

**Record of the Marblehead School Committee Meeting**  
**Thursday, October 18, 2018**  
**Marblehead High School**

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

**Also:** Maryann Perry, Superintendent  
Dr. Bradford Smith, Assistant Superintendent  
Ken Lord, Exec. Dir. Of Technology and Operations  
Amanda Maniaci, Director of Business and Finance  
Rachel Bowen, Director of Human Resources

**Members Absent:**

**I. Initial Business**

**A. Call to Order**

Ms. Tedford called the meeting to order at 7:00 pm.

**B. Commendations**

Superintendent Perry explained that she will be presenting two deserving seniors with the Massachusetts Association of School Superintendents award for Academic Excellence. This award is given to high school students who have distinguished themselves in the pursuit of excellence during their high school careers.

Dr. Perry stated that she would like to begin this evening by introducing two Marblehead High School Seniors who are receiving the Massachusetts Association of School Superintendents Award for Academic and Community Excellence. Both students being recognized this evening have demonstrated strong academic skills, participate in extracurricular and community service activities, and are currently in the top 5% of their graduating class.

Recipients for the 2018-2019 Superintendent's Award are Juliana Lederman and Alix Livermore. Dr. Perry asked Principal Bauer to present the awards to each student.

Mr. Bauer gave the following brief bio for Juliana Lederman:

- Recipient of the Yale Book Award
- Recipient of the Junior Science Award
- Recipient of the Excellence in AP US History Award and the Excellence in Calculus Award
- Captain of the Math Team
- Founder of the National Science Honors Society
- Volunteers at the Salem Boys and Girls club and the Marblehead Community Center

Alix Livermore:

- Gold medal winner in the National Spanish Exam
- Recipient of the Excellence in Chemistry Award and the Excellence in US Legal System Award
- Volunteer and website editor with Sustainable Marblehead
- Four-year member of the Track Team
- Writer for Headlight the school newspaper
- Vice President of the Student Council
- Treasurer for Junior States of America

## ALICE Protocol

Superintendent Perry noted that on October 29<sup>th</sup> at 7:00 pm there will be an ALICE session at the Veterans School for parents and guardians. She explained that the staff and faculty have already been trained and this presentation will be an information session about the district-wide initiative to update our approach to man-made emergencies. Students across the district will be participating in age-appropriate ALICE training and instruction after the parent/guardian information night. The presentation will provide an overview of the basic premise and scope of the ALICE safety and security protocols.

**C. Public Comment**

none

**D. Student Representative**

Dan Howells, Student Rep, Sophomore and Class President

- Sophomore fundraiser at Minos on October 23<sup>rd</sup>
- Freshman class officers have been elected
- Open House for the upcoming 8<sup>th</sup> grade will take place on October 25<sup>th</sup>
- There will be an Activity Fair on October 25<sup>th</sup> where all the clubs will have booths
- The Freshman had a meeting regarding the Day of Service which is planned for October 24<sup>th</sup>
- The Booster Bash will take place on October 20<sup>th</sup> with food, music and an auction at Tedesco
- Fall sports are starting play-offs and the winter sport registrations have begun
- Performing Arts band, chorus and orchestra will be going to hear the Boston Symphony Orchestra on October 24<sup>th</sup>

**II. Consent Agenda & Action Items****1. Minutes: 9/20/18; 10/4/18**

Ms. Gold made motion to approve the SC meeting minutes of 9/20/18; 10/4/18 with noted changes. The motion was seconded by Ms. Schaeffner and the Committee **VOTED** unanimously, 5-0, in favor.

A change was noted to the 9/20 minutes that under the approval of the 9/6 minutes, it should have read that Ms. Schaeffner reminded the community.....

10/4 minutes note an addition to the section under Learning Days. Add that Ms. Taylor and Ms. Schaeffner asked about how the Distance Learning Days will be handled for students on an IEP.

**2. Approval to declare drafting tables as surplus**

Ms. Schaeffner made motion to declare as surplus the drafting tables that are no longer useful. The motion was seconded by Ms. Taylor and the Committee **VOTED** unanimously, 5-0, in favor.

**3. Approval to declare library books as surplus**

Ms. Schaeffner made motion to declare as surplus the library books from the Bell, Coffin and Gerry Schools that are either in poor physical condition, factually inaccurate, outdated, superseded by newer editions, no longer relevant to the curriculum, or not age appropriate. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

**4. Approval of updated Policy Manual**

Ms. Tedford noted that she has been working with Ms. Schaeffner for over two years on the Policy Manual to streamline and update in accordance with the new laws and MASC recommendations. She is asking the Committee to approve the entire manual with the exception of the following policies that will be updated at a later time (IJNDB; -IJNDB-E; -IJNDB-R; -IJNDC; -IJNDD).

Ms. Schaeffner noted that MASC recommends that the policies in our manual are those that are required by statute.

Exhibits or references, unless required by statute to be in the policy book, were removed. The Instructional Goals policy was a narrative of our goals and expectations and it is not required by statute and has been removed. Similarly the policy on Honors courses is more procedural rather than policy and not required by statute.

Ms. Taylor had a few questions in relation to policies on physical education, transportation of students, meal charge policy, resignation of professional staff, and evaluation of the Superintendent. She noted that the policy states that the Committee will periodically develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals and asked if it should instead state annually. Ms. Tedford noted that the policy would be superseded by the contract.

Ms. Schaeffner made motion to approve the updated School Committee Policy Manual as presented. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously, 5-0, in favor.

