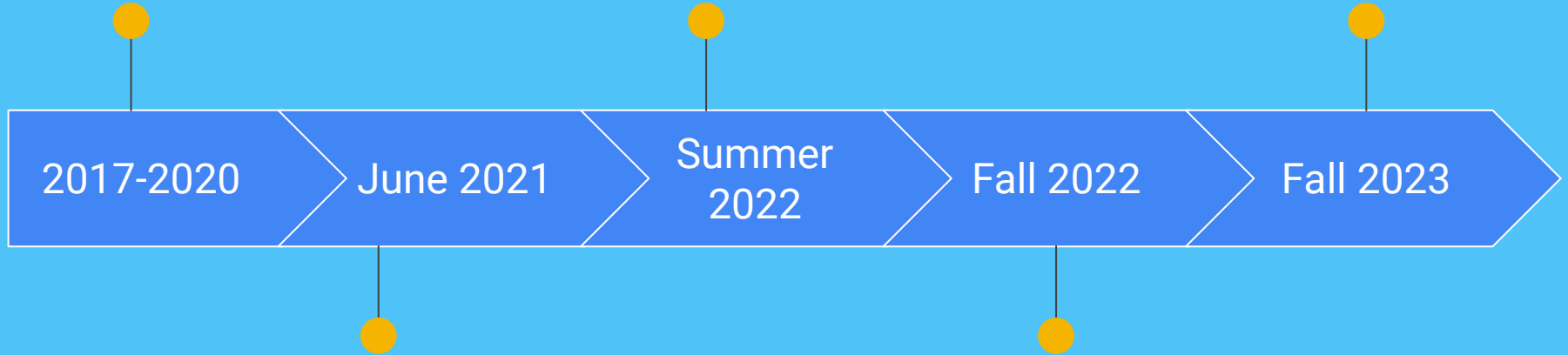
- 2013 Discussion of library future renovation plans began
- 2016 Renovation of Children's Room is completed
- 2017 Building and renovation committee and Johnson Roberts Associates is hired to produce a renovation plan with schematics
- 2018 Library Celebrates 140th Anniversary and begins fund-raising campaign for renovation
- 2021 Renovation plan presented to Town meeting with overwhelming approval. Budget override for \$8.5 million passes
- October 2021 The Library hosted its first hybrid virtual and in-person program



Renovation plans
begin to materialize

Library to move
Interim Space

Target reopening at
235 Pleasant Street



Budget Override for
\$8.5 million passes in
the Town of
Marblehead

Renovation begins

Scope of Work

- Major renovations to building infrastructure (HVAC, Drains, lighting, reorganization of first floor, etc.) require us to move out of the building completely while the work is done.
- Ensures safety for staff and public
- Enables the work to move more quickly and efficiently.
- Moving our entire operations to an interim space means that we can continue to offer dependable services and programs to the community.

Meet the Staff of Abbot Public Library

Administration:

Kimberly Grad, Director

Morgan Yeo, Head of Public Service

Lisa Taranto, Head of Technical Services

Kara Gallagher, Administrative Assistant



Kimberly Grad,
Director



Morgan Yeo,
Head of Public Services



Lisa Taranto
Head of Technical
Services



Kara Gallagher,
Administrative Assistant

Meet the Staff of Abbot Public Library

Youth and Adult Services:
Marcia Cannon, Children's Librarian
Lauren Hext, Young Adult Librarian
Elena Minayev, Adult Librarian
Jan DePaolo, Children's Senior Library Assistant
Laurie Bayramian, Children's Library Assistant



Elena Minayev,
Adult Librarian



Lauren Hext,
Young Adult Librarian



Marcia Cannon,
Children's Librarian

Jan DePaolo,
Children's Senior Library
Assistant



Laurie Bayramian,
Children's Assistant

Meet the Staff of Abbot Public Library

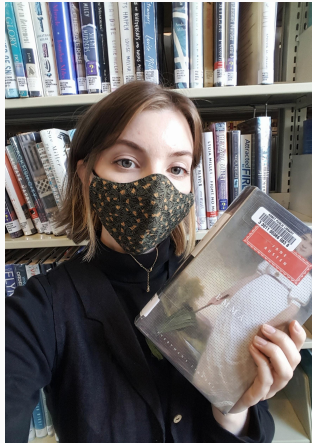
Technical Services:

