

# Marblehead High School



Daniel Bauer  
Principal

2 Humphrey Street  
Marblehead, Massachusetts 01945-2290  
(781) 639-3100  
(781) 639-3105 fax

Lynsey Page  
Assistant Principal

Michele Carlson  
Assistant Principal

Memo: Overnight Fieldtrip Requests for 2022-23  
Subject: Request for SC permission for overnight field trips – Boys & Girls Basketball Programs  
Date: 5/31/22  
From: Dan Bauer

We are requesting permission for an overnight fieldtrip for the MHS Boys & Girls programs.

## **MHS Boys' and Girls' Varsity Basketball Trip to Florida**

- **Location:** Orlando, Florida
- **Dates:** Sunday, December 18<sup>th</sup>, to Friday December 23<sup>rd</sup> – 6 days, 5 nights
- **Number Anticipated:** 14-15 Boys and 14-15 Girls
- **Cost:** \$2000-\$2500 person
- **Insurance:**
  - Accident and Medical Insurance- up \$5,000 per team for any accidental injury or COVID related illness
  - Refund Guarantee Protection (RGP) is 10% of the land package price. It guarantees a full refund minus the cost of the insurance if we wish to cancel up to 5 days prior to travel. The cost of RGP will be reduced from your payment prior to a refund being issued.
- **Fundraising:** We have several events/ideas in the works but we cannot/will not go forward until this is approved. There are several programs that KSA events has set up that will help offset the cost per student athlete.
- **Purpose of the Trip/Curriculum Connection:**
  - Compete against teams nationally
  - Team building
  - Build lifelong friendships
  - Build a strong program at MHS
  - Various opportunities for educational experiences as well as volunteer programs

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*Michele Carlson  
Assistant Principal*

Memo: Overnight Fieldtrip Requests for 2022-23

Subject: Request for SC permission for overnight field trips – Music & French programs

Date: 5/31/22

From: Dan Bauer

We are requesting permission for an overnight fieldtrips for French program and the Music program. Below is more information for each request.

## **School Committee Request for Travel to France April 2023 Requested by Mary Francois, MHS French Teacher**

1. LOCATION : The planned trip will start in Nice, France and then we fly to Paris and then we fly home.
2. DATES : The trip would be April 15-23rd, 2023. The night of Saturday, April 15th would be on the plane and the plane home is on Sunday.
3. ANTICIPATED NUMBER TRAVELING : Based on a poll of interest to eligible rising juniors and seniors, there are 23 students interested. There is a free chaperone included for every 6 students registered. Mary Francois and Andrea West would be the main MHS chaperones.
4. COST : The trip costs \$4780 if families register before July 1st. After July 1st, prices may go up and families lose the \$100 early sign-up discount. If families choose the highest insurance level, it would be another \$405 for a total of \$5185. This price is consistent with international educational trips. Through my experience and from researching reviews, I also trust this company to provide top hotels, restaurants and experiences. (Full program description with cost attached.)
5. TRAVEL INSURANCE : The highest level of insurance allows families to cancel for any reason and get a full refund along with the most enhanced coverage for trip delays, lost baggage, health coverage and program interruptions. The lowest level of insurance provides some refund for cancellation up to a certain point before travel. It provides some assistance for interrupted travel and travel delays and has a \$200 deductible for health costs. (Full insurance details attached.)
6. FUNDRAISING : I encourage students to participate in fundraising and I will organize fundraising activities for the group if students agree to participate.
7. CURRICULUM CONNECTION : Travel and being in a francophone speaking place is an essential part of our curriculum and offering these opportunities is a part of our state frameworks. I chose this

particular trip because of the enhanced language and cultural experiences. It is a “language immersion” trip which means the tour guide will speak in French and we will have mini lessons for the day based on the location and activities. Students are encouraged to speak in French as much as possible. There are also cultural experiences included such as a theater show, pétanque game, visiting a high school and a dinner hosted in local families’ homes.

