

Record of the Marblehead School Committee Meeting
Thursday, February 28, 2019
Glover School

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

Also:

Members Absent:

I. Call to Order

Ms. Tedford called the meeting to order at 6:00pm. She asked for a motion and vote to meet in executive session pursuant to Massachusetts General Laws Chapter 30A Section 22 (f) to approve executive session minutes.

Ms. Schaeffner made motion to meet in executive session for the purpose of approving executive session minutes. The motion was seconded by Ms. Taylor and the Committee **VOTED** on a roll call vote: Ms. Taylor-yes; Ms. Gold-yes; Mr. Harris-yes; Ms. Schaeffner-yes; Ms. Tedford-yes; 5-0 in favor. The motion passes.

II. Executive Session Agenda

Approval of executive session minutes: 1/30/19; 2/5/19

III. Return to open session 6:18PM

1. Approval of SC minutes 1/30/19(open session); 2/5/19 (open session)

Ms. Schaeffner made motion to approve the school committee minutes of 1/30/19 and 2/5/19. The motion was seconded by Ms. Taylor and the Committee **VOTED** 5-0 in favor. The motion passes.

2. HR Director

a. Interim Director of Student Services Recommendation

Ms. Bowen presented her recommendation for the appointment of the Interim Student Services Director who would hold this position from July 1, 2019 to June 30, 2020. Mr. Oxford currently holds a role in the Marblehead Public Schools as a Special Education Chairperson. He previously worked as a principal in a therapeutic day school and a special education teacher in two districts. He holds three masters and is currently pursuing a doctorate of Education in Organizational Leadership. Ms. Bowen noted that he was interviewed in open session on February 25th. Ms. Bowen also thanked Ms. Candy Barnes, currently a Special Education Chairperson in Marblehead, for interviewing and noted that her qualifications and experience had great depth and that it was a pleasure to consider two well qualified candidates from within our district. If the Committee approves this recommendation, the District will enter into contract negotiations with him.

Ms. Schaeffner made motion to move Eric Oxford forward as the candidate for Student Services Director. The motion was seconded by Ms. Gold and the Committee **VOTED** unanimously, 5-0, in favor.

Ms. Bowen was asked if Mr. Oxford could do both positions, that of Special Education Chair as well as Student Services Director and Ms. Bowen said she would not recommend he hold both positions. Her recommendation would be for him to work with Mr. Bellucci one or two days a week until June 30th.

b. Posting updates/job descriptions

Ms. Bowen explained that the document presented is a job description for the Business and Finance Director and was revised today. The difference between last spring's description and this description is the addition of overseeing the position of the MTRS clerk. Ms. Bowen stated that there are two choices of either searching for an interim or for a permanent replacement for the Business and Finance Director position. Ms. Bowen can reach out to some retired former school business directors for interest as an interim and who could get us through the rest of this school year and feels it is critical to get someone in as soon as possible. She has three names of retired finance directors that she can reach out to if the SC agrees.

Ms. Bowen recommends that the Committee begins a search for a permanent Business and Finance Director while immediately hiring an interim to facilitate the basic processes. This person could possibly work several days a week.

Ms. Tedford asked the Committee if everyone was comfortable with Ms. Bowen’s recommendations. All agreed. Ms. Gold made motion to look for a short term interim Business and Finance Director and to post for a permanent position for Business and Finance Director. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously, 5-0, in favor.

Ms. Bowen noted that she will work with the Town Administrator and Town Finance Director for help until an interim is hired.

Ms. Tedford stated that the Committee needs to post externally for an Interim Superintendent position. Ms. Taylor noted that she will work with Ms. Bowen to review Interim Superintendent resumes and Mr. Harris noted he will work with Ms. Bowen on Business and Finance Director resumes. Ms. Bowen explained why many times interviews and resumes are kept confidential as it could risk them losing their current position. Once someone is a finalist, then the interviews are public and visits between districts occur. Ms. Bowen noted she will bring a recommendation for a salary range for both the Interim Superintendent and the Business Manager at the March 7th SC meeting.

3. FY20 Budget discussion/scheduling

Mr. Lord presented several documents: the District’s Capital Master Plan; FY20 Capital and Rolling Stock; and FY20 Capital Project Request.

Mr. Lord made mention to an email he received from Alison Nieto today regarding our Rolling Stock and Capital Outlay Requests. He noted that we had requested a total of \$230,600 in vehicles from the Rolling Stock and \$269,000 from Capital Outlay. Her email details and allotment of \$39,600 for Rolling Stock (plus one 2011 plow from the Sewer Dept.) and \$100,000 for the Capital Outlay.

