

**Record of the Marblehead School Committee Meeting**  
**Wednesday, August 1, 2018**  
**Veterans Middle School**

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

**Also:** Maryann Perry, Superintendent  
Dr. Bradford Smith, Assistant Superintendent  
Amanda Maniaci, Director of Business and Finance  
Robert Bellucci, Dir. Of Student Services & Program Acct.  
Rachel Bowen, Director of Human Resources

**Members Absent:**

**I. Initial Business**

**1. Call to Order**

Ms. Tedford called the meeting to order at 8:30am. She asked for a motion to go into executive session.

2. Ms. Schaeffner made motion to meet in executive session pursuant to Massachusetts General Laws chapter 30A section 21 (a), purpose (2) to conduct a strategy session in preparation for negotiations with nonunion personnel, specifically, the superintendent with the purpose of returning to open session. The motion was seconded by Ms. Taylor. The Committee **VOTED** unanimously in favor.

**8:50 am Return to Open Session**

**II. Consent Agenda and Action Items**

**1. SC Minutes 6/20/18 and 6/29/18**

Ms. Schaeffner made motion to approve the minutes of 6/20/18 and 6/29/18. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

**2. Approval of Sup contract amendment-current coursework**

Ms. Schaeffner made motion to approve the amendment to the Superintendent's contract for vacation payout for 2017-18 and re-allotment for tuition reimbursement for expedited coursework over past 4 years, and institute and membership fees. The motion was seconded by Ms. Taylor and the Committee **VOTED** unanimously, 5-0, in favor.

Motion to approve 2 courses for Dissertation applicable to this was made by Ms. Gold and seconded by Ms. Schaeffner. Discussion followed. Mr. Harris asked if there was a dollar amount to these courses. Ms. Tedford noted it shall not exceed \$7,100 in 2019. The Committee **VOTED** unanimously, 5-0, in favor.

**3. Custodial Items to be declared as surplus**

Ms. Schaeffner made motion to approve the list of custodial items presented as surplus. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

**4. Bill Schedules****Schedule of bills payable for 2018 is as follows:**

#16797	\$ 96,394.20
#16843	<u>\$ 10,278.00</u>
	\$106,672.20

Ms. Schaeffner made motion to approve the Schedule of Bills for 2018. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

**Schedule of Bills for 2019 is as follows:**

#16808	\$136,678.07
#16818	\$ 1,204.81
#16828	\$ 255.00
#16842	\$ 72,570.01
#16844	\$ 35,240.40
#16845	\$ 215.64
#16846	\$ 87,056.23
#16852	<u>\$ 281.25</u>
	\$333,501.41

Ms. Schaeffner made motion to approve the Schedule of Bills for 2019. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

**5. Boosters – Field Advertising (Policy KHB)**

Ms. Tedford explained that the Booster Club has been given a conditional grant from The Friend of \$50,000 if they can match that amount. The goal is to help defray the cost to renovate the workout rooms into a Fitness/Wellness Center that all students can use. The Boosters are fundraising and are asking the Committee approval to sell advertising banners that will be displayed at the football field. These banners would be allowed to hang for two years. The Boosters will maintain the banners and the school district will not be responsible for vandalism or for putting up or taking down banners.

Ms. Gold made motion to approve the request to allow the Boosters to sell advertising banners. The motion was seconded by Ms. Schaeffner.

Ms. Gold made motion to amend the original motion to approve advertising banners for the purpose of raising funds for the Fitness Center for annual SC approval and that any two year banner sold would be allowed to hang for the two years. The motion was seconded by Ms. Schaeffner. The Committee **VOTED** unanimously in favor.

Ms. Harris made motion to approve the amended motion. It was seconded by Ms. Schaeffner. The Committee **VOTED** unanimously in favor.

**6. MASC Conference**

Ms. Taylor noted that she attended the MASC Summer Retreat and shared information on the workshops she attended.

A motion to reimburse Ms. Taylor the \$75.00 for the MASC Summer Conference was made by Ms. Schaeffner and seconded by Ms. Gold. The Committee **VOTED** unanimously in favor.

Ms. Tedford noted that the MASC/MASS joint Conference will be held November 7-10<sup>th</sup>. She noted that she has attended most years but would like to open the opportunity to other members. She explained that she will re-address the conference in September when the full agenda is available and then perhaps different members can attend different workshops on different days.

