

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 Humphrey 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

Thursday	June	6th	2024	7:00 pm
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
 - d. Student Representative
- II. District Updates – Dr Theresa McGuinness
 - a. Village School Principal
 - b. School Improvement Plans – Marblehead High School and Veteran's Middle School (vote)
 - c. District and School Support Staff Classification Plan (vote)
- III. Consent Action and Agenda Items
 - a. Schedule of Bills
 - b. Approval of Minutes (vote)
- IV. School Committee Communication and Discussion Items
 - a. Interim Superintendent (vote)
 - b. Memorandum of Understanding Recreation and Parks (vote)
 - c. Memorandum of Understanding Essex Tech (vote)
 - d. Special Education Program Review Contract (vote)
 - e. Owner Project Manager Contract for Marblehead High School Roof Replacement (vote)
 - f. Communications Survey Presentation
 - g. Subcommittee and Liaison Updates and discussions
- V. Closing Business
 - a. New Business- School Committee Announcements and Requests
 - b. Correspondence

- VI. . Motion and vote to meet in executive session pursuant to Mass. General Laws chapter 30A section 21(a) Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Marblehead Education Association Unit A, Unit Permanent Substitutes, Unit Tutors, Unit Paraprofessionals, and Unit Custodians because an open discussion may have a detrimental effect on the bargaining position of the Committee with the intent not to return to open session.

Chair's Statement following roll call vote on the motion:

The Committee will now be meeting in executive session pursuant to Massachusetts General Laws chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Marblehead Education Association Unit A, Unit Permanent Substitutes, Unit Tutors, Unit Paraprofessionals, and Unit Custodians because an open discussion may have a detrimental effect on the bargaining position of the Committee with the intent not to return to open session.

VII. Executive Session

Strategy discussion with respect to and in in preparation for collective bargaining with the Marblehead Education Association Unit A, Unit Permanent Substitutes, Unit Tutors, Unit Paraprofessionals, and Unit Custodians.

Adjournment

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: 6/4/2024

Marblehead High School

School Improvement Plan

2024-2025



Focus Area	Teaching & Learning
District Strategic Objective	Fully align teaching and Learning, Pre k -12 with our multi-tiered system of supports (MTSS) framework to ensure all students meet or exceed academic & social-emotional learning expectations.
District Strategic Initiative(s)	1.1 Develop consistent systems, common assessments, and process for data inquiry & analysis to support instructional excellence and student growth 1.2 Expand and refine instruction to ensure the taught curriculum is consistent and Equitable for all students.
School Based Goal	MHS will prepare for the NEASC collaborative visit. MHS will create a team consisting of educators and administrators who will oversee the process of fulfilling the requirements for continued NEASC accreditation.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed
Present work completed during 2023-2024 school year from Vision of the Graduate PFS PLC team.	Present to faculty and staff Share comment codes created to report out to families	MHS Admin and Vision of the Graduate PFS PLC	August 2024	Google Slide Presentation Template and exemplar
Create a NEASC Collaborative Conference visit team.	Create a PLC team of educators who will serve on a committee to prepare for the NEASC Collaborative Conference Visit in the Spring of 2025 or Fall of 2025	MHS Admin Team, Lead Teachers, Faculty	August 2024 - May 2025	Meeting Time
Implement the Vision of the Graduate	Report Card Comments that align with Competencies from the Vision of the Graduate	Faculty, MHS Admin, Lead Teachers	September 2024 - May 2025	Provide time in PLC & SIP Meetings Progress Monitoring - LT Meetings

Focus Area	Teaching & Learning
District Strategic Objective	Fully align teaching and Learning, Pre k -12 with our multi-tiered system of supports (MTSS) framework to ensure all students meet or exceed academic & social-emotional learning expectations.
District Strategic Initiative(s)	1.1 Develop consistent systems, common assessments, and process for data inquiry & analysis to support instructional excellence and student growth
School Based Goal	MHS will use Professional Learning Communities (PLCs) to facilitate vertical alignment meetings with MVMS that align with state standards, teaching practices, and assessments.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
MHS faculty will meet with MVMS faculty during the year to conduct data analysis, curriculum planning, and/ or hold assessment discussions.	Schedule collaborative meeting time with MVMS	MHS Admin, Lead teachers, Faculty	October 2024-May 2025	Provide time in PLC meetings	

Focus Area	Professional Culture
District Strategic Objective	Build, strengthen, & support educator capacity and well-being.
District Strategic Initiative(s)	T&L - 1.4 Provide professional development that supports educator development, including best practices for an inclusive curriculum. PC - 2.4 Develop & offer relevant, effective PD throughout the school system.
School Based Goal	MHS will provide professional learning opportunities to support educator development and include best practices.

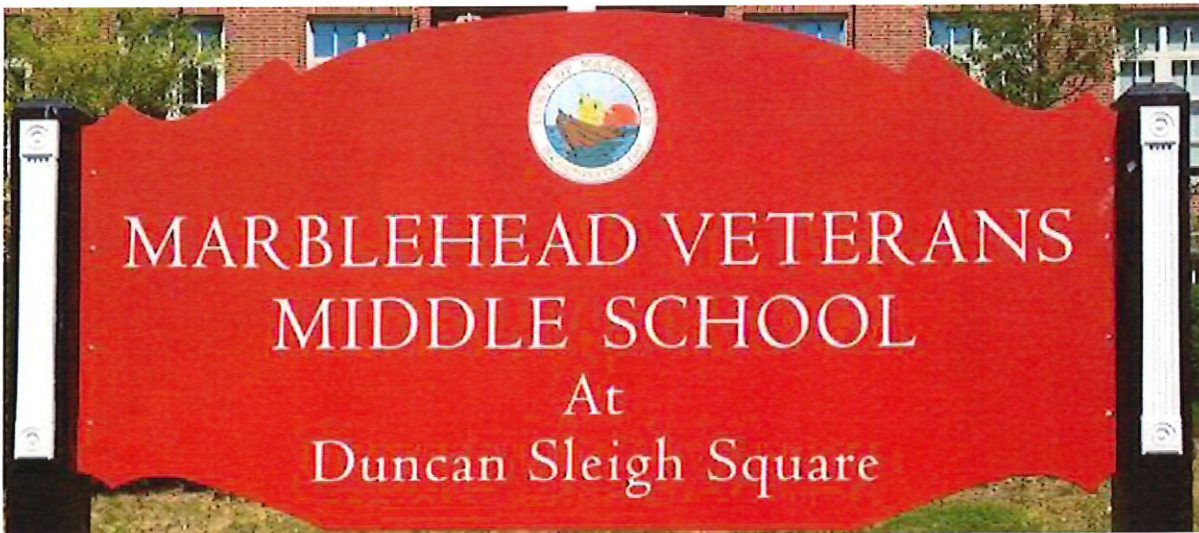
Improvement Strategies	Action Steps	Who	Timeline	Resources Needed
Survey faculty regarding PD opportunities	Create survey and survey faculty	MHS Admin Lead Teachers Faculty	September 2024	Meeting Time
Offer PD and observation opportunities to faculty	Identify staff needs for PD based on survey data Faculty will be given time to visit colleagues to observe instruction. Faculty members who have attended PD will share out during staff meetings	MHS Admin	October 2024- May 2025	Substitute Teachers Faculty Meeting Time Funding for PD

Focus Area	Diversity, Equity & Inclusion
Strategic Objective	Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
Strategic Initiative(s)	<p>3.3 Examine and work with culturally responsive experts to revise curriculum and assessment to provide equitable learning opportunities, resources, and materials that reflect all students.</p> <p>3.6 Identify, Create, & Evaluate practices to ensure all students have access to high quality educational opportunities</p> <p>3.8 Sustain and support DEI team</p>
School Based Goal	The School-based DEI Pfs PCL consisting of teachers, admin, social workers and school counselors and Department PLC's will convene to develop resources and exemplars for staff to incorporate culturally responsive practices into classroom instruction. Department PLC's will focus on reviewing and revising curriculum that reflects all students.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed
DEI Pfs PLC will create and administer a student survey.	<p>administer survey to students during a Magic Block</p> <p>Survey data will be reviewed during the Pfs PLC meeting and shared out with faculty.</p>	DEI Pfs PLC, MHS Admin, Teachers	September 2024- November 2025	<p>Pfs PLC meeting time</p> <p>Magic Block Time</p> <p>Faculty Meeting Time for presentation</p>
DEI Pfs PLC	Meet with the group the 3rd Wednesday meeting of each month to develop resources, strategies, and exemplars for staff to incorporate culturally responsive methods into classroom instruction	DEI Pfs PLC team	Ongoing Pfs PLC meetings	Pfs PLC meeting time
Creation of "Model Classrooms" and establish peer observations	Establish "model classrooms" and schedule times when staff can visit to see culturally responsive practices in action	DEI Pfs PLC, MHS Admin, Teachers	January 2024 to May 2025	<p>Peer observation organization</p> <p>Substitute teachers to cover classrooms</p>
Feedback from staff	Survey staff to collect data to determine possible next steps and ongoing needs.	DEI Pfs PLC Teachers	May 2025	Survey for staff

Marblehead Veterans Middle School

School Improvement Plan 2024 – 2025



Focus Area	Teaching & Learning
District Strategic Objective	Fully align teaching and Learning, Pre k -12 with our multi-tiered system of supports (MTSS) framework to ensure all students meet or exceed academic & social-emotional learning expectations.
District Strategic Initiative(s)	1.1 Develop consistent systems, common assessments, and process for data inquiry & analysis to support instructional excellence and student growth.
School Based Goal(s)	Using Professional Learning Communities (PLCs), the MVMS staff will facilitate multiple vertical alignment meetings with Village and MHS to align state standards, teaching practices, and assessments.

Improvement Strategies	Action Steps	Who is Responsible	Timeline	Resources Needed
MVMS staff will meet with Village and MHS staff 3-4 times throughout the year to conduct data analysis, curriculum planning, and/or hold assessment discussions.	Schedule collaborative meeting time with MHS and Village teachers	Administration Lead Teachers Teachers	October 2024 – May 2025	Time to collaborate within the PD calendar

Focus Area	Teaching & Learning
District Strategic Objective	Fully align teaching and Learning, Pre k -12 with our multi-tiered system of supports (MTSS) framework to ensure all students meet or exceed academic & social-emotional learning expectations.
District Strategic Initiative(s)	1.2 Expand & Refine instruction to ensure the taught curriculum is consistent and equitable for all students
School Based Goal(s)	The MVMS staff will complete and implement a social-emotional learning curriculum and schedule of events for the advisory period to increase student involvement and engagement.

Improvement Strategies	Action Steps	Who is Responsible	Timeline	Resources Needed
MVMS staff will complete an SEL curriculum for all advisories and a calendar of activities to increase engagement The curriculum and activities will be implemented	Two committees will meet throughout the school year first complete their work and evaluate the progress as the new curriculum and activities roll-out	Administration Lead Teachers Teachers	October 2024 – May 2025	Time to collaborate within the PD calendar

Focus Area	Teaching & Learning and Professional Culture
District Strategic Objective	Build, strengthen, & support educator capacity and well-being.
District Strategic Initiative(s)	T&L – 1.4 Provide professional development that supports educator development, including best practices for an inclusive curriculum. PC - 2.4 Develop & offer relevant, effective PD throughout the system.
School Based Goal(s)	To grow and improve our effective core instruction within our multi-tiered system of supports (MTSS) framework, 80% of the teachers at MVMS will visit at least one colleague's classroom to observe a tier 1 teaching strategy to apply to their own classroom.

