



DATE POSTED:  
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 TOWN CLERK  
 2023 DEC 19 PM 3: 32

**MEETING NOTICE**

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

**Marblehead School Committee**

Name of Board or Committee

Address: Marblehead High School – Library at 2 Humphry St. Marblehead MA 01945

**OR**

Zoom Conference join via the web link or Dial in

<https://marbleheadschoools-org.zoom.us/j/99975493631?pwd=Y0pHWVM2YitBZXN0U2ZyTk1OMzh4dz09>

Meeting ID: 999 7549 3631

Password: 873255

Dial in Phone #1 646 931 3860

<b>Thursday</b>	<b>December</b>	<b>21st</b>	<b>2023</b>	<b>7:00 pm</b>
Day of Week	Month	Date	Year	Time

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

- I. Initial Business
  - a. Call to Order
  - b. Commendations
  - c. Public Comment
  
- II. District Updates – Dr Theresa McGuinness
  - a. FY25 budget status update
  
- III. Consent Action and Agenda Items
  - a. Schedule of Bills (vote)
  - b. Approval of Minutes (vote)
  
- IV. School Committee Communication and Discussion Items
  - a. MEA Letter received
  - b. Audit of Polices and Policy implementation-support services and school safety (vote)
  - c. Subcommittee and Liaison Updates and discussion
  
- V. Closing Business
  - a. New Business- School Committee Announcements and Requests
  - b. Correspondence
  
- VI. Motion and vote to meet in Executive Session pursuant to Massachusetts General Laws chapter 30A, Section 12(a) for purpose (1), to discuss complaints raised by the Marblehead Education Association in their December 14, 2023 letter against Student Services staff.

Executive Session 8:00 pm

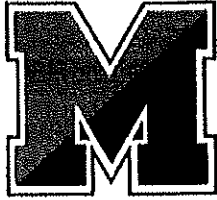
The Marblehead School Committee will be entering Executive Session pursuant to Massachusetts General Laws chapter 30A, Section 12(a) for purpose (1), to discuss complaints raised by the Marblehead Education

Association in their December 14, 2023 letter against Student Services staff with the intent not to return to open session.

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at 2 Humphrey St. Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

**THIS AGENDA IS SUBJECT TO CHANGE**

**Chairperson:** Sarah Fox  
**Posted by:** Sarah Fox  
**Date:** 12/19/2023



# Marblehead Public Schools

9 Widgee Road  
Marblehead, Massachusetts 01945  
Phone: (781) 639-314

**Dr. Theresa B. McGuinness**  
*Interim Superintendent of Schools*

**Ms. Julia Ferreira**  
*Assistant Superintendent of  
Teaching & Learning*

**Ms. Michelle Cresta**  
*Assistant Superintendent of  
Finance & Operations*

**Dr. Paula Donnelly**  
*Director of Student Services*

## Memorandum

**To:** Marblehead School Committee  
**From:** Theresa B. McGuinness, Ed.D, Interim Superintendent  
**RE:** Superintendent's Updates  
**Date:** December 21, 2023

### FY25 Budget Process

Budget packets are being submitted to the Business Office and we have scheduled meetings this week to review budget requests with individual Principals and Directors. The budget managers in the district have been meeting and working to re-evaluate each expense line and advocate for needed funding that aligns to the MPS Plan for Success/School Improvement Plans. The town has requested each department to produce two budgets this year. One request is for a *level services budget* where the same level of services will be provided and the budget amount will increase. The second budget is a *reduced services budget*, which would require us to keep our costs aligned to the current level of funding of \$44.8 million under the fiscal year 2024 budget. Budget books are expected to be distributed to the School Committee by January 12th, 2024. The final budget request(s) will be recommended to the School Committee for consideration. Budget managers were instructed to examine data with their school leadership/department teams.

- Examine Data: Both *Academic* (ex. MCAS, i-Ready, literacy, SAT, AP, etc.) & *Social-Emotional-Behavioral* (Surveys, discipline records/trends, mental health needs, Responsive Classroom/Second Step, etc.); Capital Budget Needs
- Reference/Align with MPS Plan for Success
- Reference/Align with School Improvement Plans/Goals
- Review Your FY24 Expenditures: Search for potential efficiencies

MPS FY25 Budget Calendar <i>As of December 19, 2023</i>	
11/13/23	FY25 level services budget estimate to Town (for budget planning purposes) ✓
11/16/23	Budget Packets distributed to Principals and Directors ✓
12/18/23	Budget Packets due to Business Office ✓
12/18/23	

thru 12/22/23	Principals & Directors review budgets with Supt & Asst Supts ✓
01/12/24	Budget binders available
1/15/24-2/16/24	Admin Council to work through budget changes
TBD	Budget Presentations to SC (2 nights)
1/24/24	State of the town presentation
Feb 2024	Finance Committee liaison meetings
3/25/24 or 4/1/24	Finance Committee Budget Hearing
4/8/24	Finance Committee Warrant Hearing
5/6/24	Town Meeting

#### Interim Superintendent's Statement - December 7, 2023 School Committee Meeting

- Here is a copy of [the statement](#) that I read at the December 7, 2023 School Committee Meeting.

