

**Record of the Marblehead School Committee Meeting**  
**Thursday, February 7, 2019**  
**School Administrative Offices**

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

**Also:**

**Members Absent:** Meredith Tedford

**I. Initial Business**

**A. Call to Order**

Ms. Schaeffner, Vice Chair, called the meeting to order at 7:00PM.

Ms. Schaeffner made the following statement regarding the Superintendent's resignation:

We have reached an agreement in principal with the Superintendent regarding her resignation. When this is signed we will provide the details of that agreement to the public. We anticipate this to be within days. The Superintendent has been excused from tonight's meeting. Administrators will be here as needed to present to the School Committee.

Upon receipt of the signed agreement, the School Committee will be working immediately on a timeline for hiring an interim Superintendent and beginning the process of forming a search committee for a permanent Superintendent of Schools.

**B. Commendations**

She noted she spoke with Dr. Smith and we have received the DESE Accountability Report which is known as the School District Report Card which measures our district in terms of accountability goals. Last year Marblehead did rate "meets targets" which is the highest level for all K-12 schools in the district. Seventeen percent of the schools in the Commonwealth received this. In Essex County there were only two, Marblehead Public Schools and Andover Public Schools.

**C. Public comment**

Mike Rocket asked for the Committee to reconsider Mr. Matthew's case.

Brendan O'Grady, spoke about the change in graduation day and asked the Committee to intercede to change the graduation back to a Sunday.

Katie Martin, 29 West Shore Drive. Asked the Committee to work hard to make a change in culture of the district.

Sarah Fox, 46 Beach Street. Noted she hopes the settlement the Committee is trying to reach with the Superintendent is fair considering our teachers and students are doing without.

Cindy Lowen. Thanked committee for being here tonight and asked the Committee that when they are in the process of working with a search committee, to include the voices of METCO as well.

**D. Student Representative**

- Dan Howells, Student Rep, Sophomore and Class President
- Third quarter has begun
- Informational session on Vaping was held
- 8<sup>th</sup> graders came to HS for Electives Day
- Annual Valentine Day Candy Gram Fundraiser has begun
- February 12 will be the 8<sup>th</sup> grade curriculum night
- Swim team won the NEC meet which makes 14 consecutive wins
- Sophomore semi-formal tickets will go on sale this week for the event held on March 8

- Our Acappella groups will be competing this Saturday at the ICHA tournament

**II. Consent Agenda& Action Items**

**1. SC Minutes: 1/10/19 6PM; 1/10/19 7pm; 1/16/19; 1/29/19**

Mr. Harris made motion to approve the School Committee meeting minutes of 1/10/19 6PM. The motion was seconded by Ms. Taylor and the Committee **VOTED** 4-0 in favor.

Mr. Harris made motion to approve the School Committee meeting minutes of 1/10/19 7pm. The motion was seconded by Ms. Taylor and the Committee **VOTED** 4-0 in favor.

Ms. Gold made motion to approve the School Committee meeting minutes of 1/16/19. The motion was seconded by Ms. Taylor and the Committee **VOTED** 4-0 in favor.

Ms. Taylor made motion to approve the School Committee meeting minutes of 1/29/19. The motion was seconded by Ms. Gold and the Committee **VOTED** 4-0 in favor.

**2. Sub-Committee Mtg. Minutes: 1/24/19 Budget Sub Com**

Ms. Schaeffner noted that since Ms. Tedford is not here this evening, there is not a quorum of the sub committee so they will add this to another agenda.

**3. SC Meeting Dates for school year 2019-2020**

Ms. Schaeffner noted that this calendar was presented at a previous meeting. She asked for a motion to approve the meeting dates for the School Committee for the 2019-2020 school year.

Ms. Taylor made motion to approve the School Committee meeting date calendar for the 2019-2010 school year. The motion was seconded by Ms. Gold and the Committee **VOTED** 4-0 in favor.