Improvement Strategies	Action Steps	Who is Responsible	Timeline	Resources Needed
Using a staff approved peer observation tool, teachers will visit at least one colleague (with whom they do NOT plan) to observe a successful Tier 1 instructional strategy in action, and then implement that strategy in their own classroom.	Teachers will schedule peer observations, and coordinate coverage needs with building substitutes and administration	Administration Lead Teachers Teachers	October 2024 – May 2025	Building substitutes for coverage

Focus Area	Diversity, Equity & Inclusion
District Strategic Objective	Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
District Strategic Initiative(s)	3.3 Examine and work with culturally responsive experts to revise curriculum & assessments to provide equitable learning opportunities, resources, & materials that reflect all students
School Based Goal(s)	MVMS will analyze student input to evaluate our positive strategies to increase feelings of belonging and community for all our students, with the goal of implementing another student-belonging survey.

Improvement Strategies	Action Steps	Who is Responsible	Timeline	Resources Needed
<p>The DEI committee will revamp/revise a Spring 2023 student belonging survey.</p> <p>That updated survey will be given to our students to evaluate our efforts to create belonging through the curriculum, determining any additional school needs moving forward</p>	The committee will meet monthly with possible sub-committees to address/coordinate various subjects	Administration DEI Committee Lead Teachers	November 2024 – May 2025	None



Marblehead Public Schools

9 Widger 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. Patricia Bell
Interim Director of Student Services

MEMORANDUM

TO: Marblehead School Committee
FROM: Mary C. DeLai, Interim Consulting Director of Finance & Operations
Cc: Dr. Theresa McGuinness, Interim Superintendent
DATE: May 14, 2024 Revised June 5, 2024
SUBJECT: District and School Support Staff Classification Plan

Over the past few months, the district has been reviewing salary and compensation schedules for all employees, including non-aligned support staff. In prior years, the school committee has established a compensation and benefits schedule for certain “clerical” staff including building and department clerks and secretaries, and some central office support staff (Attachment A). This agreement currently covers 22 of the 35 district and school positions considered non-instructional support staff.

In an effort to ensure equity across non-aligned support staff positions, we are recommending the proposed expanded District and School Support Staff Classification Plan (Attachment B) to replace the current “Clerk’s Agreement”. We believe this revised plan offers a coherent and systematic approach to the classification **all** non-instructional school and district support staff positions. Position titles are based on general duties and responsibilities and positions are classified as non-exempt or exempt in accordance with DOL guidelines. Salaries are based on competitive market rates with increments based on years of service and experience. Benefits are substantially similar to those offered to represented employees as previously granted to clerical staff. The plan provides for annual adjustments to the compensation schedule based on the average cost of living adjustment (COLA) for represented employees.

The addendum to the plan lists all the support staff positions that would be covered by this plan. This list would be updated as requests for reclassification and/or new job descriptions are approved by the Committee. The positions in italics are roles for which we are proposing new job descriptions. These are referenced below.

Attachment C is an analysis of the impact of the proposed reclassification plan both for individual positions and for the FY2025 budget. The table includes current and proposed job titles. As the analysis shows, each employee would receive a minimum of 2.0% increase in FY2025. Some realignments or reclassifications result in greater increases as a result of the market rate adjustments. Overall, the proposed reclassification is within the budgeted amount for FY2025. The intent that any employee who

presently receives benefits that are greater than what is specified in this plan will be grandfathered at those existing levels. An example is vacation days with some existing employees being eligible for 25 days. Under the proposed plan, the maximum for covered employees would be 20 days. Any employee who is currently allowed 25 will continue to receive 25 days in the future.

Finally, as referenced above, we have also included six new job descriptions for which we are seeking approval as Attachment D. These include School Committee Clerk (newly defined as a separate part time role), Administrative Assistant to Human Resources (formerly Central Administration Clerk), ~~Administrative~~ Executive Assistant to Student Services (formerly Central Administration Clerk), Payroll and Benefits Coordinator (formerly Payroll and HR Clerk), Accounts Payable and Purchasing Specialist (formerly AP Clerk), and Transportation & Facilities Coordinator (formerly Administrative Assistant to Facilities).

Recommended Motion 1: Move to adopt the District and School Support Classification Plan as proposed by Marblehead Public Schools administration.

Recommended Motion 2: Move to approve the ~~four~~ six proposed job descriptions referenced above and attached as proposed by the Marblehead Public Schools administration.

Marblehead Public Schools
Support Staff Classification and Compensation Plan

Proposed: May 2024

Adopted:

Pursuant to Marblehead School Committee Policy GDA and GDB pertaining to support staff positions and compensation plans, this plan shall set forth the classification and compensation system for non-aligned support staff employed by the district. This plan establishes categories of support staff positions and corresponding compensation ranges based on the responsibilities of the role, the qualifications needed, and the level of supervision required and provided.

In accordance with Policy GDA, all support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description for the position. Positions shall be assigned to one of the following classification categories:

1. Clerk / Secretary
2. ~~Secretary~~ / Administrative Assistant
3. Specialist
4. Coordinator
5. Executive Assistant
6. Manager

General Duties and Responsibilities

Category	General Duties	Supervisory Responsibility
<i>Clerk / Secretary</i>	Clerical support including data entry, data processing, organization of information, electronic file management, reception, customer service. Performs routine duties on a regular schedule without specific direction. Seeks guidance and instruction before deviating from standard practice. <u>Expected to maintain confidentiality of student and staff information.</u>	No formal supervisory duties. May train, assist, and occasionally direct junior co-workers.

*Secretary/
Administrative
Assistant*

Higher level administrative support and accountability. Draft original correspondence, documents, and presentations. Provide guidance to school and departmental support staff. Broad base of knowledge of related standard procedures. Strong organizational skills. Supports a managerial ~~Confidential~~ position.

No formal supervisory duties. May train, assist, and occasionally direct peers or other junior co-workers.

Specialist

Support requires specialized knowledge in specific functional areas. Ability to solve problems and resolve unusual situations by using judgment, experience, and expertise. May seek guidance from supervisor as needed for clarification or exception to accepted policies.

No formal supervisory duties. May train, assist, and occasionally direct peers or other junior co-workers.

Coordinator

Responsible for coordinating major functional areas or programs, systems, and/or program staff. Direct accountability for results. High level of interaction with and support to constituents (employees, parents, students). Responsible for ensuring compliance with program requirements and district policy and procedure. Strong skill and experience in applying knowledge to operations and procedures. Ability to plan, monitor and evaluate work of others, including employees and contractors.

Directly supervisors 1-2 employees, coordinates district program(s) and/or program staff, or provides general direction to school and department staff. Trains and assigns tasks to a moderate number of employees. May participate in the hiring and review of specified employees. Is responsible for the activities and quality of work performed by a small to moderate number of employees.

*Executive
Assistant*

Highest level administrative support and accountability. Prepare confidential correspondence, documents, and presentations. Serve as liaison to the public and town officials. Provide guidance to school and department staff and administrators. Skill and experience applying knowledge to operations and procedures. Highly confidential position.

Provides general direction to school and departmental clerical staff. Trains and assigns tasks to a small number of employees. May participate in the hiring and review of specified employees. Not responsible for the quality of work of specified employees.

Manager

Responsible for managing major functional areas, programs, and/or program staff. Direct accountability for results and authority over operations under established policies and practices. High level of interaction with and support to constituents (employees, parents, students, vendors). Responsible for ensuring compliance with program requirements and district policy and procedure. Authority to make decisions related to program administration and design. Experience with hiring, firing, evaluating, training, mentoring, planning, and managing staff.

Trains, assigns, supervises, and has mid-level supervisory responsibility for the activities and quality of work of a moderate to large number of employees. Responsible for the hiring and performance evaluation of employees.

Initial employee compensation shall be determined based upon the established salary ranges included in this classification and compensation schedule below. For new hires, the specific rate of pay within the established range shall be determined by the Hiring Administrator with the approval of the Superintendent. Compensation amount shall be based on qualifications, experience, and other criteria deemed appropriate by the Superintendent.

Annually, the compensation schedule for support staff positions will be increased by the average cost of living adjustment (COLA) for all represented employees. Individual rates of pay shall be adjusted annually by the Superintendent within the ranges established in the compensation schedule as adopted by the School Committee. Should the administration feel a restructuring of the compensation schedule or classification plan is necessary, such changes will be brought to the School Committee for approval.

Should the school department identify the need to reclassify certain support staff positions, the Superintendent or his/her designee shall present a job description for the reclassified position to the School Committee for review and approval. The compensation for the position shall be based on the category to which the reclassified position is assigned.

Positions shall be designated as either full year or school year positions. 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 ten (10) additional days as mutually agreed upon between the employee and the supervisor. School year employees are not scheduled to work during school breaks; however, the ten (10) additional days may be worked during school breaks if mutually agreed upon with the direct supervisor.

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. 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.

All full and part time support staff employees will be eligible for paid leave benefits as outlined in the compensation and benefit schedule below. Benefits will be prorated for employees who work less than a full year or work part time.

Vacation Days: Only full year employees shall be entitled to paid vacation days. Eligible employees may carry over up to 10 unused vacation days into the subsequent year with the approval of the direct supervisor. Accrued days from prior years must be used within six months of the new year. Vacation days will be scheduled with the approval of the direct supervisor.

Personal Days: All MPS support staff positions shall be entitled to two (2) personal days per year. Personal days shall be used 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 supervisor.

Sick Days: Full year employees shall be eligible for 15 sick days per year, while school year employees are eligible for 10 sick days per year. Earned sick time may be used by an employee if they are ill or injured or have a routine medical appointment. It can also use earned sick time for an employee's child, spouse, parent, or spouse's parent for the same purposes. In addition, employee's may use earned sick time to deal with domestic violence involving themselves or their children. Employees may accrue sick days up to a maximum of 90 days.

Paid Holidays: The following holidays are considered paid holidays for 52-week support 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 scheduled to work.