Superintendent Perry thanked Ms. Schaeffner and Ms. Tedford for their hard work in updating this policy manual. Mr. Harris reiterated that same sentiment.

Ms. Schaeffner noted that until the online policy manual can be updated, a hard copy will remain at Central Admin.

### III. Teaching/Learning-Superintendent of Schools

#### A. District Reports and Updates

##### 1. MHS Attendance update

Dan Bauer, Principal at Marblehead High School and Michele Carlson, Assistant Principal, presented the data to this point in time compared to a year ago. Mr. Bauer noted that unexcused absences and tardies have dropped by almost half. Ms. Bauer noted that parents were sent a notice on methods of documenting different absences such as illness, death in the family, doctor appointment, etc. (this presentation will be with this meetings documents online)

### IV. Finance Organizational Support

#### 1. Schedule of Bills

#17110	\$ 450.00
#17129	\$ 41,454.41
#17135	\$ 8,455.00
#17142	\$ 360.00
#17146	\$184,545.46
#17148	<u>\$ 12,266.71</u>
	\$247,531.58

Motion to approve all schedules of bills totaling \$247,531.58.

Ms. Schaeffner made motion to approve the schedule of bills for October 18, 2018 totaling \$247,531.58. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously in favor, 5-0.

#### 2. End of Fiscal Year18 Close out Report

Ms. Maniaci presented her report and noted the following analysis: (the entire report can be found online at <https://www.marbleheadschoools.org/district/school-committee/pages/agendas-minutes-and-presentations>)

##### ***FY18 Closeout Total Expenditure Analysis***

- ☐ At final fiscal close, week 52 of a 52 week fiscal year we have balanced the operating budget. The operating budget has been fully expended and additional salary and expense costs from grant and special revenue funds appear in a worksheet within this closeout report.
- ☐ Final grand total operating expenditures both salary and expenses balanced at \$36,539,604 expended, or 100% of

total FY18 operating budget.

- This is 5.1% increase over fiscal 17 operating budget of \$34,754,708 expended

□ Final encumbrances total \$0

- All remaining open/unused encumbrances and open POs were liquidated during the closeout.

Brief items noted were:

- Revenue for Food services up 16% from last year
- The Glover kitchen was very well received and parents love the early drop off
- Annual reviews of fees show that we are finally meeting the program needs from money collected
- Unemployment costs are held down by appealing any inappropriate unemployment claims
- We are currently handling substitutes in house

Challenges:

- Sped increases were incredibly large with a large increase in tuition-out
- A hiring freeze held off re-hiring the Village librarian last year and deferred science kit purchases last year
- User fees had to be used to handle transportation fees

## V. School Committee Communication and/or Discussion items

### 1. BCG Building Update

Mr. Harris noted that they met with the Selectmen last Wednesday. The presentation was that which was presented to the MSBA Facilities Assessment Committee a few weeks prior. On October 31, we will appear before the MSBA Board and if we receive their approval we will be free to begin the Schematic Design phase. The Project Scope and Budget will go to the MSBA in December and will review and report back for reimbursable space.

Mr. Harris thanked the Building Committee for their hard work and dedication on this project.

#### Gerry Building Committee

Emily Barron-Community Member  
 Jackie Belf-Becker-Board of Selectmen Chair  
 Benjamin Berman-Finance Committee  
 Eileen D'Amour-Coffin/Gerry Music Teacher  
 Sarah Fox-Community Member  
 David Harris-GSBC Chairman & School Committee  
 Ken Lord-MPS Exec Director of Tech & Operations  
 Kelly Lyons-Community Member  
 Amanda Maniaci-MPS Business Manager  
 Catherine Martin-Community Member  
 Maryann Perry-MPS Superintendent

Jeremy Pollander-Community Member  
 Elizabeth Rudzinski-Coffin Special Education Teacher  
 Sean Satterfield-Principal Coffin/Gerry Schools  
 Cindy Schieffer-Community Member  
 Aimee Sheppard-Bell Teacher  
 Jason Silva-Town Administrator  
 Ben Szalewicz-Community Member  
 Ralph Wallace-Community Member  
 Erik Weibust-Community Member  
 Donna Zaeske-Principal Bell School  
 Jim Zisson-Community Member

## VI. Closing Business

### A. New Business

Ms. Tedford noted that there will be an executive session school committee meeting on Monday, October 22<sup>nd</sup> at 8:15am.

The November 1, 2018 School Committee meeting will be held at the Village School and will be taped and shown at a later date on MHTV. The meeting will begin at 6:30pm to accommodate the students.

Ms. Tedford asked the Committee if the Thursday, December 6<sup>th</sup> meeting could be switched to Wednesday, December 5<sup>th</sup> due to conflicts on the 6<sup>th</sup>. All noted they should be able to attend however Ms. Gold stated that she will not be at the November 1 meeting and Mr. Harris stated that he will not be at the November 15<sup>th</sup> meeting.

### B. Correspondence

### C. Adjournment

A motion to adjourn was made and seconded and the Committee **VOTED** to adjourn at 8:45pm.

Respectfully submitted,  
 Sarah Gold

Marblehead School Committee

***Meeting Documents:***

*Minutes: 9/20/18; 10/4/18*

*Approval to declare drafting tables as surplus*

*Approval to declare library books as surplus*

*Approval of updated Policy Manual*

*MHS Attendance update*

*Schedule of Bills*

*End of Fiscal Year 18 Report*

Approved 11/15/2018