Mr. Harris asked if maybe a date for the summer retreat could be added to the calendar as well as a second meeting date in February. Ms. Schaeffner said she'll discuss and review this request and may bring it back to the committee.

**4. Engie Amendment - LED Lighting Upgrade for HS Parking Lot**

Mr. Lord explained that he has been in discussion with Engie regarding a small expansion to the LED lighting project. They have proposed replacing all of the exterior parking lot and pole lights with LED lighting. We can procure this as an amendment to the initial contract and they can do the work over the February vacation week. This will not only provide savings in electrical costs, but it will replace all of the light bulbs with much longer life bulbs and replace numerous burned out lights. This amount can be rolled into the existing 48 month plan to pay for the gym and café lighting. It would add an additional \$515 to the monthly payment, but they project it will save \$983 per month in electrical costs with a net monthly savings of \$467 per month. They can do this during February vacation. Mr. Lord noted that he spoke with Jason Silva and he agreed that we can have this count towards our energy reserve as they had agreed with the larger gym and café project.

Ms. Gold made motion to approve a contract amendment with Engie increase by \$24,733. The motion was seconded by Ms. Taylor and the Committee **VOTED** 4-0 in favor.

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

**A. District Reports and Updates**

**1. MHS Attendance Update**

Mr. Bauer presented this report and compared attendance and tardy numbers to this time last year.

**2. Class Size Report Veterans and High School**

Mr. Bauer, High School Principal and Mr. Fox, Veterans Middle School Principal presented their report.

**3. Program of Studies**

Mr. Bauer noted the changes to the 2019-2020 school year Program of Studies which showed courses added and those no longer running as well as the reasons.

IV. Finance Organizational Support

1. Schedule of Bills

#17555	\$	270.00
#17556	\$	5,134.00
#17586	\$	8,005.04
#17590	\$	553,425.60
#17594	\$	10,989.25
#17598	\$	51,799.91
<b>Total</b>		<b>\$629,623.80</b>

Ms. Taylor made motion to approve the schedule of bills for February 7, 2019 totaling **\$629,623.80**. The motion was seconded by Ms. Gold and the Committee **VOTED** 4-0 in favor.

Ms. Maniaci said we use state contracts.

a. New bill schedule protocol

Ms. Maniaci presented the protocol for the schedule of bills and noted that this procedural information has been presented to School Committee, often as a part of the initial overview for new members with the Business Manager, and additionally presented annually as a portion of a start of year monthly finance report. She noted that as the district seeks to strengthen its internal controls, the School Committee Budget Liaisons have discussed additional ways to provided oversight as a Committee during the bi-monthly invoice-based bill schedule and approval process.

Once schedules are prepared they await the School Committee Chair’s signature and the Superintendent’s signature. (during summer months when there is no meeting, a quorum of signatures of the School Committee members – typically 3, will also be accepted in lieu of public agenda vote).

*A proposed change to this authorization process is that when the bill schedules are prepared, a packet of all the invoices will be provided with the bill schedule/bill warrant in the Central Administration Offices. A quorum of School Committee members, on a rotating basis, will review invoices and schedules and will sign, in person, the bill schedules for a total of three Committee signatures. This is a change from current practice of the Chair signing the invoices and then a vote of the full Committee to approve the bill schedules in public session.*

This will likely be on a future agenda, Ms. Schaeffner stated.

2. Kindergarten Tuition

Ms. Maniaci noted that this document has been previously presented to the Committee and requires a vote this evening. Recap:

Recommendation is a 2.5% increase for the 2019-2020 full day kindergarten tuition rate. This would set the annual rate at **\$3,516**, which is an increase of \$86 over school year 2018-2019. The recommended increase seeks only to align with and capture collectively bargained FY20 COLA increases for Unit A Professional Teaching staff and Paraprofessional Instructional Support Staff. Kindergarten tuition revenue funds kindergarten professional teaching and support staff and associated fringe insurance, and a 2.5% increase will work to keep pace with contractual salary increase expenses for those staff members charged to the tuition revolving fund. It is important to note that the tuition revenue is a supplement, and not a sole source, of total funding for district K and Pre-K programming which is in part funded by the district building level operating budgets. The district will continue to offer Full Day Kindergarten tuition sliding scale financial aid, installment payment options, and appropriate discounts for twins/siblings, and second year students.

