

Record of the Marblehead School Committee Meeting
Thursday, March 17, 2016
MHS Library

Members Present: Kathleen Leonardson, Meredith Tedford,
Kate Lipsitz, David Harris, Jr.

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

SC Members Absent: Susie Pratt

I. Initial Business

A. Call to Order

Ms. Leonardson called the meeting to order at 7:30PM and noted that Ms. Pratt would not be present this evening due to a family emergency.

B. Commendations

Superintendent Perry commended all the musical venues that performed over the past few weeks.

Mr. Harris recognized the boys hockey team. In his article for the Salem News, Matt Williams, Assistant Sports Editor, noted that in the past nine years, the “Headers” have won 22 playoff games, with three sectional championships, a state title and six seasons with at least 15 wins. They had a 25-game unbeaten streak that ended with the 3-2 loss to Monday. He went on to state that they display pride and team spirit.

Ms. Leonardson thanked James Maroney of MHTV and the students helping him film tonight’s meeting.

C. Public Comment

none

D. Student Representative

Not present

II. Consent Agenda & Action Items

1. SC minutes: 1/28/16; 2/4/16; 2/11/16

Ms. Leonardson asked if there were any objections to the minutes. None were noted and she declared that the minutes of 1/28/16; 2/4/16; 2/11/16 were approved as presented.

2. HS Senior Field Trip White Water Rafting-Out of State and overnight

Ms. Tedford made motion to approve the HS Senior field trip for white water rafting which is out of state and overnight. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

1. Appointment of Gerry School Building Committee

Mr. Lord noted that back in January we announced that we needed community members to come forward to be on the Gerry School Building Committee. He noted that we received a good response, interviews were conducted and a total of 18 people were chosen to serve on the committee. Community members are: Emily Barron, Jeremy Pollender, Robert Schaeffner, James Zisson, Cindy Schieffer, Ben Szalewicz, Ben Wallace, and Erik Weibust.

In addition there are several MSBA required positions and these are held by John McGinn, Maryann Perry, David Harris, Kenneth Lord, Amanda Maniaci, Sean Satterfield, Richard Matthews, Benjamin Berman, Eileen D'Amour, and Elizabeth Rudzinski.

Motion to accept the list members for the Gerry School Building Committee was made by Mr. Harris and seconded by Ms. Tedford. The Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

7:45 PM**Public Hearing on School Choice**

The hearing opened at 7:45 and closed at 7:47.

Ms. Perry explained that under the provision of the Ed Reform Act of 1993, the Department of Elementary and Secondary Education presumes that each school committee will admit non-resident students under the Choice Program unless there is a vote to the contrary. Under M.G. L. Chapter 76, Section 12B, the School Committee is obliged to hold a public hearing and vote on School Choice participation prior to June 1st of each school year. Ms. Perry recommended that the Marblehead Public Schools not participate in the School Choice program for the 2016-2017 school year for the reason of lack of available classroom space.

A motion to for the Marblehead Public Schools to not participate in the School Choice program for the 2016-2017 school year for the reason of lack of available classroom space was made by Ms. Lipsitz and seconded by Mr. Harris. The Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes

7:50**Public Hearing on the FY17 School Budget**

Ms. Leonardson opened the hearing for the FY17 School Budget. Ms. Perry thanked Ms. Maniaci for presenting a thorough budget. It was noted that there have been historical deficits in the salary line which continue to grow because the incentive grant ended. The narrative follows:

FY17 School Budget Preparation Methodology*March 9th, 2016*

Master line item budget is sorted first by salary/expense lines with salary lines first. (**column A: 2=salary, 3=expense**)

Then by Department of Education function code groupings defined as follows (**column B**):

1000s – Administration and Central Operations including human resources, accounting, payroll, benefits and central administrative staff

2000s – Instructional – all staff, supplies, materials, and services directly associated with the instruction of students

