

Record of the Marblehead School Committee Meeting
Thursday, July 20, 2016
MHS Library

Members Present: Meredith Tedford, Susie Pratt, Kate Lipsitz,
David Harris, Jr., Jennifer Schaeffner

Also: Maryann Perry, Superintendent
Dr. Bradford Smith, Assistant Superintendent
Amanda Maniaci, Business and Finance Administrator
Ken Lord, Exec. Dir. Of Technology and Operations
Robert Bellucci, Student Services Director

SC Members Absent:

8:33AM

I. Initial Business

1. Call to Order

Ms. Tedford asked for a motion to go into Executive Session to discuss strategy with respect to collective bargaining regarding the MEA- Unit C. Mr. Harris made motion and Ms. Pratt seconded the motion. The Committee **VOTED** on a roll call vote: 5 yes, 0 no, roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

Return to Open Session 8:51AM

2. Public Comment

None

II. Consent Agenda& Action Items

1. Consideration of and vote to approve a Memorandum of Agreement with the MEA- Nurses Unit which recognizes school nurses in the MEA-Unit A collective bargaining agreement and amends the MEA- Unit A collective bargaining agreement.

Ms. Pratt made motion to approve the Memorandum of Agreement with the MEA-Nurses Unit to recognize school nurses in the MEA-Unit A collective bargaining agreement. The motion was seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes.

2. SC minutes: 3/17/16; 4/7/16

Ms. Pratt made motion to approve the SC minutes of 3/17/16 and 4/7/16. The motion was seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-abstained; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 4 in favor, 0 against, 1 abstained.

SC minutes: 6/16/16

Ms. Lipsitz made motion to approve the SC minutes of 6/16/16. The motion was seconded by Ms. Pratt. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes.

3. Fire Alarm Contract

Mr. Lord explained that they went out to bid on a Fire Alarm Inspection Contract. The low bidder was Ron Seaboyer, our current contractor and I recommend that we award him the contract. Ms. Schaeffner made motion to award the Fire Alarm Inspection Contract to Ron Seaboyer for \$19,300.00. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously, 5-0, in favor.

4. Declare Outdated/Non-Working Technology as Surplus

Ms. Lipsitz made motion to declare broken and outdated technology equipment for recycling. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously, 5-0, in favor.

5. Declare Outdated Math textbooks as Surplus

Ms. Pratt made motion to declare the outdated High School Math textbooks as surplus. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously, 5-0, in favor.

9:00AM Mike Gilbert, MASC arrived

6. First Reading of policies:

Policy GBEC – Drug Free Workplace

Ms. Schaeffner made motion to approve for 1st reading policy GBEC-Drug Free Workplace. The motion was seconded by Mr. Harris.

Discussion followed with questions on the Committee’s right to know if a teacher has violated this policy. Attorney Valerio noted that it is a confidential matter when a staff member is on administrative leave for consumption of alcohol.

Question on whether alcohol use is included/implied in this policy and Attorney Valerio noted that a legal reference to MA law on consumption of alcohol on school grounds could be added as a footnote to this policy.

The Committee **VOTED**, 5-0, on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

IHAMB – Teaching about Alcohol, Tobacco and Drugs

Ms. Schaeffner made motion to approve for 1st reading policy IHAMB – Teaching about Alcohol, Tobacco and Drugs. The motion was seconded by Ms. Pratt. Discussion followed. Question as to whether or not “drugs” needs to be defined in this policy. Mr. Gilbert noted that it does not since it is defined in the statute. It was noted that this policy states that IHAMBs curriculum needs to be approved by the Committee. Ms. Perry stated that this policy will be a report during the year.

The Committee **VOTED**, 5-0, on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

JICH - Alcohol, Tobacco, & Drug Use By Students Prohibited

Ms. Lipsitz made motion to approve for 1st ready policy JICH - Alcohol, Tobacco, & Drug Use By Students Prohibited. The motion was seconded by Ms. Schaeffner. The Committee **VOTED**, 5-0, on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

Liz Valerio arrived at 9:40am

JLCD – Administering Medicines to Students

Ms. Lipsitz made motion to approve for 1st reading policy JLCD – Administering Medicines to Students. The motion was seconded by Ms. Pratt. The Committee **VOTED**, 5-0, on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

None

IV. Finance Organizational Support

None

10:05 Recess

10:12 SC Returned to public session

V. School Committee Communication and/or Discussion items

1. Sub Committee Liaisons and open positions

Ms. Tedford explained the process of how liaisons are appointed and their role as a liaison. Discussion followed and Ms. Tedford asked for this topic to be tabled until the end of the meeting.

