

**Record of the Marblehead School Committee Meeting**  
**Thursday February 26, 2020-7:00pm**  
**Glover Cafeteria**

**Members Present:** Sarah Gold, Meagan Taylor, Jennifer Schaeffner and David Harris

**Members Absent:** Sarah Fox

**Also:** William, H. McAlduff Jr.-Interim Superintendent  
Michelle Cresta-Director of Finance  
Eric Oxford-Director of Student Services  
Greg Ceglarski-Director of Athletics

**I. Initial Business and Public Involvement**

**1. Call to Order**

Ms. Gold called the meeting to order at 7:03pm.

**2. Commendations**

Mr. Harris mentioned having the Athletics Director, Mr. Ceglarski in attendance for the meeting and noted all the great things he was hearing about the Winter Sports Teams. He shared that it would be nice to receive an update at one of the next meetings to which Ms. Gold agreed and referenced providing an update to the committee at the March 5<sup>th</sup> meeting.

**3. Public Comment**

None.

**4. Dan Howells, Student Rep, Junior and Class President**

Student Representative Dan Howells was not in attendance and would provide an update at the next regularly scheduled meeting.

**II. Consent Agenda and Action Items**

**1. Minutes**

Ms. Gold asked the committee if they needed any clarification on the minutes or if anyone had any additions they would like to add. Ms. Taylor stated that she would abstain from voting on the January 9, 2020 minutes as she was not able to review them.

Ms. Gold made a motion to approve the minutes from the December 19, 2020 meeting. The motion was moved by Mr. Harris and seconded by Ms. Taylor. The motion passes 4-0.

Ms. Gold made a motion to approve the minutes from the January 9, 2020 meeting. The motion was moved by Mr. Harris and seconded by Ms. Schaeffner. The motion passes 3-0-1.

**III. Superintendent Report**

**1. Recommendation for Appointment**

**a. Director of Student Services**

Superintendent McAlduff read a prepared statement to the committee recommending that Mr. Oxford be permanently appointed to the position of the Director of Student Services sharing that Mr. Oxford's skill set was an excellent match for the Marblehead Public Schools.

Ms. Gold made a motion to appoint Mr. Eric Oxford as the Director of Student Services on a permanent basis. The motion was moved by Ms. Schaeffner and seconded by Ms. Taylor. The motion carries, all in favor 4-0.

The committee members congratulated and welcomed Mr. Oxford who thanked the committee and Superintendent McAlduff for their support and reported what a pleasure it had already been

supporting the students and staff on a daily basis and that he would look forward to continuing down that path.

**2. Updates on:**

**a. Coffin School Boilers etc.**

Superintendent McAlduff provided an update on the boilers at the Coffin School. He shared that all of the steam traps that needed replacing had already been replaced. He further explained that the motor drive assembly on one of the boilers had been replaced over February. He reminded the committee that the plan for the electronic thermostat system to be bypassed by manual controls had been completed which would provide better temperature control going forward. It was also stated that the burner is from 1943 and due to its old age needed to be serviced regularly. A discussion regarding the timeframe and cost involved with replacing the entire burner took place. In reference to the Coffin School, Mr. Harris thanked the Superintendent, the Director of Facilities, Mr. Bloodgood and the Town of Marblehead for their efforts in building a temporary ramp for students with mobility concerns.

**b. Tennis Court Fundraising**

Superintendent McAlduff reported that the Booster's fundraiser to raise money to repair the High School Tennis Courts had come to an end and that he was impressed to hear that \$108k had been raised, which exceeded the original fundraising goal of \$100k. It was explained that the next steps would be for the project to go out to bid.

**c. Marblehead Veterans Middle School Assistant Principal Search**

Superintendent McAlduff congratulated Veterans Middle School Assistant Principal, Mr. Phil McManus on his new position as the Masconomet Regional Middle School Principal. He shared a hiring search timeline outlining the next steps in the interviewing process. It was noted that the goal would be to have a finalist candidate to announce by the end of April, pending contract negotiations.

**IV. Finance Organizational Support**

**1. Schedule of Bills**

Ms. Gold made a motion to approve the schedule of bills totaling \$628,866.68. Ms. Schaeffner stated that she would be abstaining from the vote due to reimbursements paid to her. The motion was moved by Ms. Taylor and seconded by Mr. Harris. The motion passes, 3-0-1

# 19092	\$ 1,320.17
# 19124	\$ 19,552.93
# 19126	\$ 6,908.80
# 19138	\$ 23,470.04
# 19143	\$ 240,317.78
# 19148	\$ 337,074.16
# 19150	\$ 222.80

**Total \$ 628,866.68**

**2. FY20 Monthly Financial Report**

Ms. Cresta presented an update on the year to date budget status as of January 31<sup>st</sup>. She shared that 48% of the operating budget had been expended and that all accounts were continuing to be monitored closely. It was noted that around a \$200k short-fall in Special Education Out of District Tuition and Transportation would still be projected. It was also reported that once the District had expended about \$448K more in utility costs that the town's energy reserve account would cover remaining cost. Ms. Cresta explained that the expected water and sewer budget surplus could be applied to cover the short-fall in the gas and electric utility account. She also reminded the committee of the expected short-fall in the telephone budget. It was also mentioned that about 60% of the budget for substitution costs had been expended along with just under 45% of the salary budget.

A conversation discussing the use of the special education reserve fund to cover transportation costs took place.