Amber Santman, Adult Media Services

Amanda LeBlanc, Senior Technical Assistant

Veronica Rodgers, Technician

Sage Frankenstein, Processing Assistant



Amber Santman,
Adult Media Services



Veronica Rodgers,
Technician

Programs, Publicity, Social Media and Volunteer Services:



Cassandra "Sandy" Sprague, Program and
Volunteer Coordinator

Meet the Staff of Abbot Public Library

Circulation

Jeremy Mele, Circulation Coordinator

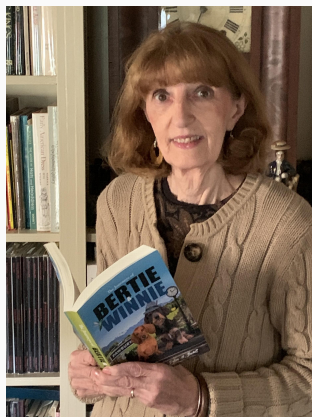
Carole Brindamour, Senior Assistant

Joan Kessel, Senior Assistant

Anna Seliger, Assistant



Jeremy Mele,
Circulation Coordinator



Carole Brindamour,
Senior Assistant



Joan Kessel,
Senior Assistant



Anna Seliger,
Assistant

Pages

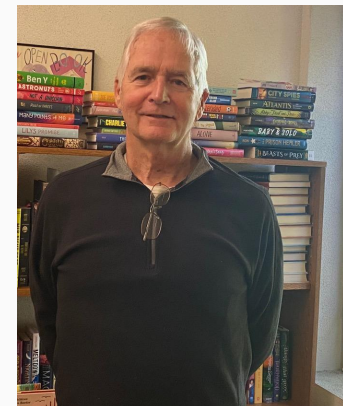
Sage Frankenstein

Kira Goldman

David McMenimen

Joshua Slater

Maintenance



Dick Leahy,
Custodian

- Early literacy programs - storytime, music, yoga
- School age programs - book discussion and crafts
- School outreach
- Teen programs
- Adult programs
- Reference and Research
- Meeting Room Space
- WiFi
- Public Computers
- Interlibrary Loan



Reading to Dogs program

Order Processing

Best sellers, award-winning titles, and items of interest to Marblehead patrons are selected and purchased from various vendors.

Staff select materials based off of reviews and other criteria, create lists, and purchase materials.

Materials are then received, barcoded, labeled and cataloged by subject and genre and entered into the online catalog so they can be requested by patrons.

Digital ebooks and audiobooks are purchased to be made available in our Overdrive catalog.



Print Collections

Materials can be found in the NOBLE catalog:

Fiction (available in regular print and large print for adult collections)

- Mystery/Crime
- Suspense/Thriller
- Historical Fiction
- Romance
- Fantasy
- Horror
- Science Fiction
- Graphic Novels & Manga
- Young Adult & Children's

Nonfiction (available in regular and large print for adult collections)

- Biographies and memoirs
- Historical nonfiction
- Travel guides
- Cookbooks
- Self-help
- Humor and commentary
- How-to manuals
- Magazines
- Young Adult & Children's

DVDs

- Feature films
- TV series
- Nonfiction

Books on CD

- Fiction titles
- Nonfiction titles
- Language Learning

Playaways

Music CDs

Special Collections

Special Collections

- Parent/Teacher collections
- Children's foreign language books
- Holiday books
- Books for learning to read
- Marblehead local history (includes high school yearbooks)
- Nautical historical periodicals
- Newspapers and historical newspapers
- Book club kits



Digital Collections

Materials can be found in the NOBLE catalog:

Digital Collections

Our digital collections can be accessed using our Overdrive, Libby, and Hoopla desktop and mobile apps.

- Overdrive offers ebooks, audiobooks, magazines, Great Courses and Indie Flix.
- Libby offers ebooks, audiobooks, and magazines.
- Hoopla offers ebooks, audiobooks, TV series, movies, and graphic novels.

Digitized archives of the Marblehead Reporter and Marblehead Messenger dating back to 1871 can be found at <https://abbotlibrary.org/digital-micro-film/>

Digital resources can be found using the databases we subscribe to here <https://abbotlibrary.org/resources/digital-resources/> including Consumer Reports, NoveList for books and series information, Value Line, Morningstar, Reference USA for directory assistance, Ancestry, and more.