**III. Retreat Agenda****Workshop with Elizabeth Valerio - Valerio Dominello & Hillman, LLC****▪ Open Meeting Law**

- Open Meeting Law discussion
- What constituted a meeting versus a gathering/training/public event
- Use of school email for school business
- Remote participation: must have a roll call vote and remote participant must be able to view all documents
- Chair must inform attendees that meeting is recorded
- Change in the performance evaluation of the Superintendent
- Recommended that our policy is not an open forum. Anyone wishing to speak can only speak on items on agenda. Change policy to read public comment not participation and specify only comment on items on the agenda. Set a specific time frame for public comment

**▪ Sub-Committees/Agenda setting**

- If you do a public hearing, do a joint meeting with SC and Bldg. committee.

**▪ Bell, Coffin, Gerry Building Committee Advocacy/Town Meeting**

- For Town meeting, you can give out the date and time of the meeting and give a link to the Town Warrant but cannot point out individual warrants
- At public meetings we vote to support any decision on building.
- Distribution of materials should be sent to OCPF first but should be free of asking anyone to vote for a specific warrant
- If a Ballot Committee is formed then that committee promotes a yes vote for that warrant item. As a School Committee member, you cannot raise money for the Ballot Committee because it's a conflict of interest. You can donate money but you can't raise money
- Office of Campaign Finance or the Ethics Commission should be contacted before you do anything

**▪ JANUS Decision**

Elizabeth Valerio gave a brief overview of how the JANUS decision could affect our district

**Workshop with Mike Gilbert – Massachusetts Association of School Committees**

Mike Gilbert reviewed the Committee's roles, responsibilities, need to establish operating protocols and the importance of the mid-year check in.

- Roles and Responsibilities
- Operating Protocols
- Mid-year check in

**Other School Committee Retreat Agenda Items for discussion**

Ms. Tedford briefly reviewed the following documents with the members:

- **Liaison positions**
  - A sub-committee should only consist of committee members
  - Safety Committee should be a Superintendent's Advisory committee due to the nature of the content. Any budget decisions that might be made on safety issues should be followed up in an open meeting
  - A School Committee member liaison to School Councils is not a member of the school council group because they are a SC member
  - SEPAC is an advisory to the School Committee
- Reports Calendar agenda items distributed to members

- Current Class Size Enrollment  
Ms. Perry explained that this document shows how many class sections of grades K-4 there are this year compared to last year.
- Strategic Plan - (annual goals debriefing and next steps)  
Due to the time restraint, Ms. Tedford moved this agenda item to another meeting.

## VI. Closing Business

### A. New Business

Mr. Harris noted that the Building Committee meets a week from this Thursday. At this meeting that will made decision on the shape of the building, air condition, the slant of the roof, etc.

Ms. Tedford stated that there are no other updates on the Bell Organic Garden and when we she has results all members will receive an update.

Ms. Schaeffner made motion to allow public comment at this retreat and the motion was seconded by Mr. Harris. The Committee **VOTED** 4 in favor, 1 opposed. The motion passed.

Public Comment:

Katherine Martin, 29 West Shore Drive. Ms. Martin noted that she is on the Organic Garden Committee and she would like the garden to be up and running by September. She asked for a timeline when testing will be done and when the new soil will be added.

Alexia Carney, 9 Gregory Street, asked the district to help find a solution so that the children can return to school and learn from the curriculum provided by the organic garden.

### B. Correspondence

Ms. Tedford asked if the Committee clerk could take on the task of sending thank you notices to those who have donated or to those who have presented.

### C. Adjournment

A motion to adjourn was made and seconded and the meeting adjourned at 2:20pm.

Respectfully submitted,  
Sarah Gold  
Marblehead School Committee

#### **Meeting Documents:**

*SC Minutes 6/20/18 and 6/29/18*

*Approval of Sup contract amendment-current coursework*

*Custodial Items to be declared as surplus*

*Bill Schedules 2018 and 2019*

*Boosters – Field Advertising (Policy KHB)*

*MASC Conference*

*Liaison positions*

*Reports Calendar*

*Current Class Size Enrollment*

**Approved 9/20/2018**