

**Record of the Marblehead School Committee Meeting**  
**Thursday, April 6, 2017**  
**Marblehead High School**

**Members Present:** Meredith Tedford, Kate Lipsitz  
Susie Pratt, David Harris

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

**Members Absent:** Jennifer Schaeffner

**I. Initial Business**

**A. Call to Order**

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

**B. Commendations**

Ms. Pratt commended MHS Mock Trial Team who finished in the “Elite 8” tournament, beating out more than 100 other high schools from across the state.

Ms. Lipsitz, commended Lucie Poulin, a Senior, who was one of 14 athletes to be honored in the 2017 Student Athlete Award.

Mr. Harris recognized the Music Department at MPS for being named to NAMM's “Best Communities for Music Education” for 2017 which was one of only 14 music programs to be distinguished in Massachusetts.

Ms. Perry thanked the Magic Hat volunteers for the \$80,000+ donations they have given back to the Marblehead Public Schools since this past September.

Ms. Tedford commended the Gold and Silver Key and Honorable Mention finalists of the 2017 Boston Globe Scholastic Art and Writing Awards.

**American Vision Award Winner-Tora Khrobostova**

**Gold Key Winners:**

Brittany Ficaro  
Luke Fobert  
Lila Frankenstein  
Tora Khrobostova  
Daniel Likhterman  
Tom Quigley  
Annabelle Walsh

**Silver Key Winners:**

Courtney Berry  
Lila Frankenstein  
Molly German  
Tora Khrobostova  
Daniel Likhterman  
Samantha Livermore  
Noa Minelli  
Liz Panagakis

**Honorable Mentions**

Courtney Dipietro  
Brittany Ficaro  
Lila Frankenstein  
Tora Khrobostova  
Daniel Likhterman  
Samantha Livermore  
Noa Minelli  
Madison Murray  
Reilly O’Grady

Ms. Tedford also thanked Mr. Maroney and the students helping him tape this evening's meeting.

Mr. Lord commended his tech staff for their work in setting up equipment for the electronic testing.

### C. Public Comment

James Bixby – representing Marblehead Racial Justice Team and Minister at the Lutheran church. Introduced the Marblehead Racial Justice Team's vision that everyone in Marblehead can flourish regardless of race. He commended Maryann Perry for meeting with the group in the near future.

Cindy Lowen spoke on behalf of herself as a parent. She noted that she supports the METCO program and noted her displeasure that the METCO Director is not returning. She hopes the program will expand and that we embrace the METCO 50 year celebration.

Superintendent Perry noted that the METCO program is and will remain a large part of Marblehead Public Schools. She also noted that she has met several times with Monique Loyd of METCO, Inc., Boston. We have already begun plans for the 50 year celebration which will take place the first weekend in November and this will be in partnership with METCO parents from Boston. Superintendent Perry also noted that the METCO Director issue is a personnel issue which she cannot and will not discuss in private or in public with anyone.

### D. Student Representative

Melissa Kordha, Student Representative noted:

- Junior Class officers finalizing prom plans
- National Art Honor Society art auction will be held Friday, April 7 at 6pm.
- Junior Class raised over \$26,000 for their auction. They thanked the parents and all those who helped make this auction a success.

## II. Consent Agenda & Action Items

### 1. SC minutes: 3/23/2017

Ms. Lipsitz made motion to approve the minutes of 3/23/17. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4-0 in favor.

### 2. Field Trip Middle and High School Academic Skills Program to Enterprise City, Dover, NH Out of State request

Lauren Ford, Transition Specialist for Marblehead High School and Middle School noted that this is a transitional field trip. There will be a three to five week curriculum prior to this field trip and the field trip will be a hands-on practice of the skills they learned in class. This grade was funded through the Friends of the Marblehead Public Schools.

Ms. Pratt made motion to approve the Field Trip Middle and High School Academic Skills Program to Enterprise City, Dover, NH – Out of State request. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4-0 in favor.

## III. Teaching/Learning-Superintendent of Schools

### A. District Reports and Updates

#### 1. Last Day School/half day

- **Friday, June 23<sup>rd</sup>** is the last day for students
- **Monday, June 26<sup>th</sup>** is the last day for staff

Ms. Perry asked the Committee to confirm that this year's last day of school for students is Friday, June 23<sup>rd</sup> as and also requested that this day be a half day provided that there are no other school days called off. This change will not affect the students' time on learning.

Mr. Harris made motion to approve the last day of school as a half day for Friday, June 23<sup>rd</sup> barring any additional days off. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4-0 in favor

**IV. Finance Organizational Support**

**1. Schedule of Bills**

#14708	\$226,256.36
#14744	\$ 2,735.44
#14756	\$ 434.93
#14765	\$ 11,346.68
#14766	\$ 7,581.65
#14776	<u>\$ 3,013.50</u>
<b>Total</b>	<b>\$251,368.56</b>

Ms. Lipsitz made motion to approve the Schedule of bills totaling \$251,368.56. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4-0 in favor.