New Year's Day

Labor Day

Indigenous Peoples Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

Independence Day

Martin Luther King, Jr. Day

President's Day

Patriots Day

Memorial Day

Juneteenth

Classification, compensation, and benefit schedule

Category	Wage Basis	Exempt / Non-Exempt	Group	Rate / Salary	Vacation Days (Full Year Only)	Tuition Reimbursement
<i>Clerk / Secretary</i>	Hourly	Non-Exempt	A (0-2 Years)	\$23.00		
			B (3-5 Years)	\$24.00	12 (Year 1 - 4)	\$500
			C (6-10 Years)	\$25.50	16 (Year 5 - 9)	
			D (11-15 Years)	\$26.75	20 (Years 10+)	
			E (16+ Years)	\$28.00		
<i>Secretary / Administrative Assistant</i>	Hourly	Non-Exempt	A (0-2 Years)	\$26.00		
			B (3-5 Years)	\$27.25	12 (Year 1 - 4)	\$500
			C (6-10 Years)	\$28.50	16 (Year 5 - 9)	
			D (11-15 Years)	\$30.75	20 (Years 10+)	
			E (16+ Years)	\$32.00		
<i>Specialist</i>	Hourly	Non-Exempt	A (0-2 Years)	\$28.00		
			B (3-5 Years)	\$29.50	12 (Year 1 - 4)	\$750
			C (6-10 Years)	\$31.25	16 (Year 5 - 9)	
			D (11-15 Years)	\$32.50	20 (Years 10+)	

			E (16+ Years)	\$34.00		
<i>Coordinator</i>	Salary	Exempt	N/A	\$65,000 - \$80,000		\$1,000
					16 (Years 1 - 9) 20 (Years 10 +)	
<i>Executive Assistant</i>	Salary	Exempt	N/A	\$75,000 - \$90,000		\$750
<i>Manager</i>	Salary	Exempt	N/A	\$85,000 - \$100,000	16 (Years 1 - 5) 20 (Years 5 - 9) 25 (Years 10+)	\$1,500

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 up to 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.

Longevity: Support staff employees who have 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.

Annual Longevity Payment Schedule

Length of Service	Amount
After 5 consecutive years	\$600
After 10 consecutive years	\$700
After 15 consecutive years	\$800
After 20 consecutive years	\$900
After 25 consecutive years	\$1,000
After 30 consecutive years	\$1,100

Addendum

Support Staff Positions Covered by Plan

Proposed: May 2024

Adopted:

- *School Committee Clerk*
- Executive Assistant to the Superintendent
- *Administrative Assistant to Human Resources*
- ~~*Administrative*~~ *Executive Assistant to Student Services*
- *Payroll and Benefits Coordinator*
- *Accounts Payable and Purchasing Specialist*
- *Transportation & Facilities Coordinator*
- Assistant Business Manager
- HR Manager
- Data Specialist
- Network Coordinator
- Computer Support Specialists
- Principal Secretary, Brown School
- School Clerk, Brown School
- School Special Education ~~Clerk~~ Secretary, Brown School
- Principal Secretary, Glover School
- School Special Education ~~Clerk~~ Secretary, Glover School
- Principal Secretary, Village School
- School Clerk, Village School
- School Special Education ~~Clerk~~ Secretary, Village School
- Principal Secretary, Veterans Middle School
- School Clerk, Veterans Middle School
- School Special Education ~~Clerk~~ Secretary, Veterans Middle School
- Principal Secretary, High School
- School Clerk, High School
- School Special Education ~~Clerk~~ Secretary, High School
- Guidance Clerk, High School
- Security Monitors, High School

Marblehead Public Schools
District and School Support Staff Classification Plan
Impact Analysis

School / Department	Current Title	Proposed Titled	Proposed Category	24 Gr-St	24 FTE	Hours	Work Year	FY24 Cost	FY24 Rate	25 Group	25 FTE	Proposed Rate	FY25 Proposed Cost	FY25 Budget	Variance	% Change
BROWN SCHOOL	SECRETARY	School Clerk	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 53,753	\$ 25.74	Clerk - C		1.00	\$ 26.35	\$ 54,808	\$ 54,828	\$ 20	2.0%
BROWN SCHOOL	SECRETARY	Principal Secretary	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 54,553	\$ 25.74	Secretary - A		1.00	\$ 26.75	\$ 55,640	\$ 55,828	\$ 188	2.0%
BROWN SCHOOL	SPECIAL ED SECRETARY	Special Education Secretary	Clerk / Secretary	2-1	0.50	20 SCHOOL YEAR	\$ 9,200	\$ 20.91	Clerk - A		0.50	\$ 23.00	\$ 9,384	\$ 18,461	\$ 9,077	2.0%
DISTRICT	ACCTS PAYABLE CLERK	Accounts Payable and Purchasing Specialist	Specialist	3-5	1.00	40 YEAR ROUND	\$ 58,250	\$ 27.51	Specialist - B		1.00	\$ 29.50	\$ 61,360	\$ 59,399	\$ (1,961)	5.3%
DISTRICT	CENTRAL ADMINISTRATION CLERK	Administrative Assistant to Human Resources	Administrative Assistant	3-4	1.00	40 YEAR ROUND	\$ 54,693	\$ 26.19	Secretary - B		1.00	\$ 27.25	\$ 56,680	\$ 58,599	\$ 1,919	3.6%
DISTRICT	CENTRAL ADMINISTRATION CLERK	Executive Assistant to Executive Assistives	Executive Assistant	3-1	0.50	15 SCHOOL YEAR	\$ 14,247	\$ 23.28	Secretary - B		1.00	\$ 33.65	\$ 70,000	\$ 58,599	\$ (11,401)	391.3%
DISTRICT	HUMAN RESOURCE CLERK	(Combined with Payroll Coordinator)			0.40	16 YEAR ROUND	\$ 21,877	\$ 26.29			0.00	\$ -	\$ -	\$ -	\$ -	
DISTRICT	PAYROLL CLERK	Payroll & Benefits Coordinator	Coordinator	3-4	0.60	24 YEAR ROUND	\$ 32,816	\$ 26.19	Coordinator		1.00	\$ 31.25	\$ 65,000	\$ 58,599	\$ (6,401)	18.8%
DISTRICT	REGISTRAR	(Duties Reassigned)		3-3	0.25	10 YEAR ROUND	\$ 12,934	\$ 24.87			0.00	\$ -	\$ -	\$ 13,947	\$ 13,947	
GLOVER SCHOOL	SECRETARY	Principal Secretary	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 53,753	\$ 25.74	Secretary - A		1.00	\$ 26.75	\$ 55,640	\$ 55,428	\$ (212)	3.5%
GLOVER SCHOOL	SPECIAL ED SECRETARY	Special Education Secretary	Clerk / Secretary	2-1	0.50	20 SCHOOL YEAR	\$ 9,200	\$ 20.91	Clerk - A		0.50	\$ 23.00	\$ 9,384	\$ 18,461	\$ 9,077	2.0%
HIGH SCHOOL	GUIDANCE SECRETARY	Guidance Clerk	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 47,748	\$ 25.74	Clerk - C		1.00	\$ 26.25	\$ 48,834	\$ 48,703	\$ (131)	2.3%
HIGH SCHOOL	SECRETARY	School Clerk	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 53,753	\$ 25.74	Clerk - C		1.00	\$ 26.35	\$ 54,808	\$ 54,828	\$ 20	2.0%
HIGH SCHOOL	SECRETARY	School Clerk	Clerk / Secretary	2-4	0.55	22.5 SCHOOL YEAR	\$ 21,594	\$ 24.61	Clerk - B		1.00	\$ 25.10	\$ 40,967	\$ 26,042	\$ (14,925)	89.7%
HIGH SCHOOL	SPECIAL ED SECRETARY	Principal Secretary	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 53,753	\$ 25.74	Secretary - A		1.00	\$ 26.35	\$ 54,808	\$ 54,828	\$ 20	2.0%
VETERANS MIDDLE SCHOOL	PRINCIPAL SECRETARY	Special Education Secretary	Clerk / Secretary	3-5	1.00	40 YEAR ROUND	\$ 58,030	\$ 27.51	Clerk - E		1.00	\$ 28.45	\$ 59,176	\$ 59,499	\$ 323	2.0%
VETERANS MIDDLE SCHOOL	SECRETARY	Principal Secretary	Clerk / Secretary	2-2	1.00	40 YEAR ROUND	\$ 46,134	\$ 22.18	Secretary - A		1.00	\$ 23.00	\$ 47,840	\$ 49,926	\$ 2,086	3.7%
VETERANS MIDDLE SCHOOL	SPECIAL ED SECRETARY	School Clerk	Clerk / Secretary	2-5	0.50	20 YEAR ROUND	\$ 26,876	\$ 25.74	Clerk - D		0.50	\$ 26.35	\$ 27,404	\$ 27,414	\$ 10	2.0%
VILLAGE SCHOOL	SECRETARY	Special Education Secretary	Clerk / Secretary	2-2	0.40	16 SCHOOL YEAR	\$ 7,807	\$ 22.18	Clerk - A		0.40	\$ 23.00	\$ 7,976	\$ 15,609	\$ 7,633	2.2%
VILLAGE SCHOOL	SECRETARY	Principal Secretary	Clerk / Secretary	2-5	1.00	40 YEAR ROUND	\$ 54,553	\$ 25.74	Secretary - C		1.00	\$ 26.75	\$ 55,640	\$ 55,828	\$ 188	2.0%
VILLAGE SCHOOL	SECRETARY	School Clerk	Clerk / Secretary	2-1	1.00	40 YEAR ROUND	\$ 43,667	\$ 20.91	Clerk - A		1.00	\$ 23.00	\$ 47,840	\$ 47,838	\$ (2)	9.6%
VILLAGE SCHOOL	SPECIAL ED SECRETARY	Special Education Secretary	Clerk / Secretary	2-2	0.60	16 SCHOOL YEAR	\$ 7,807	\$ 22.18	Clerk - A		0.60	\$ 23.00	\$ 7,976	\$ 23,414	\$ 15,438	2.2%
DISTRICT		School Committee Clerk	Clerk / Secretary			12 SCHOOL YEAR			Clerk - A		0.30	\$ 23.00	\$ 11,040	\$ -	\$ (11,040)	
DISTRICT	EXECUTIVE ASSISTANT	Transportation & Facilities Coordinator	Coordinator		1.00	40 YEAR ROUND	\$ 71,400	\$ 34.33	Coordinator		1.00	\$ 35.01	\$ 72,828	\$ 72,828	\$ -	2.0%
DISTRICT	EXECUTIVE ASSISTANT	Executive Assistant to the Superintendent	Executive Assistant		1.00	40 YEAR ROUND	\$ 75,900	\$ 36.49	Executive Assistant		1.00	\$ 37.22	\$ 77,418	\$ 77,418	\$ -	2.0%
DISTRICT	ASSISTANT BUSINESS MANAGER	Assistant Business Manager	Manager		1.00	40 YEAR ROUND	\$ 106,000	\$ 50.96	Manager		1.00	\$ 51.98	\$ 108,120	\$ 108,120	\$ -	2.0%
DISTRICT	DATA SPECIALIST	Data Specialist	Specialist	0.80	32 YEAR ROUND	\$ 71,733	\$ 34.49	Coordinator		0.80	\$ 35.18	\$ 73,168	\$ 73,168	\$ 0	2.0%	
DISTRICT	HUMAN RESOURCES MANAGER	Human Resource Manager	Manager	1.00	40 YEAR ROUND	\$ 95,000	\$ 45.67	Manager		1.00	\$ 46.59	\$ 96,900	\$ 85,000	\$ (11,900)	2.0%	
DISTRICT	NETWORK SPECIALIST	Network Coordinator	Coordinator	1.00	40 YEAR ROUND	\$ 84,380	\$ 40.57	Manager		1.00	\$ 41.38	\$ 86,068	\$ 86,068	\$ 0	2.0%	
DISTRICT	COMPUTER SUPPORT SPECIALIST	Computer Support Specialist	Specialist	1.00	40 YEAR ROUND	\$ 48,000	\$ 23.08	Specialist		1.00	\$ 28.00	\$ 58,240	\$ 48,960	\$ (9,280)	21.3%	
DISTRICT	COMPUTER SUPPORT SPECIALIST	Computer Support Specialist	Specialist	0.50	20 YEAR ROUND	\$ 33,007	\$ 31.74	Specialist		0.50	\$ 32.50	\$ 33,800	\$ 33,667	\$ (133)	2.4%	
DISTRICT	COMPUTER SUPPORT SPECIALIST	Computer Support Specialist	Specialist	1.00	40 YEAR ROUND	\$ 64,424	\$ 30.97	Specialist		1.00	\$ 31.25	\$ 65,000	\$ 65,712	\$ 712	0.9%	
DISTRICT	COMPUTER SUPPORT SPECIALIST	Computer Support Specialist	Specialist	1.00	40 YEAR ROUND	\$ 50,960	\$ 24.50	Specialist		1.00	\$ 28.00	\$ 58,240	\$ 51,979	\$ (6,261)	14.3%	
HIGH SCHOOL	SECURITY MONITORS	Security Monitor	Clerk / Secretary	1.00	30 SCHOOL YEAR	\$ 28,560	\$ 23.33	Clerk - A		1.00	\$ 23.80	\$ 29,131	\$ 29,131	\$ (0)	2.0%	
HIGH SCHOOL	SECURITY MONITORS	Security Monitor	Clerk / Secretary	1.00	30 SCHOOL YEAR	\$ 28,560	\$ 23.33	Clerk - A		1.00	\$ 23.80	\$ 29,131	\$ 29,131	\$ (0)	2.0%	
															(Deficit)/Surplus	\$ (12,989)