**MHS Music - Disney Trip**  
**April 2023**  
**Encore Tours - Music Division of ACIS Travel**

- Location - Orlando, FL. Disney
- Dates - April 14-18, 2023 (5 days, 4 nights) - Friday to Tuesday
- Number anticipated traveling: 45-85 students. Open to over 100 students
- Cost - \$2199-\$2299 (includes 1:10 free trip prorated for directors/chaperones)
  - Minimum of 30 paying participants \$2299
  - Minimum of 40 paying participants \$2249
  - Minimum of 50 paying participants \$2199
- Travel insurance
  - Encore Tours and our parent company ACIS carry a \$50 million general liability insurance policy to protect our groups. In addition, as an Active Member of the United States Tour Operators Association (USTOA), we post a \$1 million indemnity bond as part of USTOA’s Travelers Assistance Program.
  - All Encore participants travel with an automatic \$15,000 health protection plan.
  - All participants have the option to augment this basic insurance, doubling or tripling the health coverage, and providing additional pre-departure cancellation protection.
  - The group leader and all assistants traveling under the free trip prorated are automatically upgraded to the Ultimate Protection Plan for the best coverage possible.
  - Ultimate Plan is \$25 extra per day (\$125 total) and includes ***Cancel for Any Reason. Will recommend all students choose this option***
    - \$50,000 health coverage - no deductible
    - \$1,500 trip interruption
    - \$200-\$1,000 for baggage delay/loss
    - \$1,000 - instrument coverage (if stolen)
    - \$150/day - travel delay expenses if longer than 12 hours
    - *Cancel for Any Reason includes full refund* (less cost of insurance plan)
- Fundraising
  - Includes free trip fundraiser through Tour Company. They donate \$1000 airline voucher. We make a raffle for the voucher
  - FoPA will also assist with various other fundraisers.
  - FoPA, PA Dept and MHS Admin will work with financial aid requests so no student is denied this trip
- Purpose of trip and/or curriculum connection
  - Build camaraderie amongst music ensembles
  - Make new friends, relationships
  - Enrollment, retention, recruitment tool
  - Perform in prestigious venue
  - Workshop and masterclass with world class performers at Disney Studios

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Assistant Principal*

Memo: Forever Fan Project – Piper Field  
Subject: Request to Approve Forever Fan Project  
Date: 6/2/22  
From: Dan Bauer

We are requesting approval for the Forever Fan project at Piper Field. The Forever Fan section the seating area adjacent to the parking area and the visitor stands. This project was developed several years ago, but recently has regained interest with adding a memorial to James Galante.

Key components of the project.

- Upgrade entry to Piper Field
- Outdoor Classroom Space
- Improve Forever Fan seating area
- Landscaping
- Tribute to James Galante

Boosters will be involved with coordination of the project as well as fundraising. Many have volunteered services for the project and working to confirm. In addition the Class of 2022 is willing to dedicate their class gift to this project.

The benefits of this project will be to upgrade and beautify the entrance to Piper Field and the Forever Fan area. In addition, a memorial to James Galante.

Thank you for your consideration.



MARBLEHEAD  
PUBLIC SCHOOLS

**Superintendent**  
**John J Buckey, Ed.D.**  
9 Widger Road,  
Marblehead, MA 01945  
phone: 781.639.3140 x10114  
fax: 781.639.3149

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**To:** Marblehead School Committee  
**From:** John J. Buckey  
**Re:** Superintendent Updates  
**Date:** June 20, 2022

These are the general updates that I will share with the Committee:

1. Stipend Update **II-E-1**
2. Leadership Retreat **IV-D-2**
  - a. Dates - August 2-3-4
  - b. Endicott College
  - c. Professional Development
    - i. TAT Process **II-A-3, II-A-4**
    - ii. MTSS **I-B-3**
    - iii. Data Informed Decisions **I-E-1**
    - iv. PD Calendar **IV-D-1**
    - v. Handbooks **II-A-1**
    - vi. Technology - District Calendar **III-A-2**
    - vii. Human Resources **II-B-1**
    - viii. Student Services **I-B-3**
3. MAPT Bus Audit **I-E-1, II-A-1, II-A-2**
  - a. Commendations
  - b. Data
  - c. Findings
  - d. Recommendations
  - e. Appendices - job descriptions, sample policies, templates
  - f. Next Steps
    - i. Presentation at the Summer Retreat

