



DATE POSTED:

Town Clerk Use Only

2024 JUN 20 4:37

## Amended Agenda

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

<b>Thursday</b>	<b>June</b>	<b>20th</b>	<b>2024</b>	<b>7:00 pm</b>
Day of Week	Month	Date	Year	Time

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

**I. Initial Business**

- a. Call to Order
- b. Committee Re-Organization
- c. Commendations
- d. Public Comment
- e. Student Representative

**II. District Updates – Dr Theresa McGuinness**

- a. School Nutrition Program Update (vote)
- b. School Improvement Plans --Village, Brown and Glover Schools (vote)
- c. Annual Contract Salary Adjustments (vote)
- d. Special Education Review Focused Program Review Update
- e. *Financial Update*

**III. Consent Action and Agenda Items**

- a. Schedule of Bills (vote)
- b. Approval of Minutes (vote)
- c. *Recommendation for School Nurse Hire- Maddison Gaieski* (vote)

**IV. School Committee Communication and Discussion Items**

- a. Interim Superintendent Contract (vote)
- b. Independent Investigation (vote)
- c. 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: Lisa Manning  
Date: 6/18/2024



DATE POSTED:

Town Clerk Use Only

27th April 2024

## 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**

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<https://marbleheadschoools-org.zoom.us/j/99975493631?pwd=Y0pH1WVM2YitBZXN0U2ZyTk1OMzh4dz09>

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Thursday	June	20th	2024	7:00 pm
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**II. District Updates – Dr Theresa McGuinness**

- a. School Nutrition Program Update (vote)
- b. School Improvement Plans –Village, Brown and Glover Schools (vote)
- c. Annual Contract Salary Adjustments (vote)
- d. Special Education Review Focused Program Review Update

**III. Consent Action and Agenda Items**

- a. Schedule of Bills (vote)
- b. Approval of Minutes (vote)

**IV. School Committee Communication and Discussion Items**

- a. Interim Superintendent Contract (vote)
- b. Independent Investigation (vote)
- c. 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 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: 6/17/2024



# 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*

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## MEMORANDUM

TO: Marblehead School Committee  
FROM: Mary C. DeLai, Interim Director of Finance & Operations  
John Costantino, Director of Food Services  
Cc: Dr. Theresa Mc Guinness, Superintendent  
DATE: June 14, 2024  
RE: Request to Approve School Nutrition Operations Specialist Position

On behalf of the School Food Services Department, we are requesting approval to create the position of School Nutrition Operations Specialist, as described in the attached job description. This position will be instrumental to providing daily supervision of the food service staff and improving the efficacy and efficiency of department operations.

As you know, the school nutrition program is one of the most highly regulated of any school operational programs. Regulations require daily, weekly, monthly, quarterly, and annual monitoring and/or reporting. Additionally, regular training and professional development is a priority for the department. Having this position will allow for more opportunities to engage in planning, management training, and staff development.

The position will be funded from School Nutrition Revolving Fund which has more than sufficient capacity to absorb this expense.

We thank you for your consideration. Please do not hesitate to contact us if you have any questions.

*Recommended Motion: Move to approve the creation of the position of School Nutrition Operations Specialist as outlined by the job description provided by the Director of Food Services.*

## **Marblehead Public Schools**

### **Job Description**

**Position:** School Nutrition Operations Specialist

**Position Location:** Food Services Department

**Classification:** District Support Staff, Specialist, Non-Exempt

**Work Day/Year:** 8 hours per day, 204 days per year

**Reports to:** Director of Food Services

**Supervises:** Cafeteria staff

**Salary Range:** \$28.00 - \$34.00 per hour (per support staff classification plan)

The School Nutrition Operations Specialist is responsible for overseeing and managing the daily operations of the school nutrition program. This role involves coordinating and supervising the activities of cafeteria staff, ensuring compliance with nutrition guidelines and regulations, maintaining food safety standards, and promoting healthy eating habits among students. The School Nutrition Operations Supervisor plays a crucial role in providing nutritious meals to students and ensuring the smooth functioning of the school's food service operations.

In collaboration with the Food Service Director, key responsibilities include but are not limited to:

#### **Program Management:**

- Assist with oversight of the day-to-day operations of the district nutrition program, including menu planning, food procurement, preparation, and service.
- Design and implement standard operating procedures to ensure efficient and effective operations.
- Assist in monitoring compliance with federal, state, and local regulations related to nutrition and food safety.
- Collaborate with school administrators, staff, and parents to address specific dietary needs or concerns of students.
- Partner with the Director to implement student engagement activities including but not limited to District-wide surveys and student tastings.

#### **Staff Supervision and Training:**

- Train and supervise cafeteria staff to ensure implementation of standard operating procedures, strict adherence to food safety, and proper utilization of front and back of house systems and/or technology.
- Coordinate and monitor completion of mandatory training and food safety certifications.
- Oversee training of all new hires by managers for their hired job functions and location.
- Provide ongoing training and professional development opportunities to enhance staff knowledge and skills in nutrition, food safety, and customer service.

#### **Menu Planning and Nutrition:**

- Collaborate with the Director to develop and implement menus that meet the nutritional requirements set by federal and state regulations, while considering student preferences and dietary restrictions.
- Collaborate with the Director and other stakeholders to create well-balanced and appealing menus.
- Monitor food quality, portion sizes, and presentation to ensure high standards are maintained.
- Post approved menus, communications, updates, and other marketing materials to school websites and social media.
- Educate students, staff, and parents on the importance of healthy eating habits and promote nutrition education initiatives.

#### **Ordering & Inventory Management**

- Ensure cost-effective ordering practices.

- Responsible for confirming and approving each manager's weekly orders are submitted on time within the software system.
- Maintain accurate records of inventory and meal counts.
- Oversee Food Service Driver and validate all deliveries are received and managed according to HACCP protocol and provide daily shuttle instructions to ensure product availability at all locations.
- Identify opportunities for cost savings and efficiency improvements without compromising on the quality of meals.

#### Food Safety and Sanitation:

- Ensure compliance with food safety regulations and standards, including proper storage, handling, and preparation of food.
- Conduct regular inspections of the kitchen and cafeteria facilities to maintain cleanliness and sanitation.
- Implement and enforce health and safety protocols, including allergen management and proper labeling of food items.
- Coordinate with local health departments for inspections and licensing requirements.

#### Qualifications:

- Bachelor's degree in nutrition, food service management, or a related field (preferred).
- Previous experience in food service management, preferably in a school or institutional setting.
- ServSafe Manager certified or certified within 3 months of hire.
- Certified member of SNA or certified within 6 months of hire.
- Knowledge of federal and state regulations related to school nutrition programs, food safety, and sanitation.
- Strong leadership and supervisory skills, with the ability to motivate and manage a diverse team.
- Exhibits leadership and professionalism among colleagues, school staff, students, and with the public.
- Excellent organizational and time management abilities to handle multiple tasks and meet deadlines.
- Strong communication skills to collaborate effectively with staff, students, parents, and external stakeholders.
- Understanding of nutrition principles and the ability to develop and analyze menus for nutritional adequacy.
- Demonstrated skill in the use of technology, computers and food service software, proficient skills in MS Office, Google Drive, and social media.
- Physically able to walk, bend and stand for long periods, lift and carry objects weighing 50 pounds.

#### EEO Statement

Marblehead Public Schools is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Proposed: June 20, 2024

Approved:

# Village School

## *School Improvement Plan*

**2024-2025**



***#KeepEachOtherWell***

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Focus Area	Teaching & Learning
<b>District Strategic Objective</b>	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.
<b>District Strategic Initiative(s)</b>	1.2 Expand, & refine instruction to ensure the taught curriculum is consistent & equitable for all students.  1.4 Provide professional development that supports educator development, including best practices for inclusive curriculum.
<b>School-Based Goal</b>	100% of Village ELA and Math teachers will implement and provide high quality instruction to all students using Wit and Wisdom and Illustrative Math.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
Village School ELA teachers will learn and implement the Wit and Wisdom curriculum. Continue to look at scope and sequence and how Social studies and science fit into Wit and Wisdom Curriculum.	Wit and Wisdom PD  PLC meetings  Teachers will collaborate to streamline lesson plans across the grade level	Teachers Administration Curriculum coaches	August 2024- June 2025  (gradual rollout with purposeful time for reflection)	Time  PD from Wit and Wisdom  Curriculum materials	
Village School Math teachers will use data to analyze and align instruction.	Participate in vertical planning in order to determine multiple methods to show mastery.  Use MCAS, iReady, and relevant data to support areas for growth and areas of strength in the curriculum.  Look at common assessments, and score together to calibrate.	Teachers Curriculum coaches Administration	September 2024- June 2025	Time	
Through this process, teachers will collaborate with Brown, Glover and Veterans school staff to align the curriculum and assure standards are addressed.	Schedule time for transitional school staff to work in departments	Teachers Administration Curriculum coaches	September 2024-June 2025	PLC and department time	