12:15 broke for lunch

Returned to workshop at 12:36pm

2. Open Meeting Law & Public Records Review, Roles & Responsibilities & Contracts (Liz Valerio)

Ms. Valerio gave a power point presentation on the Open Meeting Law, Public Records, and School Committee roles and responsibilities.

Discussion followed concerning school committee meeting packet documents.

Ms. Schaeffner made motion to change the protocol that SC packet information is released to the public 12 hours before the meeting. The motion was seconded by Mr. Harris for discussion. Discussion followed. Ms. Schaeffner withdrew her motion. There were no objections.

Ms. Schaeffner made motion that the School Committee determine as a Committee prior to each School Committee meeting what information should be made public by vote prior to the SC meeting. That motion was not seconded. Motion dies for lack of second motion.

3. Policy Development Review (Mike Gilbert)

Ms. Tedford made note that the School Committee policy manual is due to be reviewed and updated since it was done over fifteen years ago. She noted that it will cost the district \$10,500 to have MASC review and update all our policies. Mr. Gilbert explained that MASC will look to make certain that everything is legal and that what is stated is being practiced in the district. MASC provides advice and then the Committee makes the decisions. He explained that a policy should state what and why and be generic.

Motion to approve policy development review service with MASC for \$10,500 was made by Ms. Pratt and seconded by Ms. Lipsitz. The Committee voted unanimously, 5-0, in favor.

4. SC Operation Protocols Overview and Discussion (Mike Gilbert)

Mr. Gilbert reviewed operating protocols with the Committee and discussion followed.

5. SC Report Calendar Draft

Ms. Perry explained that these agenda items are standard reports and other reports are added over the course of the year as they arise.

6. Timeline & Process for SUP and SC Goals

Ms. Perry made note that she will meet with her central administrators to review the District Improvement Plan, PBIS, Communication, her goals, etc. and make certain that everyone is in agreement and going in the same direction.

Ms. Tedford asked the Committee to schedule another meeting in mid-August to discuss the superintendent's evaluation process, goals and school committee goals. Mr. Gilbert reminded the Committee that it was best to keep goals to 3-5 in number and that the goals should be SMART goals. The Committee agreed to set the next meeting for August 24, 2016 at 6:00pm. The policies will also be on this agenda for 2nd reading.

Ms. Perry noted that the new teacher Orientation will take place on August 23rd and 24th.

7. Gerry School Building Committee update

Mr. Harris updated the Committee on the progress with the MSBA and noted that they will be working with the district regarding enrollment projections. The MSBA suggested that we would have approximately 733 K-3 students by then but currently we're at 916. It would seem that it will take approximately two years for the Feasibility Study and another two years for construction so we'd be looking at opening the school in 2020. Some discussion followed on whether the MSBA would suggest a district K-3 considering the Bell may be coming up but Mr. Harris noted that the Facilities Master Plan reinforces neighborhood schools.

Continuation of Sub Committee Liaisons and open positions

Discussion followed and open positions were noted. Ms. Schaeffner stated she would fill the 2nd liaison position for the Policy Sub Committee as well as the liaison to the Veterans Middle School Site Based Council.

VI. Closing Business

A. New Business

None

B. Correspondence

None

C. Adjournment

A motion to adjourn the meeting was made by Ms. Lipsitz and the Committee **VOTED** unanimously. The meeting ended at 4:06pm.

Respectfully submitted,
Kate Lipsitz
Marblehead School Committee

Meeting Documents:

- SC minutes: 3/17/16; 4/7/16; 6/16/16*
- Fire Alarm Contract*
- Declare Outdated/Non-Working Technology as Surplus Memo*
- Declare Outdated Math textbooks as Surplus Memo*
- Policies:GBEC – Drug Free Workplace*
- IHAMB – Teaching about Alcohol, Tobacco and Drugs*
- JICH - Alcohol, Tobacco, & Drug Use By Students Prohibited*
- JLCD – Administering Medicines to Students*
- Sub Committee Liaisons document*
- SC Protocols Document*
- Policy Development Review Memo*
- SC Report Calendar Draft*

Approved by SC 9/22/2016