3000s – Non-Instructional – all non-instructional student services including athletics, nursing, health and wellness, food services, and transportation

4000s – Facilities, maintenance and operations buildings and grounds

5000s – Insurance services including liability insurance, benefit insurance, unemployment insurance, tax deferred retirement Unit A employer ‘match’

7000s – New equipment/fixed charges/replacement of assets

9000s – Out of district tuition including special education outplacements and alternative schools (Recovery High, virtual learning, etc)

Staffing/Salary lines

- Incorporate Superintendent’s fiscal 17 budget drivers
 - Budget/salary line sustainability
 - Curriculum Alignment
 - Fund special populations including special education outplacements and programming, English Language learners and Kindergarten staffing (grant cut)
- Total requested increase across all salary funding commitments - \$1,729,148
- Incorporate salary line increase across all account lines as approved/reviewed by Town Finance Director
 - \$724,656 2.5% all units
 - \$674,583 step and grade increases as applicable
 - 6 bargaining units
 - Individual Contracts – Administrators, Special Education faculty
 - Clerks salary scale as voted by School Committee
 - \$130,000 to bring Kindergarten staff salaries into operating budget formerly charged to State Kindergarten grant (fiscal 17 cut)
 - \$200,000 to address historical salary line deficit
- Add salary funding to Bell School and Glover School faculty lines to charge to operating budget salaries formerly charged to State Kindergarten Grant (fiscal 17 cut) – *total \$100,000*
- Add salary funding to Bell, Gerry, Glover Schools para/aide lines to charge to operating budget salaries formerly charged to State Kindergarten Grant (fiscal 17 cut) – *total \$30,000 (10k annual school hour para across 3 elementary schools with Kindergarten programs)*
- Add \$200,000 in total salary funding over contractual increases to address historical salary line operating budget deficit

- o Funding was added to lines showing significant salary overages as of fiscal 15 final teacher payroll – added to standard contractual increases for that specific salary line
- o The largest overages/deficits funded were specific to Village School Faculty and Glover School faculty lines – Village School Faculty has the highest number of staff (Unit A) charged to one line of the whole budget

Expense lines

- Level funded building expenses lines across all instructional supply lines
 - o Building administration may re-appropriate level funded expenses at the building level within principal discretionary supply lines
- Level funded non-water/sewer utilities – level Town Energy Reserve threshold
- 2013 water sewer appropriations – Offset by Town Utility Reserve Program for fiscal 2017
- Level funded maintenance, facility, and replacement of equipment lines
- Special Education tuition out increase slightly from savings to water sewer appropriations as student outplacement contracts continue to increase
- Level fund technology, aligning with tech plan. Funding does not allow for full implementation of tech plan – prioritization based on „as-funded“ basis

Variables

- Enrollment – particularly at the kindergarten level. Dictates how many classrooms needed to operate the grade level
- Grant awards – indicators predict potential of decrease in State grant funding as new Administration works their budget at the State level
 - o State Kindergarten Grant cut
 - o Indications of Title I federal grant cut
- Special Education costs/student placements and in district programming and support needs
- Facilities extraordinary maintenance
- Heating costs/winter weather – “bad, cold, or snowy winter”. Town provides for energy reserve but there are other instances that a “bad” winter hits our operational budget such as custodial and maintenance overtime and supplies

Budget process:

March 24th we will present the budget to the Finance Committee.

March 28th will be the Town Warrant Public Hearing

May 2nd vote to approve the Schools FY17 Budget at Town Meeting

Questions from the public:

Kim Day, 18 Whittier Road asked what happens if something happens to the Gerry School?

Answer: that there is no reserve and we would need to absorb the cost from our operating budget however we have already put a plan in place. Ms. Perry noted that we have alternative plans by looking at the Eveleth School, Coffin School and Village School. We would need to absorb the cost of transportation for students living over 2 miles from a school and we would look into our budget for this expense.