<b>Focus Area</b>	<b>Professional Culture</b>
<b>Strategic Objective</b>	Build, strengthen, & support educator capacity and well-being.
<b>Strategic Initiative(s)</b>	2.3 Ensure adequate opportunities and spaces for collaboration in each school and district wide.  2.4 Develop & offer relevant, effective PD throughout the system.
<b>School Based Goal</b>	With the assistance of our coaching staff and teacher leaders, Village will create opportunities to offer relevant PD through staff and PLC's in order to strengthen our teaching and learning.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
By working with teacher leaders to define relevant PD for our staff, Village will research and offer PD to support student needs.	Determine teachers and staff with expertise in specific areas. Create a survey to determine what people need to support instruction.	Administration Lead Teachers Coaches	August 2024- June 2025	Time  Technology	
Village will continue the process of creating train-the-trainer models to strengthen teacher knowledge and capacity.	Teacher leaders and coaches research and find PD resources relevant to math, ELA, grading and SEL.	Administration, Lead Teachers, Coaches	August 2024- June 2025	Opportunities to visit other districts  Time for PD as set in the district Wednesday calendar.	
Village teachers and staff will revisit PBIS as a faculty, setting consistent and revised language, and expectations	Professional staff PD, PBIS within the umbrella of MTSS teams to meet. New systems created.	Administration, teachers, PBIS team.	August 2024-June 2025	PD, planning time	
Determine areas of need in WIN for teachers to strengthen best instructional practices	Set up PD during faculty meetings in relation to WIN strategies. Teachers participate in training on interventions Create cycles for interventions with data meetings to address areas of need and areas of growth.	Coaches Administration Teachers	August 2024- June 2025	PLC time planning time.	

Focus Area	Diversity, Equity & Inclusion
Strategic Objective	Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
Strategic Initiative(s)	3.6 Identify, create, & evaluate practices to ensure all students have access to high quality educational opportunities.
School-Based Goal	Village will focus on strengthening a sense of belonging for all students within the Village School Community to promote inclusivity, recognition, education, and foster relationships.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
By continuing the DEI team we will strengthen conversations and reflections to be sure we are increasing our inclusive practices.	Reflect on curriculum, resources and core novels for varying perspective taking. Build in more time for students to practice social skills, (community meetings, peer mentor/leadership program	DEI team	September 2024- June 2025	Curriculum resources  Time	
Analyze data and use it to strengthen inclusive practices.	Look at discipline referrals Determine alternate consequences and strengthen PBIS community expectations	DEI team and PBIS team Administration Teachers	September 2024- June 2025	data from ASPEN, google forms- behavior referrals.	
Improve student-to-student and student/teacher relationships	Organize spirit and awareness days to celebrate neurodiversity. Make announcements in different languages. Educate and provide opportunities to reflect different holiday/cultural events. Create whole grade level community meetings. Utilize advisory for education opportunities.	Teachers Administration DEI team Counselors	September 2024-June 2025	Time scheduled for meetings SEL Counselors Outside resources/ guest speakers	

# **Lucretia and Joseph Brown School**

## *School Improvement Plan*

**2024-2025**



**Marblehead Public Schools**

Focus Area	Teaching & Learning
<b>District Strategic Objective</b>	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.
<b>District Strategic Initiative(s)</b>	1.1 Develop consistent systems, common assessments, & processes for data inquiry & analysis to support instructional excellence & student growth.
<b>School Based Goal</b>	To increase overall student achievement and further develop teacher capacity to strengthen and align Tier 1 instruction as evidenced by observation and formal data, including but not limited to iReady and curriculum based measures.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
All educators facilitating ELA instruction (Classroom teachers, special educators, ELL) will be given multiple opportunities to study, observe and implement the Wit and Wisdom curriculum.	<p>Implement Literacy Leads at each grade level</p> <p>Provide Wit and Wisdom training from Great Minds PLC meetings</p> <p>Ongoing Coaching and observation from Literacy coaches</p> <p>Increase communication and understanding of MTSS processes -Newsletter updates Family classroom experiences</p>	Teachers Administration Curriculum coaches	August 2024- June 2025 (gradual rollout with purposeful time for reflection)	<p>Time</p> <p>PD from Wit and Wisdom</p> <p>Curriculum materials</p>	Ongoing
Implementation of Responsive Classroom components and pillars to include but not limited to: Morning Meeting (Greeting, Activity, Share Morning Message), Quiet Time, Take a break Space, etc. as a Tier 1 Social Emotional Support for all students.	<p>Teachers and staff will participate in Responsive Classroom refresher trainings throughout the year</p> <p>Teachers will work to implement components of Responsive Classroom into their daily schedule.</p> <p>Interactive Modeling will be emphasized as instructional strategy to</p>	Administrators Teachers Counselors Psychologist SpEd Chair, Academic coaches	Fall 2024- June 2025	<p>Faculty Meeting Time</p> <p>PLC Meeting Time</p> <p>Professional Development Time</p>	Ongoing

	<p>address both SEL and academic needs</p> <p>The Power of our Words will be purchased and utilized for ongoing training.</p>				
Adopt an Implementation Plan for a PK-3 SEL supporting program to include a universal screener, resources and ongoing training for developing our SEL system of supports	Work with Asst. Superintendent of Teaching and Learning to begin selection process	Administrators, Mental Health Teams, Teachers	July 2024-June 2025		
Implement data informed small math intervention groups based on instructional area of need during the math block	<p>PLCs will meet 4 times annually to review math data and group students</p> <p>Schedule will be adapted for math tutors to join grade level PLCs monthly and teach in grade level classrooms 4 times a week</p>	Administration Teachers Math Coach Math Tutors	Fall 2023-2024	Time Schedule for tutors to meet with teachers Time added to the math block iReady Resources Math Cool Down assessments	Ongoing



Focus Area	Professional Culture
Strategic Objective	Build, strengthen, & support educator capacity and well-being.
Strategic Initiative(s)	2.4 Develop & offer relevant, effective PD throughout the system.
School Based Goals	The Brown and Glover School Staff will engage in multiple opportunities throughout the year to develop and strengthen a positive, engaging, and unified professional culture where staff members feel a sense of belonging and thrive as educators.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
Regular use of Faculty Meetings to connect, evaluate and share our development as teams and as a staff.	<p>Create SIP/PFS based groups with clear goals and objectives.</p> <p>SIP Groups will be provided opportunities to collaborate with colleagues throughout the year. (ie faculty meetings, PLC Meetings, and PD days.)</p>	Principal and Team Leaders, all staff members	Aug-June	<p>Time</p> <p>Goal and objective templates</p> <p>School Improvement Plan</p> <p>Plan for Success</p>	Ongoing
Further develop our Professional Learning Communities	Provide Opportunities for teachers to grow professionally by observing one another and reflecting on best practices.	Principal, Teachers, Leaders. Literacy Leads, Math Facilitators, Inclusion Teachers	October-June	Time, coverage and reflection protocols	Ongoing

Focus Area	Diversity, Equity & Inclusion
Strategic Objective	Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
Strategic Initiative(s)	3.6 Identify, create, & evaluate practices to ensure all students have access to high quality educational opportunities.
School-Based Goal	The Brown and Glover School staff members will work to ensure accessibility as it relates to all students as measured by the implementation of the DCAP and sharing of best practices during professional development time.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
Continue to collaborate to ensure we are offering inclusive practices throughout the school.	<p>Provide PBIS Teams and mental health teams with Professional Learning time to develop data collection processes and protocols.</p> <p>Continue to build inclusive practices into the curriculum, including morning meeting time, and morning announcements</p> <p>Continue to build common language around common school wide expectations as identified by PBIS Team</p> <p>School wide reinforced monthly core values</p>	Principal, Teachers, DEI Team PBIS Team	August-June	<p>Technology Morning announcement time School Wide Community Meeting time Time for PBIS/ DEI Teams to meet</p> <p>Time to review and reinforce school wide expectations at the beginning of the year and throughout the year (after school vacations)</p>	Ongoing
The DEI Team will review and share out best practices from the district DCAP to support the learning of all students and facilitate	<p>DEI Team will review the DCAP</p> <p>Create a plan to share best practices utilizing the DECAP as it aligns to MTSS during faculty meeting times.</p>	Principal, DEI Team	Sept.-June	<p>Time to meet</p> <p>Access to the district DCAP</p>	Ongoing



# **Glover Elementary School**

## *School Improvement Plan*

**2024-2025**



**Marblehead Public Schools**

Focus Area	Teaching & Learning
<b>District Strategic Objective</b>	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.
<b>District Strategic Initiative(s)</b>	1.1 Develop consistent systems, common assessments, & processes for data inquiry & analysis to support instructional excellence & student growth.
<b>School Based Goal</b>	To increase overall student achievement and further develop teacher capacity to strengthen and align Tier 1 instruction as evidenced by observation and formal data, including but not limited to iReady, mClass, and curriculum based measures.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
All educators facilitating ELA instruction (classroom teachers, special educators, English Language Educators) will be given multiple opportunities to study, observe and implement the Wit and Wisdom curriculum.	Lead Teacher and Literacy Leads support at each grade level  PLC meetings  Ongoing Coaching and observation from Literacy coaches	Teachers Administration Curriculum coaches	August-June	PLC Meeting Time  Stipends for teacher leaders  Curriculum materials  Professional Development	
Implementation of Responsive Classroom components and pillars to include but not limited to: Morning Meeting (Greeting, Activity, Share Morning Message), Quiet Time, Take a break Space, etc. as a Tier 1 Social Emotional Support for all students.	Cohorts of teachers from both schools will participate in Responsive Classroom full week or refresher training  Teachers from cohorts will model and teach Responsive Classroom to their peers.  Teachers will work to implement components of Responsive	Administrators Teachers Counselors Psychologist SpEd Chair	August-June	Faculty/PLC Meeting Time  Stipend for train the trainer (Teachers teaching teachers)  Professional Development	