**2. YTD Budget Executive Summary**

Ms. Maniaci noted that we are currently tracking similar to previous years. Three transfers are part of this vote to accept this summary.

Ms. Pratt made motion to approve the Schedule YTD Budget Executive Summary which included three transfers. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4-0 in favor.

**3. FY18 Budget Approval & Curriculum Coach job descriptions**

Superintendent Perry gave a brief overview of the FY18 budget:

- FY18 Requested Appropriation - \$36,539,604
- \$1,784,896-a 5.1% increase over last years budget
- Add 2.0 FTE within level services
  - Needs based 1.0 Integrated Technology Specialist
  - Technology specialist helps teachers with implementing technology in the curriculum and with the students.
  - Needs based 1.0 Village School Curriculum Coach
  - Curriculum coach will help the teachers guide them with intervention and help implement to help students who are struggling as well as those who need enrichment.

Funding sources will be within the FY18 budget through anticipated retirees and staffing moves as well as assuming reduction in replacement hire cost.

Ms. Pratt made motion to approve the FY18 Budget in the amount of **\$36,539,604**. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4-0 in favor.

Mr. Harris noted that as a community we are very fortunate that the budget processes serve the town and school well. He thanked all those involved.

Ms. Perry gave a brief overview of the job description for the Curriculum Instructional Coach: Deliver Professional Development; support staff in instructional programs; develop and present professional development based on identified needs of the building and grade levels; recommend specific differentiated instructional focus objectives; model effective instructional best practices; assist teachers in developing quality teaching styles; and collaborate with administrators and teaching teams to create student goals, etc. Will report to the building Principal and Assistant Superintendent for Curriculum, Instruction and Assessment.

Ms. Lipsitz made motion to approve the Curriculum Coaches job description. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4-0 in favor.

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

**1. Gerry Update - OPM recommendation**

Mr. Harris provided the Committee and community with a power point demonstration outlining the Gerry School Building OPM Sub-Committee’s OPM Procurement and selection process. The presentation included a list of the GSBC members, the timeline for the procurement and selection process, the number of respondents, the selection criteria stated in the RFS and the scoring for each, the process for the interviews, and the GSBC Sub Committee’s recommendation. Mr. Harris then outlined the dates for the next steps in this process. Friday, April 7<sup>th</sup>, the template will go forward to the MSBA. He noted that the committee to negotiate the MSBA Standard Contract for Project Management Services will include Ken Lord, Maryann Perry, David Harris and John McGinn.

Leftfield – summary document that will be submitted to MSBA, each of eight sub committee members submitted strengths and weaknesses. We will submit one paragraph for each of the three interviewed. All three OPMs interviewed were excellent and all three either finished on time or early and on budget.

Ms. Pratt made motion to approve the Gerry Building Committee’s recommendation to hire Leftfield as the OPM for the Gerry project. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 4-0 in favor.

**VI. Closing Business**

**A. New Business**

**1. Procurement List FY18**

Mr. Lord noted that the memo presented contains a list of anticipated procurement contracts/bids from the Facilities Department. Most of these will require school Committee approval of the contracts. Anticipate having contracts ready for approval at the May 18<sup>th</sup> or June 1<sup>st</sup> meeting.

AHERA Inspections; Boiler Maintenance & Repairs; Door & Lock Repairs; Elevator Maintenance; Fire Alarm Inspection; Gerry Window Replacement; HS AC repair; HS HVAC Balance; HVAC Mechanical Repairs; On Call Plumber; Roofing Repair and Veterans School Hot Water Tank replacement.

Ms. Pratt made motion to approve the list of anticipated procurement contracts or bids. Ms. Lipsitz seconded the motion and the Committee **VOTED** 4-0 in favor.

- 2. Ms. Tedford noted that she will coordinate dates for MASC workshop dates.
- 3. Mr. Harris asked if perhaps he should give a report on Article 2-Reports of Town Committees. Ms. Tedford noted that she will discuss with the Superintendent and Town Manager.
- 4. Additional meeting in April.  
Ms. Perry noted that it may be necessary to hold an additional meeting in April to approve the minutes of this meeting in order to send to the MSBA as well as to approve the contract with the OPM.

**B. Correspondence**

None

**C. Adjournment**

A motion to adjourn the meeting was made and approved unanimously. The public session of the meeting ended at 8:45pm.

Respectfully submitted,  
Kate Lipsitz  
Marblehead School Committee

**Meeting Documents:**

- Minutes 3/23/17*
- Field Trip Middle and High School Academic Skills Program to Enterprise City, Dover, NH*
- Memo for last day of school*
- Schedule of Bills*
- YTD Budget Executive Summary*
- FY8 Budget Approval Power Point*
- OPM Recommendation and vote Power Point*
- Procurement List for FY18*

Approved 4/24/17