#### Active Shooter Training at Marblehead High School

Fire Chief, Jason Gilliland, coordinated and MPS hosted an active shooter training at Marblehead High School on Saturday December 9<sup>th</sup>. This training will run for four consecutive Saturdays. You may recall that MPS hosted in past years at the Coffin School. The training involves fire department personnel conducting rescue scenarios, functioning as a Rescue Task Forces (RTFs). The responsibility of a Rescue Task Forces is to treat and extricate victims from within the active warm zones, using intelligence from forward contact teams or information provided from the unified command post.

#### Glover School Interim Principal Updates

We've started the search for an Interim Principal at Glover Elementary School who is slated to begin after the winter holidays for the duration of Principal Doran's leave of absence, which is undefined at this time. Our Human Resources Manager, Kelly Ferretti, is facilitating interviews with two very qualified candidates on Wednesday, December 20<sup>th</sup>. The first round interview team includes three Glover teachers, a Glover parent, the Glover Acting Principal, and the HR Manager. The second round is with the Interim Superintendent. We plan to have a decision and transition plan in place as soon as possible.

#### Additional Glover School Updates

**Third-Party Administrative Review** - The firm Comprehensive Investigations and Consulting (CIC), led by former Massachusetts Secretary of Public Safety and Security Daniel Bennett and former Massachusetts State Police Colonel Kerry Gilpin has signed a contract with the Marblehead Public Schools to conduct the administrative review. We initiated an independent investigation to ensure employee conduct complies with our rules and policies, and protects students. The review will focus on Marblehead Public Schools' processes and protocols around the use of restraints on students, and as part of the review, CIC will involve a qualified subject matter expert in the field of state and federal statutes governing physical restraint in public schools and special education law. As previously communicated, during the review process, four staff members at Glover School are on

temporary paid administrative leave. This is not a punitive action, but it is necessary during this process. Additional information will be released as it becomes available.

MEA's Declaration of No Confidence in District Student Services Leadership - We're amidst challenging times in the district that necessitate frequent and effective communication while problem-solving and continuously improving as a district. I respect the MEA deeply, and as indicated in every communication with the MEA, I look forward to working through specific concerns with the staff and MEA leadership. Here is my response to the MEA Co-Presidents on Friday, December 15, 2023. I will reassess new information as it becomes available.

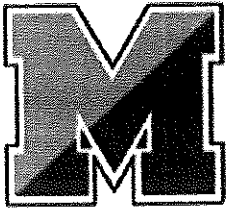
**Special Ed Services** - Special education administrators have a short-term plan to cover all students' services. Families were notified individually with specifics and with contact information for service providers.

**Recent Newsletter Message to the Glover School Community** - Here is a recent communication to our Glover School Parents and Staff providing requested information on student processes.

-  Glover School Updates to Parents and Staff - December 12, 2023.pdf

#### Notable Dates

- December 22                      Early release across the District
- December 25 - 29                No School, *December Break*
- January 2                           Students return to school



# Marblehead Public Schools

9 Widger Road  
Marblehead, Massachusetts 01945  
Phone: (781) 639-3140

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*Interim Superintendent of Schools*

**Ms. Julia Ferreira**  
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**Ms. Michelle Cresta**  
*Assistant Superintendent of  
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**Dr. Paula Donnelly**  
*Director of Student Services*

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## MEMORANDUM

TO: Marblehead School Committee  
FROM: Michelle Cresta  
DATE: December 21, 2023  
RE: Schedule of Bills for Approval

Included in this packet are the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive.

Schedule	Amount
24421	\$ 5,917.90
24427	\$ 1,646.00
24429	\$ 27,796.07
24430	\$ 9,547.78
24431	\$ 16,388.81
24437	\$ 39,287.85
24438	\$ 4,424.20
24440	\$ 40,064.48
24441	\$ 61,088.68
24447	\$ 7,906.15
24512	\$ 27,536.90
TOTAL	\$ 241,604.82

### Suggested Motion:

*Motion to approve the identified schedules of bills totaling \$241,604.82.*