	Classroom into their daily schedule.				
Implement data informed small math intervention groups based on instructional area of need during the math block	PLCs will meet 4 times annually to review math data and group students  Schedule will be adapted for math tutors to join grade level PLCs monthly and teach in grade level classrooms 4 times a week	Administration Teachers Math Coach Math Tutors Math Facilitators	August-June	Time Schedule for tutors to meet with teachers Time added to the math block iReady Resources Math Cool Down assessments	

Focus Area	Professional Culture
Strategic Objective	Build, strengthen, & support educator capacity and well-being.
Strategic Initiative(s)	2.4 Develop & offer relevant, effective PD throughout the system.
School Based Goals	The Glover School Staff will engage in multiple opportunities throughout the year to develop and strengthen a positive, engaging, and unified professional culture where staff members feel a sense of belonging and thrive as educators.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
Plan multiple opportunities throughout the year to develop and strengthen a positive, engaging, and unified professional culture	Regular use of meetings to connect, evaluate, and share the development as a team and as a staff.	Principal, Teachers, Staff	Aug-June	Time to meet/plan  Goal and objective templates  Reflection protocols	
Further develop our Professional Learning Communities	Provide Opportunities for teachers to grow professionally by observing one another and reflecting on best practices.	Principal, Teachers, Coaches	August-June	Time, coverage and reflection protocols	

Focus Area	Diversity, Equity & Inclusion
Strategic Objective	Promote equity & ensure inclusion by acknowledging & embedding all forms of diversity throughout the district.
Strategic Initiative(s)	3.6 Identify, create, & evaluate practices to ensure all students have access to high quality educational opportunities.
School-Based Goal	The Glover School staff members will work to ensure accessibility as it relates to all students as measured by the implementation of the DCAP and sharing of best practices during professional development time.

Improvement Strategies	Action Steps	Who	Timeline	Resources Needed	Status
Develop a plan to collaborate to ensure we are offering inclusive practices throughout the school.	<p>Measure the implementation of the DCAP</p> <p>Share best practices during professional development time.</p>	Principal, Teachers,	August-June	Time to review and collaborate to share best practices	
Continue to collaborate to ensure we are offering inclusive practices throughout the school.	<p>Provide PBIS Teams and mental health teams with Professional Learning time to develop data collection processes and protocols.</p> <p>Continue to build inclusive practices into the curriculum, including morning meeting time, and morning announcements</p> <p>Continue to build common language around common school-wide expectations as</p>	Principal, Teachers, DEI Team PBIS Team	August-June	<p>Technology Morning announcement time</p> <p>School Wide Community Meeting time</p> <p>Time for PBIS/ DEI Teams to meet</p> <p>Time to review and reinforce school wide expectations at the beginning of the year and throughout the year</p>	

	identified by PBIS Team				
	School wide reinforced monthly core values				





# 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*

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## Memorandum

**To:** Marblehead School Committee  
**From:** Theresa B. McGuinness, Ed.D, Interim Superintendent  
**RE:** Annual Individual Contract Salary Adjustments  
**Date:** June 20, 2024

### 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 \$8,162 for a total of \$127,804.00 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 \$127,804.00.*

# Special Education

## Focused Compliance Monitoring Summary Report

*June 20, 2024*

## Compliance Rating Scale

Commendable	Criteria implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented (28)	The requirement is substantially met in all important aspects
Partially Implemented (6)	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met

**In MPS at this time, 28 out of 34 are already 'Implemented' and 6 out of 34 are '*Partially* Implemented'**



## SUMMARY OF COMPLIANCE CRITERIA RATINGS

### For Marblehead Public Schools

Universal Standards Special Education	
IMPLEMENTED	28 / 34
	SE 1, SE 2, SE 3A, SE 6, SE 8, SE 9, SE 9A, SE 10, SE 11, SE 13, SE 17, SE 18A, SE 19, SE 20, SE 25, SE 26, SE 29, SE 34, SE 35, SE 37, SE 38, SE 39, SE 40, SE 41, SE 42, SE 43, SE 48, SE 49
PARTIALLY IMPLEMENTED	6 / 34
	SE 3, SE 7, SE 12, SE 14, SE 18B, SE 22
NOT IMPLEMENTED	None
NOT APPLICABLE	None

## Special Education Criteria *Partially* Implemented

SE 3	SLD determination missing certain components. Specifically Ed Assessment A, student academic history
SE 7	Age of Majority document missing on some 18 year old students
SE 12	Re-evals not always completed in time, or did not have parent waiver to postpone
SE14	Some annual reviews not completed by due date
SE 18B	IEP not always issued in timely fashion
SE 22	Service delivery sometimes delayed without written notice provided to family

## **Corrective Actions**

**(Due 5/31/2025)**

**Actions already implemented by the Special Ed Department this Spring include:**

- 1. Training in all components of the new IEP format and its implementation in the district starting in September 2024.**
- 2. Re-training in the implementation of specific IEP processes identified as not consistently applied**
- 3. Review of the 2023-24 Student Services Handbook**
- 4. Review of the DESE Individual Education Plan (IEP) Process Guide**



# 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*

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## MEMORANDUM

TO: Marblehead School Committee  
FROM: Mary DeLai, Interim Director of Finance and Operations  
DATE: June 20, 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
25225	\$8,009.93
25242	\$14,241.55
25243	\$8,344.00
25244	\$46,625.53
25245	\$117,755.50
25251	\$8,575.00
25256	\$8,379.93
25260	\$15.00
25261	\$276,895.70
25277	\$12,702.94
25282	\$2,089.82
25283	\$93,552.41
25290	\$8,376.35
<b>TOTAL</b>	<b>\$605,563.66</b>

Suggested Motion:

*Motion to approve the identified schedules of bills totaling \$605,563.66.*





# Marblehead Public Schools

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**Ms. Patricia Bell**  
*Interim Director of Student Services*

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## MEMORANDUM

**TO:** Marblehead School Committee

**FROM:** Dr. Theresa McGuinness, Interim Superintendent

**DATE:** June 20, 2024

**RE:** Marblehead Public Schools Retirees, *June 2024*

Robert Dillon	16	Sue Pillsbury	22
MaryEllen Hart	22	Rachel Schauer	14
Joan Miller	20	Janice Skalaban	23
Henry Oettinger	4	<u>Herrick Wales</u>	<u>23</u>
John Payne	16	160 Total Years	

**Robert Dillon** has served as an English teacher at Marblehead High School for 16 years. He has shared his literary knowledge and love for the English language with his students throughout his career. Robert mentored students as the fencing club advisor at MHS.

**MaryEllen Hart** has been a dedicated teacher at the Village School and in the district for 22 years. Her years of dedication to developing our young learners as proficient readers has made an indelible mark on our students. In addition to her role as teacher, she assumed the role of coach to help support the other teachers at Village as they worked to implement new curricula and assessments over the last few years. MaryEllen will be greatly missed!

**Joan Miller** has served as an outstanding Special Education teacher in the Marblehead Public Schools for 20 years. Her support of students could truly be used as a model for success for all special education teachers. Also in that capacity, she served as the **President of MEA** too frequently collaborating with the district and school administration and staff. As she prepared to retire last year, we were able to convince her to come back for one more

year as our *Interim* Assistant Principal. As attested by our staff and students, she did an unbelievable job in her first administrative position. Joan Miller will be missed by everyone at Vets.

**Henry Oettinger** is retiring after serving as the Engineering teacher at MVMS for the last four years. He came to Vets with many years of experience as a private school science teacher. Over the last four years, 'Dr. O' has revitalized our Engineering program, creating many opportunities for our students to complete hands-on projects and activities. Additionally, he has fostered a resurgence in membership for students in our Engineering Club. These students have done some outstanding projects...all while having fun! We wish Dr. O all of the best as he gets to spend more time on his boat!

**John Payne** has served as a Marine Tech teacher at Marblehead High School for the past 16 years. In this hands-on course, John teaches students about how boat engines work, a handy skill for students in Marblehead. His class was even featured in a WBZ newsradio report in February 2023.

**Sue Pillsbury** has served as a Speech and Language Pathologist at Marblehead Schools for 22 years. Sue has worked with helping students across the district and has been a strong advocate for students. She is always willing to step in and take on additional duties and will be missed by everyone.

**Rachel Schauer** has served as a Literacy Tutor at Glover School for 14 years. Rachel has inspired hundreds of students to love reading. She is a dedicated educator and excellent mentor to many new literacy tutors. Rachel has formed life-time friendships at Glover and will be missed by parents, students, and staff members.

**Janice Skalaban** has served as a Business teacher at Marblehead High School for 23 years. Additionally, Janice started the DECA Club and has been an advisor for this club for several years. She led MHS students in competing in the district, state and international competitions for the DECA Club with great success.