As in past practice, a vote to set the FY20 Kindergarten tuition rate will be reflected pro-rata to set the Pre-School peer-model tuition rate for FY20. An increase relative to the recommended Kindergarten tuition rate, or 2.5%, for

FY20 would be an annual Pre-School peer-model tuition rate of **\$4,340 full day/\$2,196 half day**, an increase of \$106 full/\$54 half over school year 2019-2020.

Ms. Gold made motion to approve the All Day Kindergarten tuition rate of \$3,516.00 for the 2019-2020 school year and a tuition rate for the Pre-School Program tuition rate at \$2,196 half day/\$4,340 full day. The motion was seconded by Ms. Taylor and the Committee **VOTED** 4-0 in favor.

**3. FY19 Budget (\$103,136 transfers)**

Ms. Maniaci stated that these budget transfers from the FY19 operating budget lines into the Special Education tuition totaling \$103,136 were previously presented to the Committee and consist of:

**Salary line reductions/cuts – District wide (\$50,412) Based on savings from employee changes, leaves, unfilled positions**

**1. \$24,713** – From HS IEP Chair Salaries. Savings from unfilled months of HS IEP Chair (now filled)

**2. \$4,000** – From Village Med/Therapeutic Prof Salaries. Expense transfers of already expended substitute staffing funding for two special education professional staff on maternity leave into the IDEA grant. The IDEA grant cut a service contract with a special education service provider to absorb supply and substitute expenses from the operating budget to free funding for sped tuition.

**3. \$9,200** – from Lane changes. Pro-rated savings from .2 FTE cut/reduction of Elementary Special Education Chair.

**4. \$7,411** – from Village Clerical Para salaries. Savings from 2 months unfilled position.

**5. \$5,088** – from Village Para salaries. Leave lunch student supervisor position unfilled for remainder of school year.

**Expense line cuts/reductions Special Education Dept – District wide (\$22,724)**

**6. \$9,824** – from district wide Sped Ed Para/Fellow contracted services. Reduced Endicott fellow count by 1 FTE

**7. \$12,900** – From The following Special Education building and district supply lines:

Coffin Special Ed Supplies (\$400); Bell Special Ed Supplies (\$1,100); Glover Special Ed Supplies (\$1,300)  
Village Special Ed Supplies (\$2,200); School Special Ed Supplies (\$2,500); High School Special Ed Supplies (\$3,200); K-12 District wide Special Ed Supplies (\$2,200)

Expense transfers of already expended special education building based supply lines back into the IDEA grant. The IDEA grant cut a service contract with a special education service provider (totaling \$12,000) to absorb these supply expenses.

**Expense line cuts/reductions district wide curriculum/assessment (\$5,000)**

**8. \$5,000** – from system wide testing and assessment contract services. Less grade level expansion of the Galileo assessment implementation – partial shift of existing Galileo licensure into instruction grants where possible (at the cut of planned instruction grant programming)

**Expense line cuts/reductions from Central Administration (\$9,000)**

**9. \$5,000** – from central admin contracted services. Reduction in expansion of services and central expenses over base annual contracts including interpretation services with BayState, School Spring licensing and usage, Aspen X2 and other district wide licensing runs through this line.

**9B. \$4,000** – from central admin office supply. Freeze on supplies, paper, printing, postage (unless mandated hardcopy correspondence).

**Expense line cuts/reductions – building based - multiple schools (\$16,000)**

**10. \$2,000** – from Coffin textbooks. Further reduction of Coffin School instructional supply/materials expense budget.

**11. \$1,000** – from Village Textbooks. Further reduction of Village School instructional supply/materials expense budget.