**FY 23 Clerks' Salary and Benefits**  
**(As recommended to School Committee on June 2, 2022)**

**School Committee Policy - File GDA**

***Support Staff Contracts and Compensation Plans  
(GDA)***

In establishing salaries and salary schedules for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of the School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

***Support Staff Fringe Benefits (GDA)***

Benefits in addition to basic salary are recognized by the School Committee as an integral part of the total compensation plan for staff members. The benefits extended to regular full-time support staff members will be designed to promote their economic security and will include a comprehensive health insurance program.

Certain fringe benefits are established through negotiations with employee bargaining units. Because the Committee wishes to be fair with all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted to employees in similar positions that are covered by a negotiated agreement.

***School Secretarial/Clerk Salary Increases: 2.0% effective July 1, 2022***

Past practice has been to grant salary increases for non-union school clerks, secretaries and other positions that are not part of a union, administrative, or individual contract, including school building secretaries, accounts payable clerk, payroll positions. The school clerks' salary table reflects a 2.0% salary increase across all group and step categories, effective July 1, 2022.

Step increases reflect annual continued employment progression from employee start date with the district. Below is the weekly school clerk group salary table inclusive of 2.0% increase effective July 1, 2022. These positions are non-exempt.

Groups by position:

Group 1:

High School Athletic Secretary/Clerk  
High School/Middle School Guidance Secretary/Clerk

Group 2:

Building Based Secretary/Clerk  
Student Services Secretary (school based)

Group 3:

Administrative Assistant to a Central Admin Director or Assistant Superintendent  
Human Resource Assistant  
Accounts Payable Clerk  
General Business Office Clerk  
Payroll Clerk  
Central Registrar/Receptionist

**Weekly pay:**

2022-2023 SCHOOL YEAR						
2% Increase effective July 1, 2022						
		STEP				
		1	2	3	4	5
GROUP	1	724.85	768.30	809.77	853.27	896.77
	2	820.12	869.81	919.31	965.05	1,009.56
	3	913.07	925.76	975.45	1,027.21	1,079.00

**Work Year**

School year or ten (10) month employees are expected to work 204 days in total which shall include five days prior to the start of the teacher's first day of school, five days following the teacher's last day of school, and 10 days additional days as mutually agreed upon. School year employees are not scheduled to work during school breaks; however, the 10 additional days may be worked during school breaks if mutually agreed upon with the direct supervisor.

**School Secretarial/Clerks Benefits**

The full and part time clerical and school year secretarial employees of the Marblehead Public Schools will be eligible for the following benefits. These benefits will be pro-rated for employees working less than the 52 weeks with the exception of longevity, for which continuous 52 week service is required. As stated in School Committee policy GDA, the School Committee seeks to establish benefits considered fair to all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted to employees in similar positions that are covered by a negotiated agreement.

***Sick Leave***

Full time 52 week employees shall be entitled to fifteen (15) sick days per calendar year, granted on July 1st, which may be accumulated from year to year up to a maximum of 180 days.

School year employees shall be entitled to ten (10) sick days per year, granted on July 1 which may be accumulated from year to year up to a maximum of 180 days.

***Vacations***

Full time 52 week employees shall be entitled to vacation leave as outlined below.

<u>Length of Service</u>	<u>Vacation Leave</u>
0-5 years	10 days
5+ years	15 days
10+ years	20 days
15+ years	25 days

Employees may carry over up to one half of the employee's earned vacation to be used during the first six months of the new year. Vacation carry-over shall not exceed 10 days.

School year or ten (10) month employees do not receive vacation days.

***Personal Days***

52 week clerical / secretarial staff shall be entitled to two (2) personal days per fiscal year personal leave shall be for personal, legal, household or family matters which cannot be scheduled other than during work hours. No personal days shall be requested to extend a holiday weekend or school vacation period without Superintendent approval for extenuating circumstances. Personal days cannot be accrued or carried forward to a new contract year. Personal days are subject to approval of the employee's Principal or department head.