**Herrick Wales** has been a special education teacher in the Marblehead School District for 23 years. He has worked in various teaching roles across buildings. Most recently he has been an *inclusion teacher* in 4th grade at Village School. Herrick always has a warm smile and a positive attitude. We wish him the best of luck as he joins his family in Arizona.

Record of the Marblehead School Committee Meeting  
Thursday February 15, 2024  
7:01PM

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

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Michelle Cresta-Assistant Superintendent of Finance, Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 7:00PM

b. Commendations

- Alison Taylor would like to commend the MHS Hockey Team who is competing in finals in Canada
- Jennifer Schaeffner would like to commend both of the MHS's Acappella groups for their performances this year
- Brian Ota would like to welcome the new School Committee member Al Williams

c. Public Comment

- Nancy Powell-72 Front Street
  - Nancy is speaking on behalf of the League of Woman Voters
  - The League would like to host a public forum featuring the School Committee to discuss some of the issues that have arisen recently within the community
  - A nonpartisan forum would be a "productive next step"
  - They request that the proposal be accepted during the "New Business" portion of the meeting
- Amy Dracker-30 Gregory Street
  - Amy is the author of the letter read at last week's school committee meeting and would like to enter the letter into Public Record tonight
  - In the last week over 760 people over the age of 18 have signed the online petition
  - "The message is a call to action as to how you will address the issues raised by the community regarding our schools"
- Mary McCariston-46 Pine Cliff Drive
  - Mary welcomes Al and is hoping that he will be able to "corral" the committee for the kids

d. Student Representative-Cat Piper

- Quarter 2 Report Cards were published and released on 02/06/24
- The Spanish Class trip to Spain will be during February Vacation
- Team Harmony has been visiting Elementary and Middle Schools to speak on social justice and equality
- Informational sessions for the 2025 Greece trip will be held during April Vacation
- Magic Hat is looking for Student volunteers to work and continue to raise money for the schools. They will receive honors society points for their service
- School counselors will be starting sessions with Juniors to assist them in applying for college
- Auditions for the MHS Spring play "The Prom" were held today

- The Junior class is looking for donors for their upcoming auction, they are aiming to raise \$50,000
  - Sophomore Semi-Formal tickets will be on sale starting 02/26/24
- II. District Updates-Dr. Theresa McGuinness
- Dr. McGuinness introduces Patricia Bell
    - Interim Student Services Director for MPS for the remainder of the 2023/2024 School Year
  - Dr. McGuinness introduces Mary Delai
    - Consultant that will be here on a part time basis to assist in the Assistant Superintendent of Finance and Operations role through the remainder of the 2023/2024 School Year
  - Dr. McGuinness provides an update on the “Student Services Steering Committee”
  - Wit and Wisdom mid-year update- Julia Ferreira, Mary Ellen Hart, Mary Leblanc, and Rebecca Brand
    - Julia, Mary, Rebecca and Mary give a curriculum update on the Wit and Wisdom Literacy Program
    - Wit and Wisdom provides opportunities for students to practice their skills in writing, speaking, and listening
    - They provide an overview of the reason Wit and Wisdom was selected for knowledge and curriculum building for our Students from K-6
    - Julia shares how the program was implemented initially to ensure the program was successful
    - Training was provided for educators to launch the program
    - Graphs are shared outlining the growth of our students through this program
  - School Calendar 2024-2025 (vote)
    - The MEA has not voted on the PD days but the draft of the calendar presented at the last school committee meeting is the final version

*Motion to approve the School Calendar for the 2024/2025 School Year as was presented at our last School Committee Meeting 02/01/24*

Moved by Ms. Taylor, Seconded by Mr Ota

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

Mr. Williams abstained from the vote

A roll call vote was taken, and the motion passes 4-0 with 1 abstention

- Budget Update – Dr. McGuinness and Michelle Cresta
  - 02/28/24 the FY25 Budget will be presented to the Budget Workshop
  - They will be presenting a Level Services Budget and a Reduced Services Budget
  - The Budget Book will be ready by the end of next week to present to the School Committee

### III. Consent Action and Agenda Items

#### a. Schedule of Bills (vote)

*Motion to approve the identified schedule of bills totaling \$762,430.73*



Moved by Mr. Ota, Seconded by Ms. Taylor

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

A roll call vote was taken, and the motion passes 4-0

b. Approval of Minutes (vote)

*Motion to approve the minutes as presented for 12/07/23*

Moved by Mr. Ota, Seconded by Ms. Taylor

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

Mr. Williams abstained from the vote

A roll call vote was taken, and the motion passes 3-0 with 1 abstention

#### IV. School Committee Communication and Discussion Items

a. I Am Bill (vote)

- Megan Sweeny presents the I Am Bill as a representative of the Massachusetts Chapter of the National Organization for Women (Mass NOW)
- The I Am Bill increases access to menstrual products in Prisons, Homeless Shelters and Public Schools

*Motion to approve the Marblehead School Committee supporting the I Am Bill and to write to our elected representatives*

Moved by Ms. Taylor, 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. Interim Student Services Director (vote)

*Motion to approve the contract for Interim Student Services Director Bell*

Moved by Mr. Ota, Seconded by Mr. Williams

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

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

c. School Business and Operations Position (vote)

*Motion to approve the contract for the School Business and Operations Position*

Moved by Mr. Ota, Seconded by Mr. Williams

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

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

d. Village School Overnight Field Trip Approval (Bournedale) (vote)

*Motion to approve the Village School overnight field trip to Bournedale 05/21/24*

Moved by Mr. Williams, Seconded by Mr. Ota

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

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

e. Marblehead High School Program of Studies Change (vote)

- Michelle Carlson gives a presentation outlining the changes to the Marblehead High Schools Program of Studies

*Motion to approve the Marblehead High Schools Program of Studies changes for the 2024/2025 school year*

Moved by Mr. Ota, Seconded by Mr. Williams

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

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

f. Marblehead High School DECA Overnight Field Trip Change (vote)

- The Hotel location has changed

*Motion to approve DECA Overnight field trip with the change in hotel*

Moved by Ms. Taylor, Seconded by Mr. Ota

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

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

g. Pre-School and Kindergarten Tuition Rates (vote)

- Michelle Cresta presents the current Kindergarten and Pre-School Tuition Rates
  - Kindergarten tuition rates have not seen an increase in 3 years
  - Pre-School tuition rates have not seen an increase in 2 years
  - Looking for an increase of \$500 in each of these programs
    - Kindergarten-\$4000 for the year
    - Pre-K1/2 Day \$5000 for the year / Pre-K Full Day-\$7000 for the year

*Motion to approve the Tuition rates for the 2024/2025 School Year as follows:  
Full Day Kindergarten \$4000, Pre-School ½ Day \$5000 and Pre-School Full Day \$7000*

Moved by Mr. Williams, Seconded by Ms. Taylor

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

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

h. Athletic and Activity User Fee Rates

- No vote on this tonight
- Activity and User Fees directly impact the school budget
- Used to pay for half of the stipends
- A proposal will be ready for the School Committee at a future meeting

i. Superintendent Search Process Discussion(vote)

- Sarah Fox references a letter that was written to the editor that the school committee is taking "very seriously"
- We received guidance from our Legal Council that the School Committee attend a training
- MASC hosts a training that focuses on Districts in transition called "Training and Transitions"
- Glen Kucher has made a proposal to move forward with a search for a Interim Superintendent

j. Upcoming Meetings Forum

- Sarah Fox will work with the League of Woman's Voters to get some dates for community the forum requested

k. Subcommittee and Liaison Updates and Discussion

- METCO Day of Action will be happening soon
- Finance Committee Liasson's meeting 02/16

V. Closing Business

- Brian Ota asks where the RFP is for the Special Ed audit request
  - It will be released by the end of next week
- High School Roof repair OPM will be released next week

a. New Business-School Committee Announcements and Requests

- None

b. Correspondence

- None

c. Adjournment

*Motion to adjourn*

Moved by Mr. Ota, Seconded by Mr. Williams

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

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

Meeting is adjourned at 9:17PM by Ms. Schaeffner

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

Record of the Marblehead School Committee Meeting  
Thursday April 01, 2024  
7:00PM

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

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 7:00PM

b. Commendations

- None

c. Public Comment

- None

II. District Updates-Dr. Theresa McGuinness

a. FY24 Update

- Special Ed Audit bid will be awarded in May to begin the audit in June
  - Alison Taylor will be on the evaluation committee
- Roofing Project request for proposal is underway with responses due later this month and a contract awarded in mid-July
  - Completion of phase one is set for July 2025
  - Air quality tests have been performed and it has been determined that the mold is not airborne
  - Mary Delai outlines what this process looks like from start to finish

b. FY25 budget status update

- Presentation of Budget Priorities
  - Dr. McGuinness presents an FY25 Priority List presentation for the District
    - The Level Funding budget was rejected at the last school committee meeting
    - We are now looking at a Level Services budget
    - The three categories presented are the positions that have been prioritized to be brought back into the budget with category one representing the most critical areas
    - Mary outlines that we will be repurposing some of our revolving funds to facilitate bringing back these positions.
  - Athletics-User Fee Analysis and Structure
    - Currently 50% of Coaching stipends are paid by user fees
    - With Level Service Funding we would continue to pay 50% of coach stipends from User Fees
    - With Reduced Service Funding 100% of coach stipends from User Fees
  - A list is presented of reductions not included in the ranking as budget add backs
    - More information is requested on the cuts made in the Special Education department at Glover, Village and the High School
    - Additional information is requested on the cut made to the Reading Teacher and