He said that during his meeting with Ms. Nieto, she asked what our priorities were for both requests. He explained that the three plow trucks were our number one priority for the rolling stock and in regards to the priorities for the Capital Outlay, he noted there would need to be internal discussion to prioritize the individual items as they are all in our “red zone” of needs but no one single item seems to be more important than the other. He further noted that \$100,000 might only allow for four of the eleven requested projects.

Our requests are as follows:

HVAC Control System	\$88,700
1. Perform System Balance for HS	\$22,000
2. Upgrade Veterans Control Software to integrate into Compass System	\$48,200
3. Upgrade Village control Software to integrate into Compass System	\$18,500
Door, Carpet, Windows and Painting	\$56,300
1. Replace HS Front door hardware with mag lock system	\$ 7,000
2. Replace HS Library Carpet	\$35,000
3. Replace fogged windows above HS front entrance	\$ 4,300
4. Exterior painting for Coffin School front windows and soffits	\$10,000
Fire Alarm Study	\$56,000
1. Engineering study of HS Fire Alarm system	\$28,000
2. Engineering study of Veterans Fire Alarm system	\$28,000
HS Gym Repairs	\$68,000
1. Sand, repaint and refinish basketball court. Replace metal expansion edge	\$33,000
2. Replace three gym divider curtains	\$35,000
FY20 Equipment/Fleet Article Requests	\$230,600
1. Plow Truck with lift gate (\$39,100) & radio	\$39,600
2. Plow Truck (\$35,500), radio, cap and drawers	\$39,500
3. Plow Truck (\$35,500), radio, cap and drawers	\$39,500
4. 14 passenger mini bus for Special Education	\$56,000
5. 14 passenger mini bus for Athletics	\$56,000

Mr. Harris made note that at Harvard they lease vehicles and at end of term they can either own the vehicle or replace it. Perhaps we can look into the terms for leasing.

6:58pm Mr. Harris left the meeting to attend the Bldg. Committee meeting

Ms. Tedford made note that we received notice that we will get 37% of our request for capital outlay.

FY20 Budget Discussion

Ms. Tedford noted that as of Monday, we have received confirmation on some additional retirements so the number presented has been modified. Also, our Kindergarten registration is still open so we cannot recommend any class reductions until we have more definitive numbers but we anticipate that we may be able to cut one kindergarten class.

Ms. Tedford discussed the following budget statement:

FY20 School Budget Statement

FY20 Budget Actuals/Known Commitments	
FY19 Operating Budget Appropriation/FY20 level funding	\$ 37,874,285
FY20 Staffing Contractual Increases as agreed upon with the Town	\$ 1,384,781
FY20 Special Education Tuition expense line needs over level funded	\$ 1,030,258
FY20 Third Party Special Education Review	\$ 50,000
FY20 School Superintendent Search	\$ 50,000
FY20 Total Budget	\$ 40,389,324

FY20 Potential Budget Savings/Funding available for re-appropriation

FY20 Savings due to forecasted retirements/resignations/reductions	(\$223,000)
FY20 Savings due to forecasted enrollment based classroom reduction	(\$150,000)
FY20 Savings in forecasted needs based expenses (district/not building)	(\$142,000)
FY20 Savings 20% expense line reduction building level budgets	(\$365,359)
FY20 Total Budget Savings/Funding available for re-appropriation	(\$880,359)

FY20 Total Budget Ask (DRAFT) \$1,634,680 or 4.3% increase over FY19 **\$ 39,508,965**

FY20 Current Agreed Upon Budget with the Town \$1,384,781 or 3.7% over FY19 **\$ 39,259,066**

FY20 Additional Funding needed to balance budget over current Town agreement **\$249,899**

Variables and Timelines:

- Final staffing notifications of retirement and/or resignation unknown until August 2019
 - Final student and enrollment and registration data unknown until August 2019
- Version 2 2/26/19

Ms. Tedford also noted that the principals' building budgets show a budget with and without a 20% cut. She informed the Committee that the principals will come to the next meeting to speak on their budgets and the sustainability of those budgets. She also noted that the Town agrees each year to the contractual increases but perhaps we could include a 2.6% increase for tuition and transportation. We had a 40% increase last year in transportation. She also noted that we have received another out of district placement this week.

Ms. Tedford noted that the Budget Hearing date is tentatively set for March 21st.

IV. Adjournment

A motion to adjourn was made and the meeting adjourned at 7:20pm.

Respectfully submitted,
Sarah Gold
Marblehead School Committee

Meeting Documents:

- Interim Director of Student Services Recommendation*
- Posting updates/job descriptions*
- SC minutes 1/30/19(open session); 2/5/19 (open session)*
- FY20 Budget Statement*

Approved 3/21/19