NOBLE

North of Boston Library Exchange

- A cooperative effort of 25 area member libraries founded to improve library service through automation. This includes 17 public library members, 6 academic libraries and 1 special library.
- NOBLE was the first automated resource sharing network in Massachusetts and the first on the Internet. Since its founding over thirty years ago, NOBLE has cost-effectively improved service to its libraries and their users through technology.
- In addition to managing and adding value to a shared library automation system, services have grown to include shared electronic resources – online periodical databases, downloadable audiobooks and e-books and a digital library. NOBLE also provides a gateway to other Internet resources and resources provided by the Massachusetts Board of Library Commissioners and the Massachusetts Library System.

Meeting Rooms

Room rental

Abbot Public Library offers space in its large Meeting Room during public service hours for use by non-profit groups and organizations for meetings that are educational, cultural or civic in nature.

The lower level Meeting Room accommodates 100 chairs and has an audiovisual system, a movable podium and a wall-mounted projection screen. Kitchen facilities are available. The room rental fee is \$25.

To make a reservation, please complete a [Reservation Request Form](#) and send to mar@noblenet.org or drop off at the library. All reservations must be approved by the Director. Requests will be considered on a first-come, first-served basis and subject to the following procedures and guidelines. Library programs and events have priority for Meeting Room use.

The Marblehead Room and Secret Garden are available on request at the discretion of the Director. Fees to be determined.

Museum Pass Program

- The Boston Children's Museum
- The House of Seven Gables
- The Institute of Contemporary Art Boston
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Zoo New England
- Peabody Essex Museum

Sponsored by The Friends of Abbot Public Library



Museum of Science



Museum of Fine Arts Boston



New England Aquarium

Protecting the blue planet



Library of Things

- Chrome Books
- 4G Mobile Hotspots
- Book Club sets (Fiction and Nonfiction)
- And more!

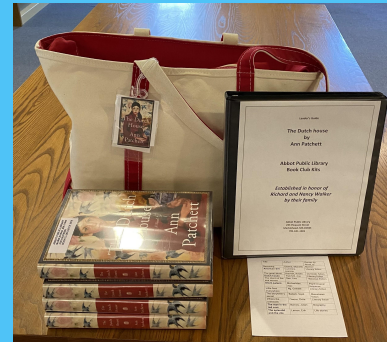
In development for release in late Fall 2021



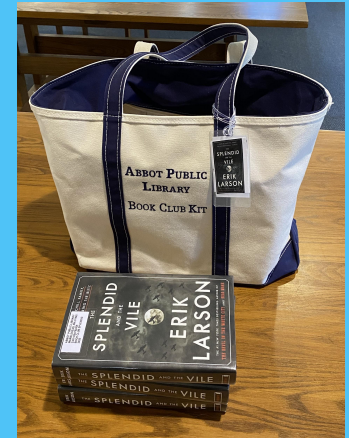
Chrome books



4G mobile hotspots



Book club sets: Fiction



Book club sets: Nonfiction

To do all of this we need space

Why choose the Coffin School?

The Coffin School offers flexible space for:

- Staff, storage and services
- Outdoor programming
- Parking

Benefits

All **building improvements will be beneficial for future use**, especially if the Town or School Committee designates another use for the space after the library moves back to Pleasant Street.

There would be **no cost to the school** department for any upgrades that we arrange.

We can **safely occupy a building** that would otherwise be empty and unused in a busy residential area.

There's **no risk** for the School Committee in this exchange. The library would pay for all of the upgrades.

Using the building would actually **save the Town renovation dollars**, since we would not be renting commercial space.

The School Committee would be **helping the library to provide continued service to the community** during the renovation.

Accessibility

Focus on ADA compliance:

- Add ramps on stairways to create access and mobility for people and book carts.
- Retrofit public restrooms to accommodate wheelchair access (may not be necessary to do a full renovation of the bathrooms).
- Renovate at least one entrance for wheelchair accommodation.



HVAC

Add stationary A/C units to control humidity (for book preservation) and temperature control. Decisions about this may affect how we need to address book storage.