Special Ed Teacher at the Village School

*Motion to approve a budget of \$47,072,476*

Moved by Ms. Taylor, Seconded by Ms. Schaeffner

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

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

III. Consent Action and Agenda Items

*Motion to allow to post for an Assistant Superintendent of Finance and Operations*

Moved by Ms. Taylor, Seconded by Ms. Schaeffner

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

A vote was taken, and the motion passes 4-0

IV. School Committee Communication and Discussion Items

a. Communication Proposal

- Brian Ota gives a presentation of the Communication Survey

V. Closing Business

a. New Business-School Committee Announcements and Requests

- None

b. Correspondence

- None

c. Adjournment

Meeting is adjourned at 8:25PM by Ms. Fox

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

Record of the Marblehead School Committee Meeting  
Thursday April 25, 2024  
7:00PM

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

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Mary Delai- Interim Assistant Superintendent of Finance, Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 7:01PM

b. Commendations

- Brian Ota reads a statement that he has written on the leaks at Marblehead High School
  - He would like to commend Todd and the Custodians regarding the diligence in keeping up with the leaks
- Jennifer Schaeffner highlights that Marblehead High School students were selected to attend the North Shore Chamber of Commerce's dinner
  - The North Shore Chamber of Commerce celebrates the top 5% of students in the graduating class of each public high school on the north shore
- Alison Taylor would like to commend anybody that pulled and returned papers for a seat on a committee within the district
- Sarah Fox would like to commend everyone that has been part of the districts hiring committees

c. Public Comment

- Mary McCariston-46 Pine Cliff Drive
  - Mary asks a question about an article she read regarding additional funding that the district may receive from the Town
  - Mary also references the "firing of Ann Haskell" and gives her opinion on the dismissal

II. District Updates-Dr. Theresa McGuinness

- Dr. McGuinness would like to commend the Marblehead Boosters and the community for the "Fund the Field" project that was able to raise over \$800,000 for the replacement of Piper Field at the High School
- Staffing Updates:
  - Glover School Principal
    - First round of interviews has taken place
    - Site visit scheduled for 05/02
  - Assistant Superintendent of Finance and Operations
    - Interviews were today 04/25
    - Updates will be provided in the next two weeks
  - Village School Principal
    - Starting next week
  - Assistant Director of Student Services (.5 FTE)

- Will be posted soon
- Special Education Program Review
  - Due date for proposals was today 04/25
  - 5 firms have submitted proposals
  - Proposals will be reviewed by evaluation committee and a vendor will be selected by 05/15
- Marblehead High School Roof Replacement:
  - Due date for proposals is 05/16
  - 12 Firms have requested RFS's
  - Proposals will be reviewed by evaluation committee on 05/20 and the vendor will be selected by 05/30
- 05/24-Last day of classes for Seniors
- Senior Prom- 05/29
- Graduation-05/31
- Student representative Cat Piper will be graduating this year and will bring her choice for replacement representative to the next School Committee meeting

a. Updated School Calendar 2024-2025 (vote)

- School Committee has received some changes requested by the MEA to the School Calendar for the 2024-2025 School Year

*Motion to amend the previously approved motion to approve the 24/25 School Calendar*

Moved by Ms. Schaeffner, Seconded by Ms. Taylor

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

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

III. Consent Action and Agenda Items

a. Schedule of Bills (vote)

*Motion to approve the identified schedule of bills totaling \$425,631.81*

Moved by Ms. Taylor, Seconded by Ms. Schaeffner

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

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

b. Approval of Minutes (vote)

*Motion to approve the minutes as presented for 01/18/2024 with the requested edits*

Moved by Ms. Schaeffner, Seconded by Mr. Ota

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

Mr. Williams has abstained from the vote

A roll call vote was taken, and the motion passes 4-0 with one abstention

#### IV. School Committee Communication and Discussion Items

##### a. Director of Student Services Interview (vote)

- Lisa Marie Ippolito-Finalist for Director of Student Services for Marblehead Public Schools
  - Dr. McGuinness provides an introduction of Lisa Marie to the School Committee
  - The School Committee asks their questions to Lisa Marie

*Motion to approve the hiring of Lisa Marie Ippolito for the Director of Student Services pending contract negotiations*

Opened for Discussion

- Jennifer Schaeffner has done research and this position in other School Districts is an Assistant Superintendent position and proposes an amendment to the motion

*Motion to hire Lisa Marie Ippolito as the Assistant Superintendent of Student Services pending a successful contract and pending the voting in of a new role, salary range, and job description*

Moved by Ms. Taylor, Seconded by Mr. Ota

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

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

##### b. Marblehead High School Turf Replacement Donation (vote)

*Motion to approve the acceptance of the donation from the Marblehead All Sports Boosters in the amount of \$680,698 for the Piper Field replacement and site improvement*

Moved by Ms. Schaeffner, Seconded by Ms. Taylor

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

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

##### c. User Fees Rate Setting (vote)

- Mary Delai sent a memo to the School Committee recommending that the district adopts option 2

*Motion to approve the new user fee schedule outlined in the closed packet for the 2024-2025 School Year*

Moved by Ms. Schaeffner, Seconded by Ms. Taylor

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

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



d. Superintendent Search Discussion

- The district has received a number of qualified candidates
- The School Committee discusses who their top 4 candidates are to begin to narrow the pool of candidates
- The final candidates for the Interim Superintendent position will be Barbara Cataldo, Thaddeus King, Jose Munos, John Robidoux and David Thompson

e. Sub Committee and Liaison Updates and Discussion

- Communications Survey Update
  - Brian Ota presents the Final Draft of the Communications Survey
  - The School Committee points out a few more edits that need to be made prior to publishing the survey
  - As the Surveys are completed they will be sent to Stephen Kwiatek, Director of Technology, to pull the data together for the School Committees review

V. Closing Business

a. New Business-School Committee Announcements and Requests

- None

b. Correspondence

- None

c. Adjournment

Meeting is adjourned at 8:15PM by Ms. Fox

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

Record of the Marblehead School Committee Meeting  
Wednesday May 01, 2024  
7:00PM

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

Also Present: Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 7:04PM

- Sarah Fox thanks the Marblehead Police Department as well as the Staff and Students at the Marblehead High School for their response to the incident on 04/29
- Alison Taylor asks for a moment of silence for Todd Norman, a Marblehead Softball Coach that passed away recently

II. Overview of Process and Organization

- Sarah Fox goes over the Interview Process for the Interim Superintendent candidates

III. Interviews for Interim Superintendent of Schools

a. Dr. Barbara Cataldo

7:15 PM

- Jennifer Schaeffner asks her questions to Barbara Cataldo
- Brian Ota asks his questions to Barbara Cataldo
- Alison Taylor asks her questions to Barbara Cataldo
- Al Williams asks his questions to Barbara Cataldo
- Sarah Fox asks her questions to Barbara Cataldo

b. Dr. David Thomson

8:30 PM

- Jennifer Schaeffner asks her questions to David Thompson
- Brian Ota asks his questions to David Thompson
- Alison Taylor asks her questions to David Thompson
- Al Williams asks his questions to David Thompson
- Sarah Fox asks her questions to David Thompson

IV. Interview Assistant Superintendent of Finance and Operations Candidate

a. Michael Pfifferling- Assistant Superintendent of Finance and Operation Finalist

- Julia Ferreira introduces Michael to the School Committee
- Brian Ota asks his questions to Michael Pfifferling
- Alison Taylor welcomes Michael to the District and points out some of the things that were brought up during the initial interview of Michael by the hiring committee
- Jennifer Schaeffner asks her questions to Michael Pfifferling
- Sarah Fox asks her questions to Michael Pfifferling

*Motion to approve Michael Pfifferling as our Assistant Superintendent of Finance and Operations subject to successful contract negotiations*

Moved by Mr. Ota, Seconded by Ms. Schaeffner

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

A vote was taken, and the motion passes 4-0

V. Closing Business

Meeting is adjourned at 9:50PM by Ms. Fox (Check adjournment time recording cut off before Sarah said it)

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

Record of the Marblehead School Committee Meeting  
Friday May 10, 2024  
1:00PM

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

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Mary Delai- Interim Assistant Superintendent of Finance, Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 1:01PM

b. Public Comment

- None

II. School Committee Communication and Discussion Items

a. Interim Superintendent Discussion (vote)

- 14 Feedback forms were received
- The School Committee discusses the candidates and who they would like to move forward in the process
  - Al Williams has two candidates that he would like to see move forward-John Robidoux and Barbara Cataldo
  - Brian Ota has two candidates that he would like to see move forward- Thaddeus King and David Thompson
  - Alison Taylor has two candidates that she would like to see move forward- John Robidoux and David Thompson
  - Jennifer Schaeffner has two candidates that she would like to see move forward-Barbara Cataldo and John Robidoux
  - Sarah Fox has two candidates that she would like to see move forward- Barbara Cataldo and John Robidoux
- John Robidoux and Barbara Cataldo will move forward
- After the site visits the School Committee will discuss next steps

