

**Record of the Marblehead School Committee-Retreat  
Tuesday July 19, 2022  
9:00am  
Brown School Front Office Conference Room  
40 Baldwin Rd.**

Zoom Recording ID: [https://marbleheadschoo-  
org.zoom.us/j/92276644630?pwd=b3ZPOHFTdk0vUESxK2dteTJtSVlaZz09](https://marbleheadschoo-<br/>org.zoom.us/j/92276644630?pwd=b3ZPOHFTdk0vUESxK2dteTJtSVlaZz09)

**Members Present:** Sarah Fox, Sarah Gold, Alison Taylor and Meagan Taylor

**Also:** John J. Buckey, Superintendent  
Nan Murphy, Assistant Superintendent  
Michelle Cresta, Director of Finance

**I. Initial Business**

- a. Call to Order  
Ms. Fox called the meeting to order at 9:06am.
- b. Public comment  
None

**II. Teaching and Learning Update**

Assistant Superintendent Nan Murphy provided an update from the Teaching and Learning Department. She shared information pertaining to the following:

- The approach being taken to address pandemic related learning loss
- Social emotional support during the summer months
- The assessment tools purchased to assist with student related data storage and progress monitoring
- Adjustments made to the building schedules which will be communicated out by building principals prior to the start of school
- Revisions made to the K-6<sup>th</sup> grade report cards which will be shared at the open houses
- Instructional coaches and their role in assisting with building a scope and sequence and professional development planning that will help educators to provide focused data driven targeted supports

**III. Open Meeting Law and Public Records Presentation-Attorney Colby Brunt**

Attorney Colby Brunt of Stoneman, Chandler & Miller LLP shared information with the committee focusing on open meeting law and public records requests. She provided case law examples to further explain specific scenarios. Topics for discussion included:

- The jurisdiction of the School Committee which focuses on policy and budget
- The need for open meeting and public record standards and accountability
- Examples of scenarios that may constitute an open meeting law violation
- Conference attendance, email and social media use considerations
- Reviewing public comment and correspondence policies along with procedural guidelines
- Records request compliance and situations when legal should provide guidance
- Meetings and minutes related compliance and the proper archival of minutes and Executive Session minutes.

**IV. Zero Based Budget Presentation-Michelle Cresta**

Assistant Superintendent of Finance and Operations, Michelle Cresta gave an overview of what a zero based budgeting approach would entail. It was explained that the process was created to justify costs based on need in every salary line. She further explained that the budgets would be set per each building and would not include a carry forward of staffing or salary lines. It was mentioned that the current staffing levels would not be adequate to support the time necessary to tackle a zero based budgeting approach. Ms. Cresta also provided recommendations for planning for the FY24 budgeting season including beginning the process in October while incorporating an intensive overview of staffing levels, which was last completed some time ago.

**V. Schedule of Bills**

Ms. Fox asked for a motion to approve the schedule of bills totaling \$873,683.75. The motion was moved by Ms. Gold and seconded by Ms. Taylor. The motion passes, 5-0 all in favor.

**VI. User and Lunch Fees**

Ms. Cresta noted that there would be no change to the user fees for the 22-23 school year. It was mentioned that the fee structure would be more closely examined in the coming year in consideration of budget planning.

It was explained that lunch fees had not been increased for a few years and the recommendation would be to increase lunch fees to account for increasing operating costs especially depending upon the decision of the government to continue or not with free meals. Prior to taking a vote, a discussion about rising food costs and the possibility of seeking out additional grants took place. Tiered meal plans were also discussed.

Ms. Fox asked for motion to approve student meal prices for the 2022-2023 school year as \$2.25 for breakfast for all schools, \$3.50 per lunch at Brown, Glover and Village, \$3.75 for lunch at Veterans, \$4.00 for lunch at the High School and \$5.25 for a premium lunch at the High School. The motion was moved by Ms. Gold and seconded by Ms. Barron. The motion passes, 5-0 all in favor.

**VII. Lunch Break**

A lunch recess took place from 12:01pm to 12:24pm.

**VIII. Finalize Massachusetts of School Committees (MASC) Conference Attendees**

After a brief discussion, it was decided that Superintendent Buckley and Assistant Superintendent, Nan Murphy along with committee members Emily Barron, Sarah Fox and Alison Taylor would attend the joint conference in November.

It was also decided that the first November meeting would be moved from Thursday November 3<sup>rd</sup> to Wednesday November 2<sup>nd</sup> to accommodate for conference conflicts.

**IX. Subcommittee and Liaisons Assignments**

The subcommittee and liaisons representatives for the 2022-2023 school year were agreed as listed.

Subcommittees:

Budget-Sarah Fox and Alison Taylor

Facilities-Sarah Fox and Alison Taylor  
Policy-Emily Barron and Sarah Gold

Liaisons:

METCO Liaison-Emily Barron  
SEPAC Liaison-Meaghan Taylor

Superintendent's Advisories:

Safety Advisory-Sarah Gold  
Health and Wellness Advisory-Emily Barron

It was also agreed that no committee members would be part of the school advisory councils going forward but could attend as a parent to remain informed.

**X. School Committee Stipend Positions and Streaming Meeting Discussion**

A discussion about continuing to hold hybrid meetings took place. It was explained that a stipend position would be required in order to continue to hold in person and virtual meetings. It was also noted that the equipment used during the 21-21 school year has since been moved to the Brown School so new equipment would need to be ordered for hybrid meetings to continue. A quote obtained to purchase the new equipment was shared by the Director of Technology and after a committee discussion, it was decided that more information would be shared at a future meeting to assist the committee with their decision to move forward with the proposals or not.

**XI. Superintendent Goal Setting and Evaluation Presentation and Discussion**

Ms. Dorothy Presser from MASC shared a presentation on the goal setting process noting that student achievement is the outcome of the process. It was mentioned that District goals should align with the goals of the school committee and administrators.

Focused topics for discussion included:

- The importance of progress monitoring
- Utilizing the SMART goal process
- Ensuring goals are linked to budget and policy

A discussion about the Plan for Success took place and committee members voiced the need for more information to be shared with the community and the best way to communicate the information out.

Superintendent Buckey mentioned that more work would be done at the leadership retreat focusing on initiatives and it was recommended by MASC that a mid-year summary be shared with the District.

Further information about evaluating the Superintendent was shared. It was noted that evaluations were completed to ensure progress monitoring and accountability along with being required by DESE. A 5 step cycle process was presented and recommended when evaluating under the four delineated standards. Although no formal vote was taken, it was decided that a separate folder within the drive for the committee be created to organize all of the Superintendent's documents pertaining to his goals and evaluation. It was recommended that the protocols for creating the summative be set and agreed upon prior to the summative being compiled. It was clarified that the summative evaluation consists of the majority view of the committee.

Prior to adjourning the meeting, it was mentioned that committee protocols would be reviewed at an off cycle August workshop after the newest member completed the Charting the Course training.

**XII. Closing Business**

- a. New Business  
None
- b. Correspondence
- c. None
- d. Adjournment  
Ms. Fox adjourned the meeting at 2:56pm

Materials Included:

Legal Presentation Materials  
Zero Based Budgeting Documents  
Schedule of Bills  
School Meal Prices Documents  
November Joint Conference Dates  
Subcommittee and Liaisons Document  
Technology Quote for School Committee Meeting Equipment  
Operating Protocols

*Respectfully Submitted,  
Lisa Dimier, Secretary  
Marblehead School Committee*

*Approved September 22, 2022*