Technology

Evaluate technology infrastructure to be sure we can set up connectivity with North of Boston Library Exchange (NOBLE) which manages our Integrated Library System (ILS) for cataloging and patron data.



Programs, Services and Shelving

- Use classroom areas for reading rooms, book and periodicals collections and computer use.
- Separate children's and teen areas
- Utilize existing children's library
- Moveable shelving
- Combine classrooms for larger spaces.
- Entrance to main level to be created - off parking lot.



Staff Space

- Set up the principal's office and nurse's office area to be used for the director's office and administrative staff.
- Select one of the classrooms for book processing and additional staff desks.
- If structurally sound, use hallways for book processing or collection browsing (with moveable shelving).



Design and Beautification

- Paint walls in staff and public areas, including bathrooms.
- Ask garden clubs to help with landscaping.
- Consider adding a deck on top of the blacktop play area near the area closest to the lower level entrance to create an outdoor programming area which would be great for storytime and playtime.



Photo: Driftwood Garden Club <https://driftwoodgardenclub.org/>

Contact

Kimberly Grad, Director

Abbot Public Library

kgrad@noblenet.org

781-631-1481



Tue, Nov 16, 2021 at 10:53 AM

From: OpenMeeting (AGO) <openmeeting@state.ma.us>
Date: Wed, Nov 10, 2021 at 4:57 PM
Subject: RE: Question
To: gold.sarah@marbleheadschoools.org <gold.sarah@marbleheadschoools.org>

Good afternoon,

Thank you for contacting the Division of Open Government. First, the Division interprets and enforces the Open Meeting Law only, so I cannot provide guidance with respect to any other laws.

The Open Meeting Law applies when a quorum of a public body communicates, including via serial communication that reaches a quorum of the public body, regarding any public business within the body's jurisdiction. If less than a quorum of a public body gathers, unless the public body members engage in serial communication, then the Open Meeting Law would not be implicated.

If you have additional questions, please feel free to contact us again.

Sincerely,

Elizabeth Carnes Flynn Pronouns:
she/her/hers Assistant Attorney
General Division of Open
Government
Massachusetts Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Hotline: 617-963-2540
openmeeting@state.ma.us
<https://www.mass.gov/the-open-meeting-law>

From: Sarah Gold <gold.sarah@marbleheadschoools.org>
Sent: Wednesday, November 10, 2021 8:31 AM
To: OpenMeeting {AGO} <OpenMeeting@MassMail.State.MA.US>
Subject: Question

Hello,

I am the chair of the Marblehead School Committee. We are a committee of 5. We are trying to find ways to engage more effectively with our constituency and are looking at the idea of holding regular "Coffee hour with the SC". We would have 2 Committee members present at these coffees. The members who would attend would change from coffee to coffee so that we would all be able to hear from community members. No decisions/commitments would be made. A summary could be provided to the Committee at a subsequent open meeting.

One of our members has raised a concern that 2 members can't be present for something like this because that would be breaking open meeting law. I am writing to clarify and understand whether we can do this without breaking any laws.

Thank you,
Sarah

On Wed, Nov 3, 2021 at 2:49 PM Emily DeWitt wrote:

Good afternoon Dr. Buckey,

We (personally and collectively) have been asking and corresponding for over a year for an in person meeting for parents to have the opportunity to ask and have questions answered : a "Q&A"

This request has gained mass momentum amongst our parent body purely because of the breadth of subject matter in direct contrast to the amount of opportunity given to us by you and our School Committee to openly address them.

"Public Comment" during SC Meetings are limited to a closed forum in which parents speak into a silent void. So many questions and concerns are asked, none ever answered.

It is unacceptable frankly.

Please give us the opportunity to have a conversation with parents whose aim is to amicably address our concerns in a group forum where transparent communication can occur by simply hearing and answering our questions and concerns.

This would not only show a sign of respect to the parent and student body, it would also quell the amount of disinformation that is currently circulating about so many subjects.

It may also bring to light areas of concern of which you are not aware of but would reflect positively on you for wanting to hear about?

Please consider that large groups have been assembled inside of many of our school buildings without being super spreader events. We have also met multiple times outdoors under the tents.

Give us a small chunk of your time to be heard please.
It's WAY overdue.

Thank you in advance for your consideration,
Emily & Don DeWitt