*Motion to move Barbara Cataldo and John Robidoux to the next phase of the Interim Superintendent Search*

Moved by Mr. Williams, Seconded by Ms. Schaeffner

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

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

b. Assistant Superintendent Contract Approval (vote)

- Michael Pfifferling-Assistant Superintendent of Finance and Operations

*Motion to approve the contract with Michael Pfifferling for Assistant Superintendent of Finance and Operations*

Moved by Mr. Ota, Seconded by Ms. Taylor

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

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

- Lisa Mari Ippolito-Assistant Superintendent of Student Services

*Motion to approve the contract with Lisa Marie Ippolito for Assistant Superintendent of Student Services*

Moved by Mr. Ota, Seconded by Ms. Taylor

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

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

c. Principal Contract Approval

- This agenda item will be scheduled for a future meeting

III. Closing Business

a. New Business-School Committee Announcements and Requests

- Brian Ota-Communications Survey
  - 566 Responses so far
  - Results will be presented at the next School Committee meeting
- Jennifer Schaeffner goes over what would be involved in having a State Auditor come in and do and audit of the district

b. Adjournment

Meeting is adjourned at 1:30 PM by Ms. Fox

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

Record of the Marblehead School Committee Meeting  
Thursday May 16, 2024  
7:00PM

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

Also Present: Dr. Theresa McGuinness-Interim Superintendent, Mary Delai- Interim Assistant Superintendent of Finance, Julia Ferreira-Assistant Superintendent of Teaching and Learning

I. Initial Business

a. Call to Order

Ms. Fox called the meeting to order at 7:00PM

Ms. Fox also called the public hearing for school choice for the 2024-2025 School Year to order at 7:00PM

a. Public Hearing for School Choice for the 2024-2025 School Year

- The Ed Reform Act of 1993 and DESE require that each school committee admit non-resident students under the "School Choice Pro Program" unless the School Committee votes to the contrary
- Dr. McGuinness provides her recommendations to the School Committee regarding the vote
  - Deciding factor in whether we participate in the program is enrollment numbers
  - Due to the lack of available classroom space Dr. McGuinness recommends that we do not participate in School Choice Program

*Motion to approve that Marblehead Public Schools does not participate in the School Choice Program for the 2024-2025 School Year*

Moved by Mr. Ota, Seconded by Ms. Schaeffner

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

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

Ms. Fox closes the hearing on School Choice will close at 7:04PM

b. Commendations

- None

c. Public Comment

- Johnathan Heller-26 Ralph Road, Marblehead ; Sally Shevory-80 Garfield Street, Marblehead
  - MEA Co-Presidents are here to discuss the Sick Leave Bank
  - The Sick Leave Bank was never ratified by the School Committee after going into Collective Bargaining
  - They would like to ask the School Committee to make a motion to approve the Sick Leave Bank

d. Student Representative-Cat Piper

- Students are finishing the second week of AP exams



- Culture Feast-05/24 from 4:00PM to 7:00PM
- Accapalooza-05/17 at 7:00PM in the MVMS PAC
- Spring Art Exhibition started on 05/14 and runs through 05/22 at Abbott Hall
- The MHS Marching Band will be in the Memorial Day Parade in Marblehead
- 05/24 the Senior Project "Gallery Walkthrough" will be 05/24 in the MHS Fieldhouse
- Senior Prom will be at the House of Blues in Boston on 05/29
- Scholarship night will be 05/28 in the MHS Fieldhouse

## II. District Updates-Dr. Theresa McGuinness

- Special Education Program Review
  - 5 Proposals have been reviewed
  - Academic Discovery will be completing the review
  - An interim report will be available at the end of September and the final report will be provided by December
- Principal Search Updates
  - Glover Principal Search has been re-opened
    - Julia Ferreira is continuing to spearhead this search
  - Village School Principal Search
    - Two interviews have been conducted
- a. Youth Risk Behavior Survey-Gina Hart and Julia Ferreira
  - Gina-Clinical Social Worker at Marblehead High School
  - This is the third year that this data has been collected
  - 85% response rate this year
  - Survey is voluntary
  - Mass General provides the survey, and it is grant funded
  - Gina provides the data on the Protective and Risk Factors
  - Gina discusses the current programming that MHS offers to assist in combating some of these behaviors within our students
  - Julia discusses the district programming that is offered to our staff to help assist our students
  - Gina and Julia go over next steps and actions to assist our staff, students, and community members going into the 2024-2025 School year
- b. Staff Support Classification Plan Proposal
  - Mary Delai goes over the updated Staff Support Classification proposal
    - Most administrative staff is currently classified as "clerk"
    - This classification plan will create structure for our support staff
    - The job descriptions were also re-written in accordance with the updated classification plan
  - The vote to approve the plan as well as the job descriptions will be posted for the next school committee meeting
- c. FY24 Budget Status Update-Mary Delai
  - Mary discusses the projected end of year surplus for FY24 which currently stands at \$755,000
  - Pre-payment of next year's tuitions is discussed which will also assist us in keeping additional funds in the 2024/2025 budget
  - The additional surplus beyond paying for the tuitions will be used to pre-pay special education out of district placements

## III. Consent Action and Agenda Items

### a. Schedule of Bills (vote)

*Motion to approve the identified schedule of bills totaling \$1,365,425.76*

Moved by Ms. Schaeffner, Seconded by Mr. Ota

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

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

b. Approval of Minutes (vote)

*Motion to approve the minutes dated 02/01/24*

Moved by Ms. Schaeffner, Seconded by Ms. Taylor

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

Mr. Williams has abstained from the vote

A roll call vote was taken, and the motion passes 4-0 with one abstention

#### IV. School Committee Communication and Discussion Items

##### a. Superintendent Search Update

- The committee decided to move forward John Robidoux and Barbara Cataldo to the site visit portion of the interview process
- Barbara Cataldo has withdrawn from the interview process
- The school committee will be visiting John's current district on 05/22
- After the visit to his district the school committee will be setting up a day that he will be visiting our district

##### b. Communications Survey Results

- This item will be moved to the next school committee agenda

##### c. Subcommittee and Liaison Updates and discussion

- The proposed budget passed at our most recent meeting

#### V. Closing Business

##### a. New Business-School Committee Announcements and Requests

- None

##### b. Correspondence

- None

##### c. Adjournment

*Motion and vote to meet in Executive Session pursuant to Massachusetts General Law chapter 30A section 21(a) for the following purpose:*

*Purpose (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel*

*Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with the Marblehead Teachers Association Unit A, Unit Permanent Substitutes, Unit Tutors, Unit Paraprofessionals, and Unit Custodians because an open discussion may have detrimental effect on the*

*bargaining position of the committee with intent not to return to open session at 8:05PM.*

Moved by Ms. Schaeffner, Seconded by Mr. Ota

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

Respectfully Submitted,  
Allison McMahon, Secretary  
Marblehead School Committee

## **MADDISON GAIESKI BSN, RN**

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Caring, responsible, and personable registered nurse with school nurse, public health, and education experience looking for a position as a school nurse. Compassionate professional who provides positive student-centered care to identify and treat acute illness and manage chronic disease. Prioritizes safety, acute medical care, health education, screening, and health promotion strategies to improve the health outcomes of all students. Passionate about caring for students from all backgrounds and ages to help them reach and maintain their health goals.

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### **EXPERIENCE**

#### **Marblehead High School, Marblehead, MA**

##### **Long-Term Substitute School Nurse**

February 2024-Present

- Serve over 900 high school students
- Triage students to provide medical support and nursing interventions in the school setting
- Assist in assessing and solving student complaints so students can return to class
- Provide first aid, medication, and chronic disease management
- Correspond with families and staff about student well-being

#### **Salem Academy Charter School, Salem, MA**

##### **Substitute School Nurse**

January 2024-Present

- Assess students and provide nursing interventions
- Assist and provide care for students managing chronic illnesses such as diabetes and asthma
- Administer prescription and OTC medications to students in the school setting
- Correspond with families and staff about student well-being

#### **New Hampshire Academy of Performing Arts, Seabrook, NH**

##### **Youth Program Coordinator and Dance Teacher**

May 2023 - Present

- Plan, develop, and implement youth special events and programming
- Complete studio administrative tasks like scheduling, registration, and creating promotional graphics
- Send out correspondence to families about upcoming events and performances
- Update the website as needed

#### **British International School of Boston, Boston, MA**

##### **Dance Teacher**

August 2022- June 2023

- Educate over 300 primary students about the art of dance through the Julliard Creative Classroom Curriculum
- Provide first aid for minor injuries acquired in the classroom
- Offer emotional support and validation to students
- Define clear classroom expectations and behavior management strategies