Currently Included in Clerk's Agreement

To Be Added to new Classification Plan

ATTACHMENT D

New and/or Revised Job Descriptions

- School Committee Clerk
- Administrative Assistant to Human Resources
- Administrative Assistant to Student Services
- Accounts Payable and Purchasing Specialist
- Payroll and Benefits Coordinator
- Transportation and Facilities Coordinator



Marblehead Public Schools

Position: School Committee Clerk
Position Type: Part-time, 10-12 hours per week, 40 weeks per year
Location: Marblehead Public Schools
Reports to: School Committee
Salary: \$23 - \$28 per hour based on experience (approximately \$10,000 - \$13,500 annually)

Overview

Marblehead Public Schools is a district of five schools with an enrollment of approximately 2700 students, with a staff dedicated to academic excellence, equity, and support of students' social emotional well-being.

Position coordinates and facilitates functions of the school committee, executes clerical duties for the superintendent and the school committee, and responds to and follows up on inquiries from staff, other departments and the public. The Clerk reports directly to the Superintendent and works under the general supervision of the School Committee. The employee supports the school committee with what they need to operate as a highly functional governance body for Marblehead Public Schools

Performance Responsibilities

- Serve as contact person for school committee
- Schedule and post all meetings for the school committee and subcommittees
- Prepare agendas and meeting packets for the school committee and subcommittees
- Take, transcribe, and prepare draft minutes of school committee and subcommittee meetings and make available to public ten days after meeting date and post approved minutes
- Take, transcribe, and prepare draft minutes of executive session and have ready for approval at the next meeting
- Maintain and draft key school committee files and documents including the School Committee handbook Provide School Committee policy and administrative regulations to general public;
- Maintain School Committee policy manual, administrative rules and regulations, by-laws, minutes of meetings in current status and for public inspection

- Coordinate leadership development opportunities and professional conferences or workshops for School Committee members
- Work on special projects as assigned
- Perform a variety of related work as assigned

Education and Experience

An Associates degree and two years of related experience preferred. Experience in a municipal or school setting preferred, with experience with taking and preparing minutes; or any equivalent combination of education, training and experience.

Additional Requirements

- Knowledge of Open Meeting Law is preferred.
- Skilled in Microsoft and Google Suite applications are required.
- The ability to multitask is essential.
- Ability to take and prepare minutes in a timely manner is necessary.
- Attention to detail is critical.
- Familiarity with ZOOM and Google Drive is a plus.
- Must be able to interact diplomatically with the School Committee, public, staff and parents. Must be able to independently prioritize and organize work
- Verbal and written communication skills and ability to multitask allowing time effectiveness.
- Should demonstrate the ability to communicate effectively working with co-workers, teachers, administrators, general government staff, and the public.
- Employ diplomacy while building relationships with constituents.
- Maintain a positive representation of Marblehead Public School District and the School Committee.
- Confidentiality is essential as the employee has access to confidential information on a large scale, across departments, which may include official personnel files, litigation, collective bargaining and disciplinary records.

Work Environment

The work is performed in a typical office environment and / or remotely with the requirement to attend late afternoon and evening meetings on a regular basis. The expectation is for physical attendance at all School Committee meetings. Subcommittee meetings are done remotely. Flexible hours based on scheduled meetings. Regular meetings are typically held the first and third Thursday of each month.



Marblehead Public Schools

Position Description

Position: Administrative Assistant to Human Resources
Position Type: Full-Time, 12-months, non-exempt
Location: Central Office
Reports to: Human Resources Manager
Salary: \$26.00 - \$32.00 per hour

Job Responsibilities

- Maintain all personnel files and medical files in compliance with relevant public records and other laws and regulations; updates employee files to document personnel actions and to provide information for payroll and other uses and compiles data from personnel records and prepares reports.
- Support the process for recruitment, including posting positions, assisting hiring managers with the hiring process, monitor candidate submissions, and research alternate posting sites to attract specific skillsets.
- Support the onboarding and offboarding process for all employees (perspective and current), including processing all required paperwork (I9, payroll paperwork, confirming licensure, confirming salary rates, verify required training, process background checks, facilitate offer letters/position change letters, etc.)
- Receive and respond to requests relating to HR, including employment verifications, suitability letter requests, employee inquiries, PSLF requests, and all general HR inquiries.
- Process and track all leave requests, including FMLA and unpaid leaves, in accordance with federal and state laws, as well as District policy.
- Receive and respond to information requests, including public information requests (FOIA) in compliance with mandated laws.
- Assist in preparing and maintaining a database for District job descriptions.
- Provide the Director/Manager of HR with detailed reports of personnel changes on a monthly basis, or more frequently when needed.
- Monitor employee attendance for the purpose of identifying the potential need for initiating paperwork for a leave of absence. Identify employees who have exhausted all PTO and assist with communications.
- Assist with creating and updating process and procedures for a District Employee Handbook
- Prepare letters (employment-related, verification, etc.) reports, meeting minutes, and/or charts and tables from notes, verbal instructions, or independently from knowledge of a situation or project.
- Provide overall administrative support to the HR Director/Manager in terms of calendar management, phone call screening, mail opening/sending, file maintenance, drafting correspondence, scheduling, etc.
- Perform other related duties as assigned by the Human Resources Director/Manager, or designee.

Qualifications

- Bachelor's Degree, preferred.
- Minimum of 3-5 years related experience in administrative roles, specifically Human Resources.
- Working knowledge of relevant state and federal personnel and labor laws including: FMLA, FLSA, ADA, Workers Compensation, Unemployment, and Title IX and VI of the Civil Rights Act.
- Working knowledge of State and Federal regulations and reporting requirements relevant to professional staff including teacher and administrator licensure.
- Ability to write routine reports, guidance documents, procedure manuals, and business correspondence.
- Ability to speak effectively before groups of people, effectively present information and respond to questions from groups of administrators, staff and/or the general public.
- Work beyond normal working hours to complete tasks as required (occasionally)
- Ability to maintain confidentiality of sensitive personnel applicants, employees, and former employees and other matters affecting employee relations.
- Knowledge of survey and data presentation techniques and applications
- Ability to perform independent research of a variety of legal, personnel, or other human resource issues.
- Ability to pay close attention to detail while performing multiple tasks and/or activities.
- Ability to meet and deal effectively with the public; ability to communicate effectively both verbally and in writing; ability to handle stressful situations. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work effectively under pressure and with frequent interruptions; Ability to establish and maintain cooperative and effective relationships with all those contacted in the course of work.
- Strong knowledge of computers and electronic data processing; and modern office practices and procedures. Working knowledge of modern personnel and payroll record keeping principles, procedures, methods, and terminology pertinent to municipal and educational personnel, including complex computerized personnel management applications; Basic knowledge of the fundamentals of payroll administration, forecasting, and budgeting.
- Strong organizational skills.
- Ability to work effectively and successfully with district leadership, and the district as a whole.
- Intermediate or higher level of proficiency with MS Word and Excel; strong knowledge of database applications and ability to input, track, sort, and analyze data and generate reports, tables, and charts.



Marblehead Public Schools

Position: Administrative Assistant to Student Services
Position Type: Full-Time, 12-month, Non-Exempt
Location: Marblehead Public Schools
Reports to: Assistant Superintendent, Student Services
Salary: \$26.00 - \$32.00 per hour

Overview

Under the general direction of the Assistant Superintendent of Student Services, provide administrative, secretarial, and public relations support to the Administrator; field inquiries; resolve routine procedural issues; handle correspondence, maintain department records, and provide excellent customer service for special needs students, their teachers and parents and the community at large.

Performance Responsibilities

- Provide administrative and secretarial support to the Assistant Superintendent
- Draft routine correspondence, design documents; compile data and file reports; including, but not limited to, department newsletters, newspaper announcements, Childfind notices, meeting agendas, department budget reports, parent notices, staff evaluations, reports for Central Office, etc
- Maintain the office filing system (e.g. contracts, legal agreements, forms such as IEP requests and observation agreements, Affirmation of Consultation forms, SEPP documents, etc.)
- Collect data for DESE and Federally required reporting including but not limited to: Federal Indicator data, Proportionate Share lists and data, Homeless and Foster Care data, grant reporting, and compliance data for TFM Civil Rights and Special Education reviews
- Prepare and submit the annual Circuit Breaker Reimbursement Claim
- Assist with the preparation of Schedule 4 and Schedule 7 of the DESE End of Year Report
- Upload data to the security portal as directed
- Assist with filing and management of 688 referrals
- Coordinate and track Medicaid eligible services, both in and out-of-system for government reimbursement
- Provide training to service providers on reporting procedures as required

- Provide transportation coordinator with transportation requirements for special needs students; update information as needed
- Serve as a liaison to parents and teachers about special education transportation and work with the Transportation Coordinator to coordinate service delivery
- Assist with the coordination of the Summer School Program
- Track enrollment and assist with coordination of transportation, enrollment, materials, and other logistical support for in-district and out-of-district students
- File rejected IEPs and unilateral placements with the Department of Elementary and Secondary Education within prescribed timelines
- Notify students and parents of their right to student records before scheduled destruction; coordinate records release
- Develop and maintain a list of translation services for parents and teachers within the system
- Prepare documents for translation and identify appropriate vendors for translation
- Prepare and track all Placement Agreements for students in out-of-district placements; and legal and mediated agreements for all cases
- Maintain all special education administrators' calendar; schedule meetings and interviews
- Assist with the logistical planning and execution of PD events
- Provide public relations support to the Administrator
- Resolve routine issues or answer routine questions within the scope of authority; refer all other issues to special education administrators in a timely and efficient way; direct volunteers and visitors; answer telephone, provide accurate information to callers, and take accurate messages when necessary
- Provide administrative and secretarial support to other special education administrators and or members of the department as directed by the Assistant Superintendent of Student Services
- Perform related duties as assigned

