

Record of the Marblehead School Committee Meeting
Thursday, September 21, 2016
MHS Library

Members Present: Meredith Tedford, Kate Lipsitz, Jennifer Schaeffner
Ms. Pratt

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

SC Members Absent: Mr. Harris

I. Initial Business

A. Call to Order

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

B. Commendations

Superintendent Perry thanked the Bell, Glover and High School teachers, staff and administrators who welcomed a delegation from Japan. They arrived today to observe our special education classes. She thanked Martha Krol, Special Education Liaison, who did a wonderful job welcoming and organizing the arrival of this group.

Meredith Tedford congratulated the Athletic Department and coaches for being recognized by the Boston Globe with its prestigious 2016 Ernest Dalton Award. The Dalton Award is presented to the Massachusetts High School which best exemplifies the highest level of success and excellence in coaching and performance of our teams.

Ms. Tedford commended the Fine Arts teachers for their opening day performance.

C. Public Comment

none

D. Student Representative

Melissa Kordha, junior at MHS

- Noted that there has been good interaction between the upper and lower classmen.
- Football games are receiving a great turnout.
- Students have two new clubs to choose from-Psychology Club and International Club.
- We have the largest number of foreign students this year.

II. Consent Agenda & Action Items

- 1. SC minutes:** 3/24/16; 3/28/16; 4/20/16; 4/28/16-6PM mtg; 4/28/16-7:30PM mtg; 5/2/16; 5/5/16; 5/19/16; 6/2/16; 7/20/16; 8/4/16; 8/24/16

Ms. Tedford made note that any typos as well as the location change will be made before finalizing.

Ms. Lipsitz made motion to approve the minutes of 3/24/16; 3/28/16; 4/20/16; 4/28/16-6PM mtg; 4/28/16-7:30PM mtg; and 5/2/16; 5/5/16. The Committee **VOTED** 3 in favor, 1 abstained.

Ms. Schaeffner made motion to approve the minutes of 5/19/16; 6/2/16; 7/20/16; 8/4/16; and 8/24/16. The Committee **VOTED** unanimously in favor.

2. Supplies to be declared as surplus

A list of out of date or rarely used books and other materials no longer being used at the High School was requested to be approved as surplus.

Ms. Lipsitz made motion to approve the presented list of materials as surplus. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4 yes, 0 against. The motion passed.

3. Acceptance of donation fund in memory of Robert Hugo

Ms. Maniaci explained that the district is requesting approval to accept a donation fund in the memory of Robert Hugo, a long time Marblehead community member and retailer/business owner. Mr. Hugo owned the Spirit of 76 bookstore in Marblehead and asked that in lieu of flowers, donations be sent to a fund for the school. Donations to this fund will be used to provide materials and enrichment to our district school libraries.

Ms. Pratt made motion to establish a new donation fund and accept donations to the Marblehead Public Schools. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4 yes, 0 against. The motion passed.

4. Acceptance of donation for weight room at High School

Mr. Lord explained that a donation from the Marblehead Magicians Football Gridiron Club was made to provide the weight room with rubber flooring.

Ms. Pratt made motion to approve the donation from the Marblehead Magicians Football Gridiron Club towards the weight room at the High School. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4 yes, 0 against. The motion passed.

5. Acceptance of donation of filing cabinets to the Transition Center

Ms. Perry explained that a donation of filing cabinets was made to the Transition Center at the Eveleth School by Sue Master of Farrar Gates and Green LLC. The Transition Center houses our VOICE program which is a full day special education program designed to address the continuing need for vocational and life skills training for young adults 18-22.

Ms. Schaeffner made motion to approve the donation of filing cabinets for the Transition Center at Eveleth. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4 yes, 0 against. The motion passed.

6. Third reading of policies:

GBEC – Drug Free Workplace

Ms. Lipsitz made motion to approve policy GBED-Drug Free Workplace for 3rd reading. The motion was seconded by Ms. Pratt and the Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 4-0.

IHAMB – Teaching about Alcohol, Tobacco and Drugs

Ms. Pratt made motion to approve policy IHAMB – Teaching about Alcohol, Tobacco and Drugs for 3rd reading. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 4-0.

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

Ms. Tedford explained that the final version will have one word change. In the last sentence of the first paragraph, the word “will” should be changed to “may” for the accepted third reading.

Ms. Schaeffner made motion to approve policy JICH - Alcohol, Tobacco, and Drug Use By Students Prohibited for 3rd reading. The motion was seconded by Ms. Pratt and the Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 4-0.

JLCD – Administering Medicines to Students

Ms. Schaeffner made motion to approve policy JLCD – Administering Medicines to Students for 3rd reading. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 4-0.

