

Record of the Marblehead School Committee Meeting
Thursday, July 06, 2017
Veterans Middle School

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

Also: Maryann Perry, Superintendent
Ken Lord, Exec. Dir. Of Technology and Operations

Members Absent:

I. Initial Business

A. Call to Order

Ms. Tedford called the meeting to order at 8:05 am.

II. Consent Agenda & Action Items

1. Approval of Executive Session minutes 2/16/17

Ms. Pratt made motion to approve the executive session minutes of 2/16/17. The motion was seconded by Schaeffner and the Committee **VOTED** unanimously 5-0, in favor.

2. Minutes: 6/1/17; 6/15/17

Ms. Schaeffner made motion to approve the minutes of 6/1/17 and 6/15/17. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** unanimously 5-0, in favor.

3. HVAC Control Contract

Contract for the procurement of the following HVAC Control work to Automated Building Systems not to exceed \$29,701.00. (put in other language)

Ms. Ms. Schaeffner made motion to approve the executive session minutes of 2/16/17. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously 5-0, in favor.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

1. Gmail Training

Since the District has moved from FirstClass email to Gmail, Mr. Lord provided the Committee with a Gmail training.

2. Summer Update

Superintendent Perry noted that the end of year close for the schools went well. They are currently still in the hiring process but most high need positions have been filled. She is closely monitoring the kindergarten enrollment and though we have some larger first grade classes, they all fall within the classroom guidelines.

There will be a meeting on July 11th with the MSBA for the designer selection panel. After that meeting the contract will come to the Committee for a vote.

At this time, Mike Gilbert of MASC presented a review on Roberts Rules of Order

IV. Finance Organizational Support

1. Policy Manual Overview

Ms. Tedford noted that she and Ms. Schaeffner have spent the year working with MASC on the policy manual. There are some changes such as policies removed, legal references updated, and examples and forms removed. Ms. Tedford asked the Committee to reconsider having MASC host the policy manual again. If MASC hosts, they keep legal changes updated and then only policy changes would need to be voted on by the Committee. The cost for hosting is \$3500.00 for the first year and then \$950.00 per year.

2. New Member Checklist

Ms. Tedford made note that the Chair or Secretary will provide any new member with all members contact information and encourage an introduction with each. Email accounts will be set up, MASC will review Robert's Rules and the Chair will update any new member with current executive session information that would be relevant.

3. Liaison Positions

The Committee agreed on sub-committee, liaison and advisory representatives.

4. Reports Calendar Additions

Ms. Tedford noted that over the course of the past year, she's kept a list of reports that Committee members mentioned they'd like to receive. She asked if there were any additions to the list presented.

- Ms. Schaeffner noted that she would like an explanation of the requirements for the National Honor Societies at MHS.
- It was suggested to have an overview of the Athletic Department but Superintendent Perry stated that this report would come at the end of the year to give the new Athletic Director time to become familiar with the department.
- It was also suggested that the new fundraising procedures be sent out to all parents and staff so they are familiar with the changes.

Discussion followed on some meetings being untelevised and Ms. Tedford noted that they could continue to have the workshops on evenings that are not typically set aside for regular meetings, such as the goals and budget workshops.

5. Public Forum planning

The Committee discussed the parameters for a forum regarding the Gerry School playground parking hours. It was determined that the Superintendent would begin by preparing a presentation with accurate facts and misconceptions as well as her recommendation then it would be open to the public. At this meeting the Committee will not take any formal vote. The Public Forum will be set for September 6, 2017.

6. MASC conference

Ms. Tedford informed the Committee that the only day she can attend the fall joint conference is Wednesday and asked the members if anyone was interested in attending the conference Thursday and Friday.

She also reminded the Committee that MASC has added a Summer Institute on July 28th and 29th. Topics include:

- *New updates on ESSA*
- *School budgets (including the impact on your budget of key federal changes)*
- *Goal setting and monitoring*
- *Issues surrounding opioids and marijuana legalization*
- *Equity in education (and its role in student achievement)*
- *The role of the chair*

V. School Committee Communication and/or Discussion items

VI. Closing Business

A. New Business

1. Future MASC workshops
Will discuss at a later time.

B. Correspondence

None

C. Adjournment

A motion to adjourn was made and the Committee **VOTED** unanimously, 5-0. The public session of the meeting ended at 1:00 pm.

Respectfully submitted,
Susie Pratt, Secretary
Marblehead School Committee

Meeting Documents:

SC Minutes 6/1/17; 6/15/17

ABS HVAC Contract

MASC conference info

New Member Checklist

Sub Committees and Liaison sheet

SC yearly additions

Approved SC mtg 9 13 2017