Education and Experience

- Associates degree with knowledge of office administration, clerical support practices, and automated office systems and procedures.
- Three to five years of related experience; or equivalent combination of education and experience

Additional Requirements

- Thorough knowledge of special education policies and procedures
- Thorough knowledge of the Student Information System, including Special Services functions
- Knowledge of standard office procedures, practices, forms, and equipment; dexterity and accuracy in operating computers, including applicable department software

- Ability to organize time; work independently on multiple tasks, with frequent interruptions
- Ability to prepare routine to complex correspondence and reports utilizing several computer office applications
- Ability to communicate effectively and pleasantly with a wide variety of individuals, including parents, students, teachers and outside vendors
- Ability to maintain utmost confidentiality with respect to student issues and other sensitive personal matters
- Knowledge of state regulations, M.G.L. Chapter 71, secs
- Knowledge of M.G.L. Chapter 119, section 51A requiring the report of child abuse to the building principal
- Ability to perform detailed record keeping work accurately and with dispatch
- Ability to perform basic mathematical calculations accurately
- Ability to understand, and explain policies and procedures, especially as they pertain to special education policies and procedures, student records regulations and custody issues



Marblehead Public Schools

Position Description

Job Title: Accounts Payable and Purchasing Specialist

Department: Finance

Job Type: Full-time, 40 hours per week, 52 weeks per year, non-exempt

Salary: \$28 - \$34 / hour (\$58,240 - \$70,720 annually)

Direct Supervisor: Assistant Business Manager

The accounts payable and purchasing specialist, under the direction of the Assistant Business Manager, is responsible for the execution of all school department accounts payable and purchasing functions in a timely and accurate manner. Accounts payable duties include processing invoices, reconciling vendor statements, researching invoices, and responding to vendor questions. Purchasing duties include reviewing and processing purchase orders for departments, administering the procurement card system, assisting with procurement of supplies and services, establishing new vendors, and tracking vendor contracts.

Essential Duties:

- Work collaboratively with schools, departments, and town finance staff to ensure the timely payment of invoices.
- Communicate effectively with school district personnel to promote an understanding of district wide payment related policies and procedures.
- Review invoices and reimbursements and assign appropriate expense accounts.
- Enter invoices and reimbursements for payments in the accounting system to produce a weekly warrant schedule.
- Print and submit weekly warrant schedules to Assistant Superintendent / Director of Finance and School Committee for approval.
- Ensure compliance with purchasing policies and procurement statutes, including Chapter 30B.
- Research and investigate vendor and employee questions and act as a point contact for any issues.
- Administer the procurement card system including reconciling of monthly statements of expenses.
- Process approved departmental purchase orders and place orders as needed.
- Assist with set up of new vendors by collecting vendor information including W-9 and executed contracts and submitting to the Town Finance Department.
- Support principals by providing budget and expenditure information and facilitating budget transfers.
- Assist with the generation and preparation of monthly and quarterly financial reports.
- Assist with end of year closing, including tracking and reporting of encumbrances for subsequent fiscal year.

- Maintain historical records by scanning and/or archiving documents in accordance with the district's electronic recordkeeping protocol.
- Maintain vendor file systems including contracts and supplemental information such as performance bonds and/or certificates of insurance.
- Notify appropriate contract managers prior to contract expiration and assist with preparation of procurement specifications and documents.
- Prepare and coordinate advertisement and distribution of quotes, bids, and proposals including posting internally, placing newspaper advertisements, posting to the Central Register or Goods and Services Bulletin, or advertising on COMMBuys.
- Assist with implementation or enhancement of ERP system and provide training to end users on accounts payable, reporting, and purchasing features of ERP software.
- Participate in professional development opportunities, as appropriate.
- Perform other duties as assigned by the Superintendent, Assistant Superintendent of Finance & Operations, or Finance Manager.

Qualifications/Preferred Skills:

- Knowledge of general accounting practices.
- Strong technology skills including intermediate to advanced level of proficiency with Microsoft Excel, Word and/or analogous Google products.
- Experience with financial accounting systems and software, particularly MUNIS or other municipal or school accounting software applications.
- Ability to analyze, design, modify, and implement automated and manual systems and procedures.
- Ability to analyze financial information and communicate it to non-financial users in an understandable manner.
- Two to three years of experience with accounts payable and/or purchasing, particularly in the public sector.
- Strong attention to detail, ability to prioritize and to work independently but seek help when needed.
- Ability to establish and maintain effective working relationships with superiors, peers, and community members.
- Excellent organizational, time management, and communications skills.
- Willingness to be a team player.
- Demonstrated resourcefulness and resilience, and a willingness to learn new things.
- Citizenship, residency, or work visa required.

Work Environment: Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupation or environmental hazards other than those normally associated with contact with the general public.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made. Employees must be able to sit, walk, talk, and hear within normal limits with or without corrective assistance. The employee must regularly lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Employees must be able to sustain the manual dexterity to operate standard office equipment.

Updated: April 2024



Marblehead Public Schools

Position: Payroll and Benefits Coordinator
Position Type: Full-Time, 12-month, Exempt
Location: Marblehead Public Schools
Salary: \$65,000 - \$80,000
Reports to: Assistant Business Manager

Overview

The role of the Payroll and Benefits Coordinator is to administer the district's payroll and benefits functions by interpreting and implementing policies and procedures; guiding, training, coaching, and directing employees responsible for payroll entry; coordinate compliance with applicable laws, regulations, district and town policies, and collective bargaining agreements; and ensures payroll and financial standards are met.

Performance Responsibilities

- Prepare pay by verifying time records, making necessary time and attendance and other correcting entries.
- Balance payroll accounts by auditing information; identifying and resolving discrepancies; initiating journal entries.
- Assist with collective bargaining by calculating and analyzing financial impact of salary proposals and proposed contract language changes that relate to payroll and benefits.
- Assist with development of annual compensation budget including processing of salary and benefit projections in the payroll system and proofing results to ensure accuracy.
- Maintain, evaluate and update payroll system.
- Develop a schedule of salary payments and process payroll accordingly.
- Communicate payroll and benefits information to staff.
- Prepare payroll deductions and corresponding deposits and reports in a timely manner and in accordance with legal and regulatory requirements such as TSAs, Section 125 plans, state and federal taxes and MA Retirement.
- Act as district point of contact for all district retirement questions. Transmit and reconcile all MTRS deductions and employee MTRS applications.
- Ensure compliance with all payroll laws and regulations.
- Maintain salary, leave and absence data.

- Assist in development of policies.
- Assist human resource department with tracking district staffing.
- Assist with preparation of Medicaid cost reporting.
- Meet payroll financial standards by providing annual budget information; monitoring payroll expenditures; identifying variances; implementing corrective actions.
- Update records by reviewing and entering changes in exemptions, insurance changes, deductions, paid-time not worked, status, and pay; calculating vacation earned.
- Fulfill wage garnishment requirements by completing forms; adjusting payroll records, documenting and transmitting withholdings; negotiating with collection agencies to convert garnishments to wage assignments.
- Work in conjunction with the Town Payroll office in the administration staff benefits and collection of premiums not withheld through payroll.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Operate as the subject matter expert and escalation point to resolve issues and continuously look for improvements in operational processes and designs and implements those initiatives.
- Provide guidance and direction to building and departmental staff responsible for payroll entries and provide backup and support as needed to ensure appropriate coverage.
- Train team members on new or enhanced operation procedures and policies.
- Cover for team members in back-up role for vacation and/or high-volume work efforts.

Education and Experience

- Bachelor's Degree in accounting, business administration, or other related discipline
- APA credentials as Certified Payroll Professional or equivalent strongly desired.
- Five to seven years of relevant experience in payroll and benefits administration and/or management preferably in a school or municipal setting.

Additional Requirements

- Demonstrated knowledge of all state and federal payroll, wage, and hour laws including but not limited to the Fair Labor Standards Act, Massachusetts Wage and Hour Act, and the Family and Medical Leave Act.
- Demonstrated coaching/mentoring skills and problem solving skills.
- Strong customer service skills.
- Strong organization skills, attention to detail and follow through to resolve any outstanding issues.
- Strong time management skills.

- Strong written and verbal communication skills; appropriately communicates with all levels of customers from support staff to school and district administrators.
- Ability to analyze/interpret data and take appropriate action.
- Strong technology, data management, mathematical, and analytical skills and abilities.
- Proficiency with technology applications including Microsoft Word, Excel,
- PowerPoint, and bookkeeping software (e.g. QuickBooks, MUNIS, Budget Sense)
- Ability to develop and maintain positive relationships with all staff, accept responsibility for errors, and demonstrate empathy in interactions with challenging staff.

Adaptable, flexible, willing to embrace change and a mindset of continuous improvement.

Marblehead Public Schools

Job Description

Position: Facilities and Transportation Coordinator
Position Location: Business Office
Work Day/Year: 40 hours per week, 12-months
Reports to: Director of Facilities and Transportation
Supervises: N/A
Salary Range: \$65,000 - \$80,000

SUMMARY:

The purpose of this position is to perform a wide variety of administrative duties to support the Facilities and Transportation functions of the district. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Perform all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform clerical duties to support the Director of Facilities including, but not limited to, word processing, filing, copying, data entry, generating reports, drafting correspondence, answering the telephone, receiving visitors, maintaining records and files, sorting and delivering mail.
- Support the procurement of goods and services for the Facilities and Transportation Departments including obtaining quotes and ensuring availability of products, generate purchase orders and vouchers, ensure receipt of merchandise, verify pricing and quantity and process invoices for payment.
- Assist with tracking and scheduling of routine inspections and preventative maintenance, tracking and verifying expenditures, and processing invoices for payment.
- Assist with processing of payroll for school custodians and facility staff as needed; verify time, including overtime, maintain files, obtain proper approvals, and transmit information to payroll.
- Assist with development of the Facilities and Transportation department annual budgets and capital plans as well as monthly monitoring of project work and budget to actual expenditures.
- Assist with tracking of monthly natural gas and utility consumption and expenditures and analyze trends to identify potential budgetary shortfalls.
- Administer facility rentals including identifying appropriate space to accommodate rental requests, communicate pricing and other important facility use information to renters, facilitating necessary approvals, securing custodial coverage, invoicing for building use and custodial details, and collection and processing of deposits, fees and insurance certificates.
- Administer transportation program including preparing and distributing registration information and other required notices; collecting and processing transportation fees; tracking student transportation information for state reporting purposes; tracking and assisting with the resolution of student and parent concerns related to student transportation; assisting principals with arranging for transportation for field trips; assisting Athletics Department and extracurricular groups with arranging transportation for athletic competitions and after school events.
- In coordination with the Student Services Department, procure Out of District special education student transportation and assist with the resolution of school and parent concerns related to transportation.