#### **Lynn Community Health Center, Lynn, MA**

##### **Telephone Triage Nurse**

May 2020- August 2022

- Triage patients of all ages over the phone, making clinical assessments and providing a documented plan
- Communicate and educate patients about test results, medication regimens, and PCP instructions
- Correspondence with outside agencies with consent to provide quality patient care
- Play an essential role in assessing positive COVID-19 patients and providing follow-up

### **EDUCATION**

#### **Bachelor of Science (B.S.) - Nursing with a minor in Biology**

Sep 2015 - May 2019

*Salem State University, Salem, MA*

Graduated magna cum laude—3.59+ GPA

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### **SKILLS**

Aspen, Interpersonal Skills, Critical Thinking, Leadership, Collaboration, Computer Skills



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619



MAURA T. HEALEY  
Governor

KIMBERLEY DRISCOLL  
Lieutenant Governor

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

## Verification of Licensure

KATHLEEN E. WALSH  
Secretary  
ROBERT GOLDSTEIN, MD, PhD  
Commissioner

06/18/2024

To Whom It May Concern:

The individual named below is licensed in the Commonwealth of Massachusetts as a:

Registered Nurse

**Name of Licensee:** Maddison Gaieski

**License Number:** RN2335945

**License Status:** Current

**Issue Date:** 08/13/2019

**Expiration Date:** 04/24/2026

**Disciplinary Actions:** There are no disciplinary actions against this license.

Registration verification may be obtained at <http://checkahealthlicense.mass.gov/>. The information provided in this "Verification" is based on the records maintained by the Massachusetts Bureau of Health Professions Licensure and its licensing boards. Individuals are deemed to be in good standing if their license is current and not subject to any disciplinary status on the date of issuance of the "Verification." Disciplinary status is defined as voluntary surrender, revocation, suspension or probation of a license. The "Verification" does not include information about the existence, absence, or status of complaints. To request such information, please submit a public record request to [publicrecordsadmin@massmail.state.ma.us](mailto:publicrecordsadmin@massmail.state.ma.us).

Heather Cambra, BSN RN JD

Executive Director, Board of Registration in Nursing



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

## Verification of Licensure

### Education

United States Education

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School Name: Salem State College

Degree Type: Bachelor of Science in Nursing

Graduation Date: 05/19/2019



EMPLOYMENT AGREEMENT  
BY AND BETWEEN  
THE MARBLEHEAD SCHOOL COMMITTEE  
AND  
JOHN ROBIDOUX

This Employment Agreement (hereinafter referred to as "this AGREEMENT") is made between the Marblehead School Committee (hereinafter referred to as "the Committee") and John Robidoux (hereinafter referred to as "the Interim Superintendent" or "Mr. Robidoux"). This AGREEMENT will be effective as of July 1, 2024. For mutual consideration expressed herein, the parties agree as follows:

1. EMPLOYMENT: The Committee hereby agrees to employ Mr. Robidoux as Interim Superintendent of the Marblehead Public Schools, and Mr. Robidoux accepts such employment on the terms and conditions contained in this AGREEMENT.

2. DURATION: Mr. Robidoux shall be employed as the interim superintendent of the Marblehead Public Schools for two (2) years, from July 1, 2024 through June 30, 2026, except as this AGREEMENT may be otherwise extended by mutual agreement or terminated as provided herein. No later than February 1, 2026, the Committee shall notify the Interim Superintendent in writing as to whether or not it desires to continue the Interim Superintendent's employment beyond June 30, 2026. Should the Committee and the Interim Superintendent mutually desire to continue the Interim Superintendent's employment, they will make a good faith effort to complete negotiations for a successor employment agreement on or before March 15, 2026. If they are unable to agree upon a new employment agreement or an extension of this AGREEMENT, then this AGREEMENT will expire, and the Interim Superintendent's employment will end on June 30, 2026.

3. COMPENSATION: The Interim Superintendent will be paid in accordance with the following schedule:

	<u>Contract Year</u>	<u>Contract Year Salary</u>
First	July 1, 2024-June 30, 2025	\$208,000.
Second	July 1, 2025-June 30, 2026	To Be Determined

The Interim Superintendent's Contract Year Salary shall be subject to withholdings for state and federal taxes and other withholdings required by law or authorized by the Interim Superintendent. The Committee shall determine the Interim Superintendent's salary for the Second Contract Year (July 1, 2025- June 30, 2026) on or before June 30, 2025. The Interim Superintendent's Salary in the Second Contract Year shall not be less than his Salary in the First Contract Year. The Interim Superintendent's Contract Year Salary shall be earned ratably in each of the Contract Years (July 1, 2024-June 30, 2025; July 1, 2025-June 30, 2026) and shall be prorated for work of less than a full Contract Year. The Interim Superintendent's Salary shall be paid in equal installments in accordance with the procedures governing payment of other professional staff in the Marblehead Public Schools.

#### 4. WORK YEAR AND LEAVE BENEFITS:

4.1 Work Year: The work year for the Interim Superintendent is twelve months commencing July 1<sup>st</sup> of each Contract Year and ending the following June 30<sup>th</sup>. The Interim Superintendent shall devote his full time, skill, labor and attention to the discharge of his duties as Interim Superintendent for the Marblehead Public Schools.

##### 4.2 Vacation Leave:

###### A. Accrual.

The Interim Superintendent shall be entitled to twenty-five (25) vacation days per Contract Year earned at the rate of 2.0833 days per month. The Interim Superintendent may borrow against future accrual during the same Contract Year.

###### B. Carry Over

A maximum of five (5) vacation days may be carried over from Contract Year to Contract Year, so that at any one time the maximum number of vacation days which are available shall not exceed thirty (30).

###### C. Per Diem Rate

For the purposes of determining the Interim Superintendent's per diem rate under this AGREEMENT, the Interim Superintendent's Annual Salary shall be divided by 261 days.

4.3 Sick Leave: The Interim Superintendent shall be entitled to sick leave with pay in accordance with the provisions in this Section 4.3. Effective July 1, 2024, the Interim Superintendent will be granted a bank of fifteen (15) sick leave days. The Interim Superintendent will accrue 1.25 days of sick leave per month commencing July 1, 2025. The Interim Superintendent may use accrued sick leave to cover the Interim Superintendent's absences for personal illness or injury. The Interim Superintendent may carry over unused accrued sick leave days into subsequent Contract Years up to a maximum of thirty (30) days. Unused sick leave is not paid out upon separation from employment.

4.4 Holidays: The Interim Superintendent shall receive the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Columbus Day
President's Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving
Independence Day	Christmas Day

4.5 Personal Leave: The Committee may grant the Interim Superintendent up to two (2) personal leave days with pay per Contract Year for important legal or personal business which cannot be conducted outside of the Interim Superintendent's workday or for emergencies. Unused personal leave days shall not carry over into a subsequent Contract Year and are not paid out upon separation from employment.

4.6 Bereavement Leave: The Interim Superintendent may take up to five (5) work days as bereavement leave with pay to make funeral arrangements and/or to attend the funeral/memorial service for the Interim Superintendent's spouse, child, father, mother, sibling, mother-in-law, father-in-law, grandparent, grandchild, sister, brother, or other person residing in the Interim Superintendent's household. The Interim Superintendent may take up to two (2) workdays as bereavement leave with pay

to attend the funeral/memorial service for the Interim Superintendent's sister in-law, brother in-law, nephew, or niece.

5. REIMBURSEMENT FOR EXPENSES AND MOBILE PHONE AND EQUIPMENT:

5.1 Reimbursement for Expenses: The Committee shall reimburse the Interim Superintendent in accordance with Committee policy and procedure for reasonable and necessary, documented expenses incurred in the performance of his duties upon the presentation by the Interim Superintendent of receipts submitted within 30 calendar days of incurring such expenses, including, but not limited to expenses for conferences approved in advance by the Committee, as well as membership dues for organizations approved in advance by the Committee. Such reimbursement shall not exceed five thousand dollars (\$5,000.) in the aggregate per Contract Year. The following dues and/or registration fees do not need School Committee prior approval but are subject to the \$5,000. aggregate limit per Contract Year:

- MASS annual membership fee
- MASS leadership Institute program fee
- Joint MASS and MASC Conference registration fee

No reimbursements shall be made in excess of the five thousand dollar (\$5,000.) limit without the prior written request from the Interim Superintendent and prior written authorization from the Committee after a vote of the Committee at an Open Meeting.

5.2 Mobile Phone and Equipment: The Committee shall provide the Interim Superintendent with a mobile phone and a laptop computer for use associated with his work for the Marblehead Public Schools and de minimis personal use.

6. INSURANCE: The Interim Superintendent may elect to obtain group health insurance generally available to employees and their dependents in the Marblehead Public Schools on the same terms and conditions as such insurance is generally available to other non-unionized employees in the Marblehead Public Schools, and the Interim Superintendent recognizes that the Marblehead School Committee and the Town of Marblehead may change such terms and conditions and such insurance from time to time. If the Interim Superintendent declines to obtain such health insurance, the Interim Superintendent shall provide proof of health insurance coverage through another source and shall complete any required documentation including the Massachusetts Health Insurance Responsibility Disclosure ("HIRD") form.