***Holidays***

The following holidays are considered paid holidays for 52 week clerical/secretarial staff. School year or ten (10) month employees are not eligible for paid holidays. Any part-time 52 week employee will be prorated for days when they are normally scheduled to work.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Patriots Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Day

***Bereavement Leave***

In the event of the death of a spouse, child, parent, father-in-law, mother-in-law, brother, sister, grandparent, grandchild, stepchild, brother-in-law, sister-in-law, aunt, uncle, son-in-law, daughter-in-law, or person living in the immediate household, an employee shall be granted five (5) consecutive days leave, without loss of pay, for the purpose of arranging funeral services and/or attending said funeral. The day of the funeral shall be one of said five days.

***Jury Duty***

The School Committee recognizes its obligations under Massachusetts General Laws regarding juror/witness service.

***Family Leave***

The School Committee recognizes its obligations under the Family Medical Leave Act.

***Tuition Reimbursement***

The conditions under which an employee may receive tuition reimbursement shall be determined solely at the discretion of the Superintendent of Schools. School clerical / secretarial employees shall be reimbursed for costs incurred for tuition and books in taking courses, subject to the following conditions:

- a) The course(s) must be related to the employee's current job  
The taking of the course must be approved or required by the employee's department head
- b) The employee must satisfactorily complete the course(s)
- c) The maximum amount that an employee may be eligible for reimbursement per contract year shall be \$1,000.

***Longevity***

A School clerical / secretarial employee who has been employed for five consecutive years as a regular full time 52 week employee shall be paid longevity pay, in accordance with the following schedule. Longevity payment will be included in the employee's regular payroll check on the first regular payroll week of December that year with determination of eligibility to occur before the payroll period ahead of the longevity payment. Only those employed on the determination date and qualified by their consecutive years of service shall receive longevity for that calendar year.

Longevity Payment as follows:

<u>Length of Service</u>	<u>Amount</u>
Not less than 5 consecutive years	\$600
Not less than 10 consecutive years	\$700
Not less than 15 consecutive years	\$800
Not less than 20 consecutive years	\$900
Not less than 25 consecutive years	\$1,000
30 years and over	\$1,100

***Retirement***

The School Committee requests at least 30 days' notice of a planned retirement



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PUBLIC SCHOOLS

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

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MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta  
DATE: June 1, 2022  
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
22150	\$ 18,010.70
22173	\$ 15,164.00
22190	\$ 12,645.55
22191	\$ 13,921.54
22194	\$ 5,820.75
22198	\$ 175,500.66
22200	\$ 45,018.94
22202	\$ 3,801.80
22217	\$ 5,253.64
22219	\$ 17,068.31
TOTAL	\$ 312,205.89

Suggested Motion:

*Motion to approve the identified schedules of bills totaling \$312,205.89.*

## GRADUATION REQUIREMENTS

In order to graduate from Marblehead High School, a student must have earned at least 120 credits and complied with all state accountability requirements. Course requirements are the following:

Four years of English

Four years of Mathematics including completion of Algebra II ~~or an Integrated Math equivalent~~

Four years of lab-based Science which include biology, chemistry, and Physics ~~or Engineering~~

Four years of History/Social Science including World Cultures, Western Tradition, US History and Civics

Two years of ~~the same~~ Foreign Language

Four years of Wellness Education

One year of the Arts

Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses. For the total number of credits required please see the high school program of studies or student handbook.

Early Graduation: A student who has completed the courses required for graduation and who has earned sufficient credits for graduation by the end of his junior year may be graduated at the discretion of the Principal.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Marblehead High School.