- In coordination with the METCO Director, manage contract and billing for third party METCO transportation; act as liaison between vendor and district for and parent concerns related to transportation; distribute required notices related to transportation to parents and students.
- Assist with administering electronic access systems including maintaining and updating employee identification and access cards.
- Maintain general levels of support for business office personnel when there are short term absences or persons are away from their desks.
- Assist other central office personnel in periods of high demand and/or other emergent requests for cooperative support.
- May monitor the building entry system.
- Performs other related duties and assumes such other responsibilities as may be assigned by the Superintendent, Assistant Superintendent, or Director of Facilities or as required by law, code, regulation, or policy.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The Superintendent may waive or modify the qualification requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

High school education and two years of college with at least three years of office experience required. Bachelor's degree and/or executive level administrative support experience preferred. Knowledge of school and facility and/or transportation operations desired. Knowledge of Massachusetts procurement laws and regulations or MCPPO certification desired.

Required Knowledge, Skills, and Abilities:

- Ability to operate computer, printer, telephone, copier, and all other standard office equipment.
- Intermediate to advanced skills in utilizing Microsoft Office products, most notably Microsoft Excel and Word.
- Prior experience using or ability to quickly obtain proficiency with software applications such as MUNIS and SchoolDude.
- High degree of tact and professionalism and excellent customer service and interpersonal skills.
- Very strong organizational skills including electronic and document file management.
- Excellent written and oral communication skills including the ability to diffuse difficult situations to enable effective problem solving.
- Thorough knowledge of standard office procedures, practices, and terminology.
- Knowledge of policies and procedures related to school business and facilities operations with understanding of generally accepted accounting procedures.
- Ability to recognize and resolve problems with minimal administrative intervention.
- Ability to interpret and implement instructions provided in oral and written form.
- Ability to prioritize and complete multiple tasks at one time with frequent interruptions.
- Accuracy and attention to detail.
- Strong analytical ability.
- Ability to work collaboratively in a team environment to ensure a positive work environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to school employees and the public; regularly move about the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Work Environment:

Work is performed in an office environment. Majority of work is performed in a moderately busy work environment with occasional to frequent interruption. Work requires frequent contact with central office administrators, school and town department staff, custodial, maintenance and transportation staff, parents and students, contractors and vendors.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

Proposed: 5/16/2024



Marblehead Public Schools

9 Widger 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. Patricia Bell
Interim Director of Student Services

MEMORANDUM

TO: Marblehead School Committee
FROM: Mary DeLai, Interim Director of Finance and Operations
DATE: June 6, 2024
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
25113	\$17,735.71
25127	\$27,134.37
25131	\$35,013.39
25133	\$17,269.98
25142	\$550.00
25156	\$2,409.56
25157	\$190.00
25159	\$21,759.33
25160	\$14,929.72
25161	\$652.40
25163	\$275.00
25187	\$19,040.49
25210	\$4,149.35
25211	\$50,904.89
25212	\$23,977.31
25213	\$444,836.45
25215	\$517,162.34
25216	\$185,814.09
25218	\$212,383.81
25223	\$7,700.00
25224	\$899,999.80
Total	\$2,503,887.99

Please note that Schedule 25213 includes the \$300,000 expense for pre-purchase of technology for FY25. Also, Schedule 25224 consists entirely of prepaid special education tuition for FY2025 including the \$300,000 agreed to during the FY2025 budget process, as well as an additional \$600,000 to address out of district placements, both known (and beyond what was budgeted) and anticipated.

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$2,503,887.99.

Record of the Marblehead School Committee Meeting
Thursday March 7, 2024
6:00PM

Members Present: Sarah Fox, Brian Ota, Jennifer Schaeffer, Alison Taylor, Al Williams

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Emma Puglisi-Assistant Business Manager, Julia Ferreira-Assistant Superintendent of Teaching and Learning, Mary Delai-Interim Director of Finance and Operations,

I. Initial Business

II. Motion and vote to meet in executive session pursuant to Mass General Laws Chapter 30A Section 21(a) for purpose (3) to discuss strategy with respect to the Boyd-Perry Litigation

Motion that the School Committee meet in Executive Session pursuant to Massachusetts General Laws Chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to the Boyd-Perry litigation because an open session may have a detrimental effect on the litigation position of the Committee.

Chair's Statement following roll call vote on the Motion:

The Committee will now be meeting in executive session pursuant to Massachusetts General Laws Chapter 30A section 21(a) for purpose (3) to discuss strategy with respect to the Boyd-Perry litigation because an open session may have a detrimental effect on the litigation position of the Committee. The Committee will be reconvening in open session following the executive session.

Executive Session

I. Strategy discussion with respect to the Boyd-Perry litigation

II. Opening Business

a. Call to Order

Ms. Fox called the meeting back in session at 7:04PM

b. Commendations

- Alison Taylor would like to wish the cast of Peter Pan at the Village School good luck on their performances
- Alison Taylor would like to commend the boys hockey team with their great success
- Alison Taylor would like to let the teachers know that she stands with them and commends them for the hard work that they are doing every day
- Brian Ota would like to commend Dr. McGuinness on the Safety Meeting held today
- Brian Ota commends the School Principals for all of the hard work they are doing to make sure their buildings are safe

c. Public Comment

- Sally Shevory 18 Garfield Street ; Johnathan Heller 26 Ralph Road

- Johnathan states that the “Safety of students and staff remains of the utmost concern of the MEA. Educators and Staff have been injured, students are at risk and learning is routinely interrupted”
- Staff is constantly asked to bring students under control without the needed support
- Our Safety procedures and protocols have remained the same since the change in leadership in January
- The MEA will continue to fight for our educators and for a safe learning and working environments for our students and staff
- The MEA believes that the administrators at Glover were placed on Administrative leave “without cause”
- Educators feel as though they are being left out of important conversations that impact our schools specifically surrounding safety and budgeting
- Kristen Xiarhos-16 Merrill Road
 - Kristen stands with her Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Hannah Partyka-Glover School Educator
 - Hannah stands with her Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Diane Gora-24 Nicholson Street
 - Diane stands with her Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Lauren Catalano-Glover School Educator
 - Lauren stands with her Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Linda Bruce 29 Hawthorne Rd ; Laura Weiss 39 Maple St
 - The Pre-K staff at Glover stand with her Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Sarah Cohen, Isabelle Nee, Marybeth Mingiello, Tammi Michaud, and Kaitlyn King-Glover School Educators
 - Sarah, Isabelle, Marybeth, Tammi, and Kaitlyn stand with their Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Lora Clark, Dana Trudeau, Lindsay Burke, Eliza Denham-Village School Educators
 - Lora, Dana, Lindsay and Eliza stand with their Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Emily Perez, Carrie Bergeron, Carrie McClean, Angela Graziano-Glover School Educators
 - Emily, Carrie, Carrie and Angela stand with their Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- Meaghan Bruett, Holly Landry-Brown School Educators
 - Meaghan and Holly stand with their Glover colleagues who are being “unjustly disciplined for the failed safety policies and protocols of the Marblehead Public Schools”
- d. Student Representative-Kat Piper
 - 03/01 MHS theatre arts performed The Life of the Pheonix at the Vets School
 - 03/05 Curriculum night for the incoming Freshman
 - Today 30 Students in DECA are competing at the State Championship

- The National Honors Society is holding their annual blood drive in the MHS Gym on 03/14 from 8-1
- The Tri-m Honor Society held a coffee hours in the MHS cafeteria Monday 03/04 at 6:30 showcasing individual and group performances by the Choir and Jazz Bands
- Honors Spanish 5 Class is hosting a fundraiser for Feeding America
- Marblehead's Got Talent will be hosting its Semi Finals on 03/13 at MHS and Finals will be on 03/27 at the Cabot Theatre in Beverly
- The Junior Class of 2025 held a fundraiser at Chipotle this past Friday to raise more money for their class and the Junior Auction has been open since 03/01
 - It closes on 03/10
- The Sophomore Semi formal will be 03/15
- Seniors were given a presentation on available upcoming scholarships this week
- Spring sports have started holding practices this week-the official start of the season is 03/18

II. District Updates-Dr. Theresa McGuinness

- Dr. McGuinness thanks all of the educators for their statements
- The report has been received by the District from the Department of Children and Family Services regarding the incident at Glover
- There will be a plan distributed to staff with updated policies and procedures with respect to restraints and de-escalation measures
- Opened for Discussion
 - Alison Taylor reiterates what she stated in the beginning of the meeting and adds that it is clear that the training was not provided to properly assist these educators in dysregulating the child
 - Our educators should be trained by the highest level of professional in safety care protocols
 - The School Committee has not seen the videos
 - There was a press release made regarding ongoing district personal matters
 - Policies need to be in place to provide what our students and staff need
 - Sarah reads some of the recommendations that came out of the investigative report

a. FY25 budget status update

- Special Education Audit Update-Requested by Brian Ota
 - A contract should be ready by mid-May with work to commence 06/01-the proposal is 50% complete
 - The RFP will be ready to advertise by mid-month with responses due in April
 - There will then be a 2-3 week evaluation period with possible interviews with the top 3 firms
- Roofing Project Update
 - The OPM Bid Docs are underway
 - The RFP will be advertised by the end of this month-responses are due in mid-April
 - We anticipate a contract to be awarded by mid-May
 - We anticipate a design contract to be awarded mid-July
- Air Quality Assessment completed in February
 - Tests have been performed on the identified area at MHS that there was mold suspected due to a roof leak
 - Almost all of the recommendations at this time are complete
- Dr. McGuinness provided an update on MHS Sports and highlighted the hockey team who will be going to the semi-finals

- Staffing Updates
 - The positions of Director of Finance and Operations, Director of Student Services and the Glover School Principal searches are all being developed
- Athletic Fee Proposal-Greg Ceglarski and Emma Puglisi
 - Option 1-Increase the current annual fee to approximately \$1340 with a family cap of \$2680 (High School) / Increase the current annual fee to approximately \$590 with a family cap of \$2680 (Middle School)
 - Option 2-Assesses a per season fee which would be hire for the first sport, and then decreasing for the second and third seasons with a family cap of \$2980
 - \$575 for the first season (High School)
 - \$495 for the second season (High School)
 - \$420 for the third season (High School)
 - A similar structure would be followed at the Middle School
 - Option 3-Introduce a tiered-fee system
 - More expensive sports will be assisted at a higher fee
 - Sports that would have higher coach stipends and equipment costs

Opened for Discussion

- Sarah Fox compares the proposed family cap to Swampscott
- Staffing Accountability Report-
 - Patti Bell, our Interim Director of Student Services is completing this request
 - It is requested that the report is provided to the School Committee prior to the budget hearing
- Matt Fox to speaks to how Principals determine their staffing needs in the Special Education department at the Veterans Middle School
 - The process begins with communication with the chair at the ascending school
 - They focus on student needs and the first impact on their programs
 - They have two teachers per grade for all Inclusion students under two case managers
 - They look at whether or not they have enough support staff to address basic needs
 - Lastly they look at specialized services needed for inclusion students

VI. Consent Action and Agenda Items

a. Schedule of Bills (vote)

Motion to approve the identified schedule of bills totaling \$535,668.10

Moved by Mr. Williams, Seconded by Mr. Ota

Mr. Ota, Ms. Taylor, Mr. Williams, Ms. Schaeffner, and Ms. Fox -All Yes

A roll call vote was taken, and the motion passes 5-0

b. Approval of Minutes (vote)

- None

IV. School Committee Communication and Discussion Items\

a. Interim Superintendent Search Update

- There was a recommendation made regarding the wording of the advertisement
- The Committee will convene on 04/24 to discuss the interview process

b. Subcommittee and Liaison Updates

- Finance Committee-Sarah Fox

- Working on booking 2 additional liaison meetings
 - Budget hearing is booked for 03/21 at 7:00PM at the PAC at the Middle School
- Bargaining Subcommittee
 - First meeting scheduled for 03/14

V. Closing Business

- a. New Business-School Committee Announcements and Requests
 - Brian Ota has created a survey to release to the community to assist in improving communication
 - This survey will be voted on at the 03/21/24 School Committee meeting
- b. Correspondence
 - Email received by the Committee from David Harris and Amy Drinker regarding appointing an Interim Superintendent instead of a Permanent Superintendent
- c. Adjournment

Meeting is adjourned at 9:27PM by Ms. Fox

Respectfully Submitted,
Allison McMahon, Secretary
Marblehead School Committee



TOWN OF MARBLEHEAD



Recreation & Parks Department

Professional and Timely Performance: At all times the party providing the services shall perform said services in the same manner and to the same extent as if said services were being performed for the provider of said services. Services shall be completed on a first come first serve basis, except for emergencies. Any dispute about the priority of when the services should be provided and what priority it assumes, shall be resolved by the Superintendent of Schools and the Rec and Park Superintendent, who shall reasonably take into account the needs of both parties and the urgency of the need for the service.