**12. \$3,000** – from Vets 5-8 textbooks. Further reduction of Middle School instruction supply/materials expense budget.

**13. \$5,000** – from HS textbooks. Further reduction of High School instruction supply/materials expense budget.

**14. \$2,000** – from Coffin new equipment (instructional). Further reduction of Coffin School instruction supply/materials expense budget.

**15. \$3,000** – from Glover new equipment (instructional). Further reduction of Glover School instruction supply/materials expense budget

Ms. Taylor made motion to approve the budget transfers noted above totaling \$103,136.00. The motion was seconded by Ms. Gold and the Committee **VOTED** 4-0 in favor.

**4. FY19 Budget Discussion (\$78,275 transfers)**

Ms. Maniaci presented the following round 4 transfers.

*Transfers into Special Education Tuition FY19 Deficit - 4<sup>th</sup> round of transfers/re-appropriations*

*Totaling \$78,275*

*January 24, 2019*

**1. \$32,772** – From Middle School licensed social workers. Savings from a staffing turnover after the FY19 budget vote.

**2. \$3,617** (transfers full line to zero) – From HS Guidance Office supplies. Will shift expenses anticipated with guidance office supplies (mailings/graduation/scholarship packets and presentations) to Guidance Revolving fund from transcript fee collections.

**3. \$4,070** (transfers full line to zero) – From HS Guidance Office Contracted Services. Will shift expenses anticipated/expended out of guidance office contracted services (naviance, college application mailings, membership licensing, student support, technology associated with college applications) to Guidance Revolving fund from transcript fee collections.

**4. \$1,000** – From Central Admin Transfer to School Lunch. Leaves funding in that line to cover forecasted school lunch benefits overages in revolving.

**5. \$5,000** – From District wide Athletic Transportation contracted services. Decrease in forecasted athletic transportation due to increase in house staff with CDL licenses and the new bus.

**6. \$10,000** (two step expense transfer) - From Elementary Maintenance Contracted Services. \$10,000 of maintenance expenses will be shifted into Facilities Rental revolving revenue. This will limit custodial overtime and maintenance issues (over operational allocations) through year end.

Ms. Maniaci explained that building revolving is when our facilities are rented. 140,000 took in last year and proper way to use it is to put back in the building but this will be shifting the monies. Revolving funds can carry forward each year.

**7. \$8,000** (two step expense transfer) – From Bell Instructional Support Staff/Para. Will shift remaining payroll expenses associated with one Kindergarten para into Kindergarten tuition in. This makes the accounting in the K revolving to the penny so any arrears or non-payments could affect the funding.

8. \$750 (transfers full line to zero) – From Coffin Professional Development. No PD.

9. \$1,250 (transfers full line to zero) - From Bell Professional Development. No PD.

10. \$850 – From Village Professional Development. No PD.

11. \$3,000 – From HS Professional Development. No PD (over current commitments/reservations/contracts).

12. \$7,966 – From Bell Faculty Salaries. Recent notification of extended unpaid leave/savings in difference for sub coverage.

Ms. Maniaci said that this would balance out this fiscal years invoices and that each of these transfers have been vetted with each of the administrators.

**5. YTD Budget Executive Summary**

Ms. Maniaci presented the YTD budget summary. She noted that the summarize re-appropriations were as follows:

- *Rounds 3 and 4 of transfers within the budget to spec ed tuition out total \$181,411*
- *Round 2 of transfers within the budget totaled \$200,000*
- *Round 1 of transfers within the budget totaled \$300,000*
- *Total fy:19 transfers to spec ed tuition ytd \$681,411*
- *Town approved an additional \$350,000 toward School Dept spec ed expenses*

Ms. Schaeffner informed the Committee that as of January 9<sup>th</sup>, two more special education tuition-out student request were received for a total of 117,631.

**6. FY 20 Budget discussion**

Ms. Schaeffner explained that the FY20 budget discussion will occur at the Monday, February 11<sup>th</sup>, SC meeting. She noted that she anticipates many additional meetings to discuss the FY20 budget.