III. Teaching/Learning-Superintendent of Schools**A. District Reports and Updates****1. Opening Day Report**

- Ms. Perry noted that the first day back for staff was on Monday, August 29th. The day began with a fantastic performance put on by some of the teachers. It can be seen on YouTube and Facebook. Over 3000 students started school on Wednesday, August 31st. Ms. Perry thanked Matty Matthews, Ken Lord and all the custodians who worked diligently to prepare the buildings for the opening of school.
- She noted that Roundtable meetings have begun with her administrators and this year the first Tuesday will be with her central administrators and principals, the 2nd and 3rd will be for meetings between schools and the last Tuesday of the month will be with all the directors, chairpersons, and lead nurse.
- Superintendent Perry noted that she met with the Opioid Task Force which included Chief Picariello, the Town Administrator, Counseling Center, Fire Department and other community members. They are working on increasing awareness and educating the community to this crisis. In the near future, they will put together a community forum which will be open to the community to raise awareness. At this time the group is meeting monthly and has begun by meeting with the school PCOs.
- Ms. Perry noted that Monica Visco, the new Human Resources Director, is reviewing the HR department.
- We are hoping to launch IDashboard by mid October.
- We have begun a Twitter page
- Once again, Ms. Perry will be hosting “conversations with the Superintendent.”
- Ms. Perry also announced that she will be starting a few advisory councils whose mission to have conversations about different issues.

2. Superintendent's Goals

Ms. Tedford noted that the School Committee is required by the Department of Education to work with the Superintendent as a team to formulate goals. The Committee has established a timeline and has fine-tuned the process and continues to improve the process each year. They are using the rubric suggested by the Department of Education. The evaluation cycle should end at the end of April so the evaluation can take place before the new elections. This way, those Committee members who have worked with the superintendent all year are able to do the evaluation.

There are four major goal areas and the Committee and Superintendent has agreed on indicators and elements in the rubric and the Superintendent will present her goals three times during the school year.

Superintendent Perry noted that she met with the Committee twice before this evening and that the goals continue to evolve from the previous goals.

1. **Student learning** goal based on curriculum. Continue to raise standards in curriculum and revision model.

2. District Improvement-

1. How the district works on a management level in finance, HR, Facilities and Technology
2. Design, streamline and organize a thorough and complete hiring process by which staff are recruited, hired, moved and counseled

3. Professional Practice – implement communication strategies to improve internal and external communication.

Ms. Perry stated that updates will come three times during school year and once they are approved by the Committee the goals will go to the principals to help them formulate their goals which will show up in the school improvement plans.

Ms. Schaeffner made motion to approve the Superintendent's Goals for 2016-2017 as presented. The Committee **VOTED** 4 in favor, 0 against.

IV. Finance Organizational Support

1. Schedule of Bills

#13965	\$	411.58
#13987	\$	318,366.82
#13993	\$	3,355.00
#13994	\$	5,892.74
#13996	\$	89,366.04
#14000	\$	687.89
#14001	\$	2,062.48
Total		\$420,142.55

Ms. Lipsitz recused herself because of the perception of a conflict of interest due to a relative who did work in the district and is on one of these schedules.

Ms. Schaeffner made motion to approve the Schedule of Bills totaling \$420,142.55. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously in favor 3-0, on a roll call vote: Ms. Schaeffner-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed.

Ms. Lipsitz returned to the table.

V. School Committee Communication and/or Discussion items

1. Procedures & Protocols

Ms. Tedford asked the members if this discussion could be postponed until all members can be present. All were in agreement.

2. Gerry Update

Ms. Tedford asked Superintendent Perry for an update since Mr. Harris, the Gerry Chair is not present.

Ms. Perry noted that the Gerry Building Committee is currently working with the MSBA on enrollment numbers. They hopefully will meet on October 3rd which will be a working meeting to present documentation on our enrollment numbers.

Sept 26th is the date for the next Gerry BC meeting and the Gerry BC will come to the School Committee shortly after that date with a timeline. If all goes as planned we hope to meet with the MSBA in November and be invited to join the feasibility study.

3. School Committee liaisons

Ms. Tedford noted that there was one liaison and one site based position open and both were filled by Ms. Schaeffner. There is a full policy review this year and both Ms. Tedford and Ms. Schaeffner will work with MASC to help update the policy manual so it is up to date with current laws, regulations and practices.

Ms. Tedford noted that School Committee members are assigned to a School Council but are not voting members.

She also noted that Sub-Committee meetings with two or more School Committee members must follow the Open Meeting Law and post the meetings and take minutes.

VI. Closing Business**A. New Business**

Ms. Tedford reminded the public that the school committee's new start time is 7:00pm. She also noted that the yearly meeting calendar stated that the December 1st meeting would take place at one of the schools but that has been changed to a January meeting due to a conflict with a parent evening.

B. Correspondence

Ms. Tedford noted that thank you letters will be sent to those who donated.

C. Adjournment

A motion to adjourn the meeting was made by Ms. Schaeffner and the Committee

VOTED unanimously to adjourn at 8:10pm.

Respectfully submitted,
Kate Lipsitz
Marblehead School Committee

Meeting Documents:

SC minutes: 3/24/16; 3/28/16; 4/20/16; 4/28/16-6PM mtg; 4/28/16-7:30PM mtg; 5/2/16; 5/5/16; 5/19/16; 6/2/16; 7/20/16; 8/4/16; 8/24/16

Supplies to be declared as surplus

Acceptance of donation fund in memory of Robert Hugo

Acceptance of donation for weight room at High School

Acceptance of donation of filing cabinets to the Transition Center

Third reading of policies: GBEC; IHAMB; JICH; JLCD

Superintendent's Goals

Schedule of Bills

SC Protocols

Approved 10/6/2016