All services shall be performed in a professional manner consistent with the standards governing said services.

Term: Each party agrees that this MOU shall be effective April 15, 2024-August 31, 2025. In the event the parties desire to renew this agreement, they may do so with a mutually signed agreement as of April 15, 2025.

Allocation: Allocation of space will be identified by a consistent point of contact for the school department and Director of Recreation by April 15th each year for September 1-August 31 usage.

Employment: Any employee performing the services hereunder shall be considered an employee only of the party providing said services and shall not by this MOU in anyway be deemed an employee of the receiving party.

Authority: The persons signing this agreement represent that they have received the appropriate vote from the School Committee and the Recreation and Parks Commission to enter into this MOU and said votes are attached hereto.

WITNESS on the date hereinabove, the duly authorized signatures of the Rec and Park and the School on two (2) counterparts of this MOU, each of which shall be considered to be an original, for all intents and purposes. This MOU shall be a valid and binding agreement between the parties.

Marblehead Recreation and Parks Commission

Marblehead School Committee

By: _____

By: _____

Its Chair, Duly Authorized

Its Chair, Duly Authorized

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET
MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350



TOWN OF MARBLEHEAD



Recreation & Parks Department

Exhibit A

Marblehead Recreation and Park Department will:

- Cut all grass areas on non-athletic Marblehead School District properties.
- Spring and Fall cleanups at Marblehead School District properties.
- Cut grass, apply fertilizer, overseed, aerate, be responsible for all sports turf management, and groom the skinned infield surfaces.
- Prepare all Marblehead School District athletic fields for MIAA games.
- Paint all lines on Marblehead School District athletic fields and Marblehead Recreation and Park Department athletic fields used for MIAA games.
- Manage irrigation on all Marblehead School District athletic fields. Open and close the systems. Make minor repairs with the cost borne by Recreation and Parks (up to \$1,000.00). Major repairs will be outsourced, and the cost of materials and labor will be the responsibility of the Marblehead School District.
- Install playground fiber on all Marblehead School District playgrounds. The cost of the playground fiber is the responsibility of the Marblehead School District.
- Install bark mulch at Veterans Middle School (Town Meeting and back to school in the fall) and Marblehead High School (graduation and back to school in the fall). The cost of the bark mulch is the responsibility of the Marblehead School District.
- Place trash barrels strategically at playing fields on Marblehead School District property and empty barrels when full.
- Schedule all Marblehead School District athletic fields for Marblehead Youth Sports.
- Carry out any special requests on a case-by-case request and as time and man-power permits.

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TOWN OF MARBLEHEAD



Recreation & Parks Department

Piper Field

Groom the field at intervals determined by hours of use as specified by the manufacturer (every sixty hours of use). For this field it is once every three weeks from April 1 to June 15 and August 15 to Thanksgiving and once in mid-summer. It should be noted that every use of the field carries a different hourly use rate associated with it. For example, one hour of a football game is equal to 2 ½ hours of use. This guideline has been determined by the manufacturer.

Perform GMax safety testing on Piper field annually to ensure resiliency (absorption of shock) and safety for athletes. There could be potential liability issues if the field is considered too hard for play, and someone gets injured.

Marblehead Public Schools will:

Maintain grounds at all Marblehead School District properties, except grass.

Maintain flower beds at all Marblehead School District properties.

Remove all nets and sports equipment used by school teams from playing fields on Marblehead School District property at the end of each day.

Ensure that Marblehead High School Softball sets up the temporary fence at the start of the High School softball season and takes the fence down immediately at the end of the Marblehead youth Softball season.

Provide a consistent point of contact person who will work with the Director of Recreation to provide appropriate space and times for year-round Recreation and Park usage of school facilities and grounds.

Provide appropriate rain locations for Summer Recreation and Park programs.

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TOWN OF MARBLEHEAD



Recreation & Parks Department

Addendum for Sept 1, 2024-Aug 31, 2025

- Recreation & Parks programming at the Brown and Glover School Gyms after school 2:30-3:30 PM for the school year 24/25.
 - Recreation and Parks programming will not take place on ½ days, no school days, vacations and special events.
- Recreation & Parks will have continued usage of School Properties similar to usage of September 1, 2023–August 31, 2024

Exchange of Space

- Afterschool use of the Gym 2:30-3:30p in elementary schools
- Summer Usage
 - Classrooms in the Marblehead Public Schools
 - Piper Field for clinics and other sport appropriate locations
 - Field House for clinics and high school conditioning programs
 - Weightroom for high school conditioning program
- Secured Rain indoor location for outdoor Summer Playground Program and Sports Clinics

School Uses:

- Seaside – High School Baseball, Middle School and Freshman Field Hockey, High School Tennis & Middle School Cross Country
- Gatchells - High School Cross Country & Powder Puff
- Field Trips – Parks, Beaches, Fields & Hamond Nature Center
- Carnival – Devereux Beach
- School Gardens – Bag Pick-up of debris
- Moving of large equipment
- Preparations of Grounds for Special Events for Schools including, but not limited to Graduation, Prom and Town Meeting
- Community Center usage for testing days

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TOWN OF MARBLEHEAD



Recreation & Parks Department

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered into this the 21 day of MAY, 2024 by and between the Recreation and Parks Commission, 10 Humphrey Street, Marblehead, MA ("Rec and Park") and the Town of Marblehead School Department, by and through the School Committee, 9 Widger Road, Marblehead ("Schools").

WHEREAS in an effort to save the Rec and Park and the Schools money and provide more efficient and effective services and in an attempt to eliminate the duplication of services the parties are entering this MOU; and

WHEREAS, in furtherance thereof the Rec and Park and the Schools have determined that certain maintenance activities of athletic fields and related facilities can be shared and want to be clear on which entity has responsibility for which activity; and

WHEREAS, in the month of April of each year, the parties will agree on the appropriate space and times for year-round Recreation and Park usage of school facilities and grounds, which will be reflected in an executed addendum to this MOU; and

WHEREAS our public school buildings and grounds are highly visible in the community and their external appearance in terms of the grounds rely heavily on the agreements outlined in Exhibit A in this MOU, the parties agree that the grass will be mowed as needed but at a minimum of every ten (10) days by Recreation and Park in season; and

WHEREAS the parties agree to work cooperatively and collaboratively in the event any conflicts arise in the execution and implementation of this MOU, including addendums; and

WHEREAS the parties understand that the MOU may be amended from time to time to fully realize the benefit of this arrangement and assure that the costs are properly accounted for against the responsible parties' budgets.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and for the mutual promises set forth herein, the parties agree as follows:

Services Performed.

The parties hereto agree that they shall share in certain maintenance services as set forth on Exhibit A attached hereto.

Each of the parties shall be responsible to perform those maintenance activities as specifically set forth. Any facility not included shall be the responsibility of the entity which has care custody and control of that facility.

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Marblehead Public Schools

9 Widger Road
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Phone: (781) 639-314

Dr. Theresa B. McGuinness
Interim Superintendent of Schools

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

Ms. Patricia Bell
Interim Director of Student Services

MEMORANDUM

TO: Marblehead School Committee
FROM: Mary C. DeLai, Interim Director of Finance and Operations
CC: Dr. Theresa McGuinness, Superintendent of Schools
DATE: May 31, 2024

RE: Recommendation for Award of Contract to Academic Discoveries

On April 2, 2024, Marblehead Public Schools issued a Request for Proposal for a Special Education Program Review at the request of the Marblehead School Committee. A total of five firms submitted proposals by the established deadline of April 25, 2024. All five proposals met the minimum qualifications. Respondents included Academic Discoveries, Empower ED, Gibson Consulting Group, The Ability Challenge, and the Urban Collaborative.

The proposal evaluation team included Patricia Bell, Interim Director of Student Services, Ashlee Leibman, Team Chair, and Alison Taylor, Marblehead School Committee. Academic Discoveries received the highest ranking. References checks were completed by Ms. Bell and all responses were very positive. Contract terms and conditions have been negotiated and Academic Discoveries has agreed to provide the requested services at a not-to-exceed price of \$58,000.

With the support of the School Committee, the district is excited to move forward with this work that will commence immediately. The contract calls for an interim report to be delivered in the fall and a final report no later than December 31, 2024. The funding for this engagement is anticipated to come from the ESSER III grant.

Recommended Motion: Move to support the award of a contract for Special Education Program Review services to Academic Discoveries, LLC.

**Marblehead Public School District will not add new students in SY25 -
Current Seniors will finish**

**Memorandum of Understanding SY25
Between
Essex North Shore Agricultural and Technical School
And
Marblehead Public School District**

I. Purpose:

The partnership established by this Memorandum of Understanding between Essex North Shore Agricultural & Technical School (ENSATS) and Marblehead Public School District (MSD) is designed for students from Marblehead High School (MSD) who do not have post-secondary plans and who have an interest in the following Career and Technical Education (CTE) Programs:

- Construction Craft Labor
- Early Education & Care
- Health Assisting
- Sustainable Horticulture

This Memorandum of Understanding (MOU) describes and confirms an agreement between Essex North Shore Agricultural and Technical School (ENSATS) and the Marblehead Public School District (MSD). The purpose of the agreement is to formalize and clarify expectations and relationships among all parties from September 2024 to June 2025. This MOU may be modified or amended by mutual consent of authorized officials from ENSATS and MSD. This MOU shall become effective upon signature by the authorized officials from ENSATS and MSD and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from ENSATS and MSD this MOU shall end on June 30, 2025.

The structure for official communication between ENSATS and MSD will be facilitated through the designated partnership liaisons from the districts. If these individuals have any concerns or issues that they cannot successfully resolve or do not have the administrative authority to change, they will communicate directly with the principal of their respective school who will then take the appropriate steps to ensure open lines of communication are maintained between ENSATS and MSD.