7. DUTIES: The Interim Superintendent shall have charge of the administration of the Marblehead Public Schools consistent with law and Committee policies and directives. The Interim Superintendent shall be the chief executive officer of the School Department and shall employ, assign, direct, evaluate, discipline, and terminate all employees of the Marblehead Public Schools consistent with law and Committee policy. The Interim Superintendent shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs and shall be responsible for the operation and management of the school department including the utilization of and accounting for funds appropriated for the school department as well as all other funds coming under the control of the school department. The Interim Superintendent shall construct school committee meeting agendas in consultation with and at the direction of the Committee chairperson. The Interim Superintendent shall attend all meetings of the Marblehead School Committee, unless excused, and may participate in all school committee deliberations except when matters relating to the Interim Superintendent's own employment and/or this AGREEMENT are under consideration. The Interim Superintendent shall recommend regulations, rules, policies, and procedures deemed necessary for the good order of the school

departments, and, in general, perform all duties incident to the office of the Interim Superintendent, as provided by applicable laws and in accordance with the policies and directives of the Committees, as they may be promulgated or modified from time to time.

8. PERFORMANCE EVALUATION: The Committee shall devote at least a portion of one meeting before June 30<sup>th</sup> of each Contract Year to an evaluation of the Interim Superintendent's performance and working relationship with the Committee. This performance evaluation shall comply with applicable law and regulations and be based in part upon performance criteria developed by the Committee with input from the Interim Superintendent. The Committee shall evaluate the Interim Superintendent at a meeting held in open session in accordance with the provisions of Massachusetts General Laws. The Interim Superintendent understands and agrees that his evaluations will be conducted in an open session meeting of the Committee.

9. LICENSE: The Interim Superintendent hereby represents to the Committee that he is currently licensed to serve as Superintendent of Schools pursuant to the laws of the Commonwealth of Massachusetts and the Rules and Regulations of the Commissioner of Elementary and Secondary Education and the Massachusetts Department of Elementary and Secondary Education. As a condition of employment and continued employment, the Superintendent shall maintain, throughout the term of this AGREEMENT, a valid and appropriate license qualifying him to serve as a Superintendent of Schools in a school district in the Commonwealth of Massachusetts, as required by Massachusetts General Laws, as such may be amended from time to time. The Interim Superintendent agrees to notify the Committee within 24 hours of his license being revoked, rescinded, suspended, or lapsed.

10. PROFESSIONAL ACTIVITIES, TUITION REIMBURSEMENT:

10.1 Professional Activities: The Interim Superintendent shall devote his full-time, attention, and energy to the business of the Marblehead Public Schools. However, the Committee encourages the continuing professional growth of the Interim Superintendent through the Interim Superintendent's participation, as he might decide considering the responsibilities of superintendent, in:

- A. the operations, programs, conferences, and other activities conducted or sponsored by local, state, and national school administrator and/or school committee associations;
- B. local, state and national conferences, seminars, and courses offered by private institutions, commissions, or committees related to education; and
- C. informational meetings with persons whose skills or backgrounds would serve to improve the capacity of the Interim Superintendent to perform his professional responsibilities for the School District.

However, except for reimbursement for expenses consistent with Section 5 of this AGREEMENT, no other funds will be made available for any of the professional activities listed in this Section 10.1.

10.2 Tuition Reimbursement: The Interim Superintendent may request reimbursement for tuition for graduate-level courses at accredited colleges and universities for courses approved in advance by the Committee provided that the Interim Superintendent received a grade of "B" or better or a "Pass" grade in a course only offered on a pass/fail basis. Reimbursement shall not exceed fifteen hundred dollars (\$1,500.) in each Contract Year.

## 11. INDEMNIFICATION:

11.1 In accordance with and to the extent provided by applicable Massachusetts General Laws, the Committee agrees to provide indemnification to the Interim Superintendent against all uninsured financial losses arising out of any proceeding, claim, demand, suit or judgment by the reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while the Interim Superintendent is acting within the scope of his employment or under direction of the Committee. The parties understand and agree that this indemnification provision shall not apply to actions by the Committee to suspend and/or terminate the Interim Superintendent.

11.2 Mr. Robidoux shall, within three (3) calendar days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver a copy of the same to the Committee.

11.3 This Section 11 shall survive the termination of this AGREEMENT.

## 12. TERMINATION OF EMPLOYMENT AGREEMENT:

12.1 Early Termination by Mutual Agreement: The Interim Superintendent and the Committee may terminate this AGREEMENT at any time prior to its expiration by mutual agreement.

12.2 Early Termination By the Committee with Cause: During the term of this AGREEMENT, the Committee may suspend the Interim Superintendent from his position as Interim Superintendent and/or may terminate his employment and this Employment AGREEMENT for insubordination, incompetency, neglect of duty, or other cause. "Cause" herein shall be defined as any ground put forth by the Committee in good faith that is not arbitrary, irrational, unreasonable or irrelevant to the task of building and maintaining an efficient school system. Prior to any termination for cause, the Committee shall provide the Interim Superintendent with written notice of the reason, reasons, charge or charges against the Interim Superintendent, and the grounds on which such reason(s) or charge(s) is based. Provided that the Interim Superintendent has made a request in writing to the Chairperson of the Committee within five (5) calendar days of receipt of such written notice, the Committee shall provide the Interim Superintendent with a hearing upon said reason(s) or charge(s). Such hearing shall be conducted in accordance with the provisions of the Open Meeting Law, Massachusetts General Laws, Chapter 30A. There shall be no right to present witnesses and no right to confront or cross-examine witnesses. The Interim Superintendent shall be entitled to have his legal counsel present to advise him. The Interim Superintendent shall be responsible for paying all fees and costs associated with such legal counsel. The decision of the Committee, after such hearing, if any, shall be final and binding, subject to such judicial review as may be provided under applicable law. The Interim Superintendent may request to use his accrued vacation days prior to his separation from employment and/or the Committee may schedule the Interim Superintendent for vacation days prior to his final day of employment. In the event of termination pursuant to this paragraph, the Committee shall not be required to pay, and the Interim Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of termination.

12.3 Early Termination by the Interim Superintendent: The Interim Superintendent may terminate his employment by submitting his written resignation to the Committee with as much advance notice as possible but no less than ninety (90) calendar days advance notice. In the event of termination pursuant to this paragraph, the Committee shall not be required to pay, and the Interim Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of the Interim Superintendent's resignation. The Interim Superintendent may request to use his accrued vacation days

prior to his separation from employment and/or the Committee may schedule the Interim Superintendent for vacation days prior to his final day of employment.

12.4 Early Termination By the Committee: The Committee may terminate this Employment AGREEMENT and the Interim Superintendent's employment at any time on or prior to June 30, 2026 without cause by providing the Interim Superintendent with at least ninety (90) calendar days written notice and paying the Interim Superintendent an early termination payment of fifty thousand dollars (\$50,000.00) minus withholdings for state and federal taxes and other withholdings required by law or authorized by the Interim Superintendent. In the event of termination pursuant to this paragraph, with the exception of the early termination payment which shall be paid on or by the effective date of termination, the Committee shall not be required to pay, and the Interim Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of termination. The Interim Superintendent may request to use his accrued vacation days prior to his separation from employment and/or the Committee may schedule the Interim Superintendent for vacation days prior to his final day of employment. This Section 12.4 is not applicable to early terminations of this AGREEMENT pursuant to Sections 12.1, 12.2, 12.3 or 12.5 or to the failure of the Committee to reappoint the Interim Superintendent.

12.5 For Disability: Subject to applicable law, if the Interim Superintendent is absent from work on account of a disability for more than one hundred (100) calendar days, the Committee shall have the option of terminating his employment and this Employment AGREEMENT. If the Committee exercises its option to terminate the Interim Superintendent's employment and this Employment AGREEMENT, the Interim Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of such termination.

13. NOTICES: All notices required or desired to be given under this AGREEMENT will be deemed to be served if in writing and delivered by in-hand delivery to the Interim Superintendent or sent by certified mail to the Interim Superintendent's residence in the case of the Interim Superintendent, or sent by certified mail to its central office in the case of the Committee with a copy sent by certified mail to the home address of the Chairperson of the Committee.

14. ENTIRE AGREEMENT: This AGREEMENT contains the whole agreement between the Committee and the Interim Superintendent. There have been no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those set forth herein. No modification of or addition to this AGREEMENT shall be effective unless and until set forth in writing and signed by the parties.

15. SEVERABILITY: If any term(s) or provision(s) of this AGREEMENT is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the validity and enforceability of the remaining terms and provisions shall not be affected, and such invalid and/or unenforceable term(s) and/or provision(s) shall be modified to the extent necessary to make it or them enforceable.

16. GOVERNING LAW: This AGREEMENT shall be interpreted, enforced, governed and construed under and in accordance with the laws of the Commonwealth of Massachusetts.

17. COUNTERPARTS: This AGREEMENT shall be executed in two counterparts, each of which shall be deemed to be an original and both of which taken together will be deemed one and the same instrument.

IN WITNESS WHEREOF the parties have caused this AGREEMENT to be subscribed in duplicate on this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
John Robidoux, Interim Superintendent

ON BEHALF OF THE MARBLEHEAD SCHOOL COMMITTEE  
BY:

\_\_\_\_\_  
Sarah Fox, Chairperson  
Marblehead School Committee