Jen Schaeffner, 20 Casino Road. Noted that some High School parents have requested a school resource officer be considered for the next school year. Has the administration considered this?

Answer: Ms. Perry noted that she met with the chief of police but it is not an easy process. The officer must come from within the police departments’ staff and have a training program. Ms. Perry noted that they decided they would wait until July 1st when Dan Bauer begins as principal of the high school. We are dedicated to having a resource officer and a plan is in place and will hopefully begin for the school year 2018.

Ms. Schaeffner then asked how will plans be met until we get a resource officer.

Ms. Perry stated that we will have to wait until Dan Bauer begins and gets acclimated to the community, his staff and the school.

8:30 PM. Public Hearing on the FY17 School Budget closed.

Ms. Tedford made note that she felt very confident about the process and budget.

Ms. Leonardson read a statement from Ms. Pratt who could not be here this evening.

“In my role as a school committee budget liaison this year, I participated in meetings with Business Manager, Amanda Maniaci, Superintendent Perry, fellow budget liaison Meredith Tedford and Marblehead Finance Committee members. Thorough and in depth analysis, including extensive historical data to examine budget trends and areas of volatility defined the collaborative process. If I was able to be present, I would vote with confidence to approve the Marblehead School Budget for FY17” Susie P Pratt.

Mr. Harris noted that he feels there has been a collaboration with the Finance Committee and Town Administrator and will fully support the budget.

IV. Finance Organizational Support

1. FY17 Budget Approval

A motion to approve the budget number of \$34,754,708 for the FY17 School Budget was made by Ms. Tedford and seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

2. Schedule of Bills

#13117	\$ 8,095.00
#13130	\$ 960.00
#13156	\$318,958.95
#13158	\$ 6,350.00
#13161	\$ 839.50
#13162	\$ 6,814.89
#13167	\$ 6,747.23
#13171	\$ 12,385.81
#13183	\$ 500.00
<u>Total</u>	<u>\$361,651.38</u>

Mr. Harris, made motion to approve the schedule of bills totaling \$361,651.38. The motion was seconded by Ms. Tedford and the Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

3. YTD Budget Executive Summary

FY16 YTD Finance and Budget Executive Summary as of March 3, 2016.

Ms. Tedford made motion to accept the YTD Budget Executive Summary dated March 3, 2016. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

V. School Committee Communication and/or Discussion items

1. Evaluation Template

Ms. Leonardson noted that this evaluation template is based on the DESE evaluation form and has been updated from last year with this year’s goals. Ms. Leonardson noted that each school committee member will fill out and submit for collation by the chair and vice chair, the evaluation forms after the Superintendent’s final presentation on her goals on April 7, 2016. The cumulative Summative Evaluation Document will be presented at the School Committee meeting of April 28, 2016.

Ms. Teford made motion to approve the evaluation template presented. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** on a roll call vote, 4-0 in favor: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes.

2. Subcommittee updates (Curriculum, policy, budget)

Ms. Tedford noted that the policy liaison has taken back seat to allow for more time for the budget. She is also asking that another SC member join this sub-committee.

VI. Closing Business

A. New Business

Ms. Perry noted that she would like a school committee representative to sit on the principal search for the Village School as well as a member to sit on the committee for the HR director.

B. Correspondence

Ms. Leonardson read a letter from Town Moderator, Garry Spies.

C. Adjournment

A motion to adjourn the meeting was made by Ms. Tedford and seconded by Mr. Harris. The Committee **VOTED** to adjourn on a 4 yes, 0 no, roll call vote: Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Leonardson-yes. The public session of the meeting ended at 8:55 PM.

Respectfully submitted,
David Harris
Marblehead School Committee

Meeting Documents:

SC minutes 1/28/16; 2/4/16; 2/11/16
White Water Rafting field trip form
School Choice
Gerry School Committee membership
FY17 Budget
Schedule of Bills
YTB Budget Executive Summary
Evaluation template

Approved by SC on 7/20/2016