The following process will be used for resolving issues involving the Memorandum of Understanding (MOU) to provide a method of open communication and early resolution of issues. This approach to addressing disputes is characterized by the following terms defining a proactive resolution approach:

- Practical — Saves all parties time, effort, and energy that can be re-directed toward accomplishing the mission of the organization.
- Hands-on — Early intervention leads to smaller problems, and is best implemented by a 'hands-on' approach. It is important to address problems at the lowest level in order to keep perspective.

- Down to business — This approach requires the right mix of sharpness and clarity with tact and diplomacy. Important issues come to the table quickly, and do so while reinforcing understanding of the concerns and viewpoints of both parties.
- Positive and Upbeat — The approach is positive and upbeat with each party conveying a sincere desire for a more positive future relationship in which both parties benefit from one another.

The first step of the process will be to request a face-to-face meeting for the identified issue/question. Either partner may request a meeting with the other partner and raise the issue/question(s). The question/issue is to be presented in written form with a resolution documented at the close of the meeting, with no further action needing to be taken. If a resolution isn't reached in the first step, a meeting with the three- to five-member MOU Advisory Council with representatives from both ENSATS and MSD will be held to review concerns and determine resolution. To ensure effectiveness at the meeting it is necessary that the issues or concerns are provided in written form and that the Committee receives this written documentation at least 72 hours prior to conference call or meeting. During the meeting, a roll call process allows each member to ask further questions or state a position. The review committee will make a recommendation to the chairpersons of both ENSATS and MSD school committee on the resolution.

II. Scope of Services:

Essex North Shore Agricultural and Technical School

- To provide a cohort of Marblehead High School (MSD) students with career training in the aforementioned CTE Programs. Students began as Juniors for SY24. Senior year of SY25, eligible students will participate in Co-op/Extended Day.
- Cohorts of grade 12 MSD students will be enrolled in a designated CTE Program Monday through Friday, from 11:30 am until 2:30 pm, following the ENSATS school calendar schedule. MSD students will follow the ENSATS school calendar for early release, snow days, and the days when school is not in session.
- ENSATS will provide bus transportation for the cohorts of Grade 12 non-Co-op/Extended Day. Students will be picked up at MHS at 11:00 and begin their CTE Program at ENSATS at 11:30 am. Students will depart ENSATS at 2:30 pm and will return to their communities at a neighborhood bus stop - TBD. Seniors on Co-op/Extended Day must provide their own transportation.
- ENSATS will be responsible for hiring and ensuring the CTE program teachers are highly qualified and licensed by the Commonwealth of Massachusetts Department of Elementary and Secondary Education and will use, when possible teachers, who are currently employed by ENSATS.
- ENSATS will provide all CTE instruction, including the assessing, documenting, and sharing with students and parent/guardians the knowledge, skills, and competencies delineated in the appropriate Chapter 74 CTE Frameworks.
- ENSATS will share any relevant information about applicable CTE activities (ie: career fair, resume workshops) with students in the program and with the MSD program liaison.
- ENSATS will provide MSD students with a certificate indicating the demonstration of competencies upon successful completion of the program and they can earn industry-recognized credentials.

- ENSATS will be responsible for the administration of payroll and fringe benefits for CTE program staff.
- ENSATS will be the fiscal manager of the program and will thus be responsible for all financial management and for procurement of consumable technical program materials.

Marblehead High School - for SY25 only Grade 12 students who are already in the program will continue

- MSD will establish a designated program guidance counselor at MSD to support students in the program.
- MSD will provide ENSATS with student schedules.
- MSD will provide all academic instruction at MSD from 7:30 to 11:00 am each day, including the assessing, documenting, and sharing with student and parent/guardians student academic progress toward meeting all requirements for high school graduation.
- MSD's Special Education Director will provide ENSATS CTE Partnership liaison with the individual education plans or 504 plans for all students with special education needs so this information can be shared with CTE teachers to ensure all necessary accommodations are included in the designated CTE Program for student success.
- MSD's English language learning coordinator will share information on all students with English language learners with ENSATS' English language learning coordinator so this information can be shared with CTE teachers to ensure all necessary accommodations are included in the designated CTE Program for student success.
- MSD students will be subject to the provisions of the MSD Student Handbook and the ENSATS Student Handbook (while in attendance onsite and Co-op/Extended Day).
- MSD will provide ENSATS with important student information (IE: what adults are authorized to dismiss a student, what health considerations or accommodations, if any exist for students, etc.) with the ENSATS designated guidance counselor and Director of Career and Technical Education.
- MSD will be responsible for submission of required data to the Department of Elementary and Secondary Education and will share the data with ENSATS.
- MSD will be responsible for coding the students as "Chapter 74" in their designated CTE Program in the October 2024 SIMS data.

Essex North Shore Agricultural and Technical School and Marblehead High School

- ENSATS will provide classroom and technical program space for the aforementioned CTE Programs
- MSD and ENSATS agree that enrollment in this program will not in any way affect a student's eligibility or standing with respect to Marblehead Public School District as a fulltime student.
- MSD and ENSATS program administrators will collaborate and share all collected data annually for evidence of disproportionate student outcomes.

III. Budget/Funding/Budget Development & Management

For the School Year 2025 the per student cost to your district is \$7,500 or the Chapter 74 per pupil differential rate, whichever is higher. ENSATS

will invoice for this half of this cost in November 2024 and half of this cost in February 2025. Special education expenses are not included.

The criteria used for the funding of this partnership was determined through a collaborative process with the schools involved in this program. ENSATS determined the funding needed for CTE teacher salaries and benefits, supplies and materials, and testing and assessment materials, including certifications. This continues to be a collaborative process and no budget disagreements are anticipated as all districts are committed to providing CTE opportunities to additional students. Through the SIMS coding process, a per pupil differential will be received by the sending districts based on their SIMS data coding. The sending districts will retain this differential.

IV. Financial Management

ENSATS is responsible for procurement of consumable technical program materials with funds agreed upon during the budget process.

Each partner has funding opportunities to assist students who have limited financial resources, which will be utilized to ensure all enrolled students have all of the equipment and materials required for successful completion of the program.

ENSATS will be responsible for payroll and fringe benefits for all CTE program staff. The partner schools will be responsible for any payroll and fringe benefits expenses for their staff members who are supporting this program.

ENSATS will be responsible for all financial management.

Marblehead Public School District

Signature: _____
Dr. Theresa McGuinness, Interim Superintendent of Schools

Essex North Shore Agricultural and Technical School District

Signature: _____
Heidi T. Riccio, Ed.D., Superintendent-Director



Marblehead Public Schools

9 Widger 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. Patricia Bell
Interim Director of Student Services

MEMORANDUM

TO: Marblehead School Committee
FROM: Mary C. DeLai, Interim Director of Finance and Operations
CC: Dr. Theresa McGuinness, Superintendent of Schools
DATE: May 31, 2024

RE: Recommendation for Award of Contract for OPM Services to Leftfield

On April 17, 2024, Marblehead Public Schools issued a Request for Qualifications for Owner's Project Manager services for the Marblehead High School Roof Replacement Project. A total of six firms submitted proposals by the established deadline of May 16, 2024. All six proposals met the minimum qualifications. Respondents included Answer Advisory, Atlantic Construction & Management, Colliers, Dore & Whittier, Leftfield, and P3.

The proposal evaluation team included Todd Bloodgood, Director of Facilities & Transportation, Stephen Kwiatek, Director of Educational Technology, and Mary DeLai, Interim Director of Finance & Operations. Leftfield received the highest ranking. References checks were completed by Ms. DeLai and all responses were very positive. Contract terms and conditions have been negotiated and Leftfield has agreed to provide the requested services at a not-to-exceed price of \$420,000.

Since the total value of the contract exceeds \$250,000, the typical threshold for School Committee approval of contracts, the administration is requesting the Committee's approval to enter into a contract with Leftfield. With the support of the School Committee, the district is excited to formally initiate this important capital project. The funding for these services will come from the capital appropriation of \$5.2 million approved in FY2021.

Recommended Motion: Move to support the award the contract for Owners Project Manager services to Leftfield of Boston, MA for the amount of \$420,000.



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Ms. Patricia Bell
Interim Director of Student Services

Memorandum

To: Marblehead School Committee
From: Theresa B. McGuinness, Ed.D, Interim Superintendent
RE: Annual Individual Contract Salary Adjustments
Date: June 6, 2024

Annual Individual Contracts Salary Adjustments

The original proposal shared with the School Committee on May 16th, 2024 reflected a proposed bottom line increase to administrator salaries of \$119,642 reflective of market rate adjustments and necessary adjustments to create equity among current employees. In the time since the original proposal, we have continued to interview for several critical positions including the Village School and Glover School principals. Following the conclusion of those searches, we would like to recommend an additional increase of \$12,000 for a total of \$131,642.00 to be able to attract and retain highly qualified candidates and our employees in our key leadership roles.

Recommended Motion: Move to approve the Annual Individual Contract Salary Adjustments in the amount of \$131,642.00.



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Teaching & Learning*

Ms. Patricia Bell
Interim Director of Student Services

Memorandum

To: Marblehead School Committee
From: Theresa B. McGuinness, Ed.D, Interim Superintendent
RE: Superintendent's Updates
Date: June 6, 2024

Staffing Updates

Village School Principal Finalist

I'm delighted to recommend Mr. Scott Williams ([Resume](#)) to the School Committee for consideration of appointment as the Village School Principal for the 2024-2025 school year. Mr. Williams comes to us from Scituate Public Schools, presently serving as the Principal at Cushing Elementary School, and has many years of successful elementary school leadership as well as experience serving as a 4th - 6th grade teacher.

Beyond his years of experience leading and teaching, among Mr. William's greatest strengths is his ability to embrace collaborative and distributive leadership, leveraging the expertise of faculty. He is committed to nurturing a true student-centered sense of community while honoring Village School traditions and strengths. Mr. Williams holds multiple advanced degrees including a Certificate in School Management and Leadership from Harvard Graduate School of Ed, two master's degrees: a Master of Education in Elementary Education from Salem State College and a Master of Arts in Communications from Suffolk University, and a Bachelor of Science degree from the University of Maine in Orono. Mr. Williams has our strong endorsement to the School Committee to be appointed as Principal at Village School.

Glover School Principal Search Update

The Glover School Principal Search continues and the second round of interviews took place Tuesday, June 4th. Updates to follow.

Procurement Updates

Special Education Program Review

The special education program review proposal evaluation team has recommended the award of a contract to Academic Discoveries. The negotiated contract award will be in the amount of \$58,000.

Work will be commencing on Friday, June 7th, pending School Committee approval of the contract award.

OPM for MHS Roof Replacement Project RFS

The Owner's Project Manager proposal evaluation team has recommended the award of a contract to Leftfield. The negotiated contract award will be in the amount of \$420,000. Work will commence next week, pending School Committee approval of the contract award.

Upcoming Dates

June 14	VMS 8th Grade Moving On Ceremony @6:00 pm at MHS Field House
June 15	Friends of the Marblehead Public Schools ~ <i>Annual Summer Soiree</i>
June 17	Last day of School, Early Release
June 20	School Committee Meeting