### **3. FY21 Capital – Facilities Sub-Committee Report**

Ms. Schaeffner presented the committee with information on the FY21 Facilities Capital Plan requests. Items of importance that the Facilities Subcommittee felt needed attention were highlighted and estimate costs included. Ms. Schaeffner shared that building walkthroughs assisted with the process of focusing in on areas of immediate concern. She pointed out that a district-wide Capital Facility Needs Assessment would be a top priority and that the entry doors at both the Coffin School and High School should be replaced.

Superintendent McAlduff acknowledged the need for a facilities assessment and recommended working with the town in the future to develop a longer, perhaps 20 year plan. A conversation addressing which smaller items could be addressed by the maintenance workers took place and although no formal vote was taken, it was decided that a narrowed down list should be presented at the school committee meeting on March 5<sup>th</sup>.

### **4. FY21 Draft Budget**

Superintendent McAlduff explained the presentation plan for the evening stating that both the Athletic Director, Mr. Ceglarski and the Director of Student Services, Mr. Oxford would be presenting an update on their individual department budgets. He also shared that new information pertaining to Out of District Tuition would be shared at the next meeting.

#### **a. Athletics**

Mr. Ceglarski thanked Ms. Cresta for all of her assistance during the budget planning process. He began his PowerPoint presentation updating the committee on the number of sports teams broken down by season that were currently in district. He also included the number of athletes, coaches and volunteers. Mr. Ceglarski shared information related to revenue from user fees and gate receipts which totaled around \$212k in combined revenue. It was shared that the operating budget for 2020 would be around \$530k. He also shared information about Massachusetts Interscholastic Athletic Association Requirements (MIAA) and the request for increased funding due to equipment safety requirements. Topics of discussion included utilizing a portion of the user fees to pay for coaching stipends, the maintenance of athletic fields and turf repair, ideas on how to decrease costs associated with bussing transportation and information on the jersey renewal program.

#### **b. Utilities/Energy/Maintenance**

Finance Director, Ms. Cresta shared that the FY21 maintenance budget would need to be increased around \$70k. She also shared that the line item for maintenance supplies had been underfunded in the past and that an increase of around \$28k would be required in order to meet the increasing needs of aging equipment that would need replacing. It was also shared that the school department would work with the town to address some of their vehicle needs for busses, vans and wheelchair accessible vehicles.

#### **c. Special Education**

Director of Student Service, Mr. Oxford provided an update on the anticipated FY21 revenue from Tuition-In Students stating that the district is projecting a revenue of \$732k from students attending Marblehead Public School from out of district (O.O.D). He did remind the committee that there will most likely be adjustments made to the projected number to account for the constant changes associated with Tuition-In students. Mr. Oxford explained his plans for the reallocation of special education personnel stating that by balancing both increases and reductions in full time equivalency status (FTE) of specific personnel would provide an anticipated cost saving of around \$50k. He further shared that the \$50k savings could provide a cushion for needs based staffing moving forward.

Superintendent McAlduff thanked Mr. Oxford for his presentation and stated, “A good example of hiring Eric on a permanent basis is that he is always looking for efficiencies without compromising the needs of students.”

Superintendent McAlduff provided an update on Circuit Breaker funds. He explained that the funds are reimbursements that come from the state based on the out of district placements from the previous school year. He shared that with an anticipated 75% reimbursement from the state that

Marblehead would receive an increase of about \$106k from the previous year to total around \$1,667, 691. It was also explained that the total funds would be placed in the special education revolving fund and due to changing number in placements that the numbers would continue to be monitored closely.

**V. School Committee Communications and/or Discussion Items**

**1. Town Report Submission**

The Superintendent shared that he had completed the school portion of the annual Town Report and that it had been submitted. He thanked the number of staff that worked on the report and encouraged the School Committee to reach out to him with any questions they could address at a later time.

**2. Building Project Update**

Mr. Harris gave an update on the new elementary school building project sharing that fencing had been put up around the site and that the town had received a design and development acceptance letter last Friday from the Massachusetts School Building Authority (MSBA). He also thanked Principals Donna Zaeske and Sean Satterfield for their feedback regarding the traffic plan pattern for the new school. Mr. Harris shared that the Building Committee would be meeting with the Planning Board on Monday March 2<sup>nd</sup> at 7:30 at the Community Center. He also mentioned that bids for dirt, steel and concrete had come back in and were under budget. A conversation discussing blasting concerns took place. It was confirmed that Gilbane would be providing monthly construction reports and Ms. Schaeffner asked to be added to the group of building committee emails to be able to remain informed about the project.

**3. School Committee Liaison Updates**

Ms. Taylor shared that there would be a METCO sponsored Cultural Fest on Friday February 28<sup>th</sup> from 6-9pm at the High School to support fundraising for scholarships.

Ms. Gold shared that the Special Education Parent Advisory Council (SEPAC) had not met due to cancellations from members being sick.

Ms. Taylor shared that she had recently met with the Village School and that budget and technology concerns were topics of discussion.

Ms. Schaeffner shared that she had recently met with the Glover School but there was no quorum so they would plan to meet again in March.

Ms. Schaeffner also mentioned that the Policy Subcommittee would be bringing forward some policy updates for review that had been suggested by the Massachusetts Association of School Committees (MASC).

**VI. Closing Business**

**1. New Business**

None

**2. Adjournment**

Ms. Gold adjourned the meeting at 9:48pm.

*Respectfully Submitted  
Sarah Fox, Secretary  
Marblehead School Committee*

*Approved May 7, 2020*