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

**1. BCG Building Update**

Mr. Harris noted that MSBA will be holding a board meeting on February 13<sup>th</sup> between 10-11:30 which is essentially a formality to approve the schematic design that has been submitted and to inform us what the final reimbursement rate will be. That is the number we will be locked into and that is the number that we will carry into Town meeting.

Mr. Harris noted that the MSBA received a letter from the Department of Education approving our schematic design and which read as follows:

*We have reviewed the space summary and accompanying documentation submitted by the Marblehead Public Schools for a construction project at the Gerry Elementary School. We have done so in accordance with M.G.L. chapter 70B, section 6(6), which instructs us to certify "...that adequate provisions have been made in the school project for children with disabilities, as defined in section 1 of chapter 71B...".*

*We are satisfied with the district's proposed floor plans and believe that their special education plan will provide the community with an opportunity to serve its special education students well. The Massachusetts Department of Elementary and Secondary Education therefore certifies that this school project has been planned to adequately provide appropriate space to serve the programs and school populations referenced in M.G.L. chapter 70B, section 6(6) noted above.*

*Sincerely,*

*Matthew J. Deninger*

*DESE designee on the MSBA Board of Directors*

**2. Budget Liaison Update**

No update-will be forthcoming.

**VI. Closing Business**

**A. New Business**

Ms. Bowen, Human Resources Director, explained that the document she is presenting to the Committee is a recommendation due to Mr. Bellucci, Special Education Director’s submission for retirement as of June 30, 2019. She noted that her recommendation is to post for an internal posting and noted that the district has five well qualified candidates in house that hold a Special Education Director’s license. This posting would be to hire a one year interim which would be a benefit to the district and give the Committee the opportunity to go through a proper search for the Superintendent or Interim Superintendent and then work next year to fill the Special Education Director position. The initial posting would not be open to the public and we would set a speedy deadline. This would give the person hired about 4 months to work with Mr. Bellucci. If we have no applicants, then we could quickly post externally for a one year position. Ms. Bowen further noted that since Mr. Bellucci became an attorney, he took on the additional role of Director of Student Services. The one year interim position job description will be for a Special Education Director.

Mr. Harris noted that he wants to recognize Mr. Bellucci’s twenty-five years of service in this district and noted that he has also served as interim superintendent in this district and has brought countless special education programs to this district.

Mr. Harris also noted that Ms. Bowen will be leaving us and thanked her for the work she has been doing here in district to streamline human resources processes.

**New business**

Mr. Harris noted that in light of what he’s read in the newspaper regarding the lawsuits with Mr. Matthews and what was brought up in public session this evening, he noted that in his time in this position the Committee has never been involved in these matters. Since it’s a personnel matter, it would need to be discussed in executive session, however he suggested that they ask legal counsel what is appropriate in this instance when lawsuits and claims are brought against us, and since it involves money, the Committee might be involved. Ms. Schaeffner noted that she will follow up with the chair and return with information.

**B. Correspondence**

None

**C. Adjournment**

A motion to adjourn was made and the meeting ended at 9:10pm.

Respectfully submitted,  
Sarah Gold  
Marblehead School Committee

**Meeting Documents:**

*SC Minutes: 1/10/19 6PM; 1/10/19 7pm; 1/16/19 7pm; 1/29/19 815AM*

*Sub-Committee Mtg. Minutes: 1/24/19 230pm Budget Sub Comm*

*SC Meeting Dates for school year 2019-2020*

*Engie Amendment - LED Lighting Upgrade for HS Parking Lot*

*MHS Attendance Update*

*Class Size Report Veterans and High School*

*Program of Studies*

*Schedule of Bills*

*new bill schedule protocol*

*Kindergarten Tuition*

*FY19 Budget (\$103,136 transfers)*

*FY19 Budget Discussion (\$78,275 transfers)*

*YTD Budget Executive Summary*

Approved 3/7/2019