SOURCE: MASC/Marblehead

*Marblehead Public Schools Approved 10/18/18*

TO: Massachusetts Association of School Committees

WHEREAS

The Commonwealth of Massachusetts has a long history of standing for civil rights, including advocacy for a bill of rights in the U.S. Constitution, and

WHEREAS

Massachusetts codified gender identity as a protected class in the 2011 Act Relative to Gender Identity, and

WHEREAS

All children deserve a safe environment in which to grow up, and

WHEREAS

Some state governments are now criminalizing supportive medical care for trans individuals; moving to bar families from traveling to access such care, and otherwise violating the civil rights of trans children and their families, and

WHEREAS

The defense of the civil rights of the historically marginalized is contained within the first article of the Massachusetts Constitution's right of "seeking and obtaining their safety and happiness,"

THEREFORE the Massachusetts Association of School Committees call on the Great and General Court to join with other states in the passage of so-called "sanctuary" laws to ensure such children and their families have "the power of enjoying, in safety and tranquility, their natural rights and the blessings of life," as guaranteed by the Constitution of the Commonwealth.



May 27, 2022

Ms. Sarah Gold, Chair  
Ms. Emily Barron, Member  
Ms. Sara Fox, Member  
Mr. David Harris, Member  
Ms. Meagan Taylor, Member  
Marblehead School Committee

Dr. John Buckey, Superintendent of Schools  
9 Widger Rd.  
Marblehead, MA 01945

Dear School Committee and Supt. Buckey:

Marblehead Racial Justice Team is writing to let you know how MHS Team Harmony represented our School District excellently in their presentation at "Conversations on Race" May 16. The students were poised, conversant and well-prepared. Everything about the session came off so meaningfully for both the participants and the students; a student comment given humorously was that Team Harmony is not used to an older adult audience, so it was interesting for them in that way too. It is evident that Team Harmony advisor Ms. Candice Sliney is working with the group so ideally.

Together with the Diversity / Equity / Inclusion initiatives underway in the administration, utilization of Team Harmony to put forth a student presence is a great blend to move our School District forward.

Thank you to all involved.

Sincerely,

A handwritten signature in blue ink that reads "Cindy Tower".

Cindy Tower Loewen, Schools Action Team Co-lead  
[cdtloewen@aol.com](mailto:cdtloewen@aol.com)  
for Marblehead Racial Justice Team

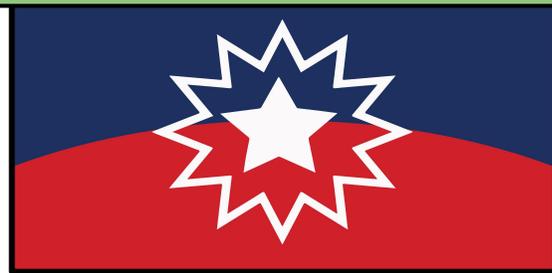
A handwritten signature in blue ink that reads "Louis Meyi".

Louis Meyi, Schools Action Team Co-lead  
[louismeyi47@verizon.net](mailto:louismeyi47@verizon.net)



# *Marblehead's Second Annual JUNETEENTH CELEBRATION!*

Join us as we raise the *JUNETEENTH FLAG*  
**WEDNESDAY, JUNE 8th**  
*Abbot Hall*



- ★ **FAMILY ACTIVITIES ON LAWN AT 4:30**
  - With Greg Coles Dance & Drum
- ★ **FLAG CEREMONY AT 5PM**

**Welcome:** Jackie Belf-Becker, Chair  
*Town of Marblehead Board of Selectmen*

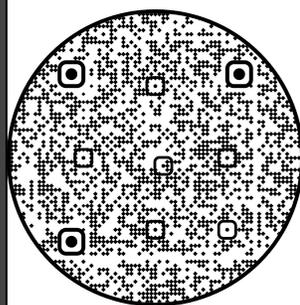
**Introduction:** Nicole McClain, President,  
*North Shore Juneteenth Association, Inc.*

**Poem:** Damilola Graciella Olabisi, Student  
*Veterans Middle School*

**Vision:** Marblehead High School Students

**Reflection:** Nikki Moore, Member Emeritus  
*Marblehead Racial Justice Team*

**“Lift Every Voice and Sing”:** Martina Campbell



**SCAN**  
for more  
**JUNETEENTH**  
info!

This event is organized by the **NORTHSHORE JUNETEENTH ASSOCIATION, Inc.**  
in collaboration with the **Town of Marblehead's Task Force Against Discrimination**