

**Record of the Marblehead School Committee Meeting**  
**Thursday, February 11, 2016**  
**MHS Library**

**Members Present:** Kathleen Leonardson, Meredith Tedford,  
Susie Pratt, 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:**

**I. Initial Business**

**A. Call to Order**

Ms. Leonardson called the meeting to order at 7:30PM.

**B. Commendations**

Superintendent Perry commended the students who won awards for the 2016 Scholastic Art and Writing Awards.

Marblehead High School is proud to announce the winners of the 2016 Scholastic Art and Writing Awards, the country's longest-running and most prestigious award and recognition program for creative students in grades 7-12. Over fifty artists, authors, critics, educators and skilled professionals blindly judged works based on originality, technical skill and the emergence of a personal vision or voice-the original three criteria of the program's founding in 1923. These judges had to make hard choices among over 15,000 state entries for the Gold and Silver keys, and Honorable mentions. Here is the list of Marblehead finalists this year:

**Gold Keys:**

Lily Clark  
Leanne Doherty  
Paige Doyle-Elwell  
Stella Egelja  
Sam Livermore  
Maddie Murray  
Kaelyn Attridge

**Silver Keys:**

Mackenzie Ausband  
Courtney Berry  
Mia Forster  
Maura Honan  
Molly German  
Olivia James  
Lizzy Panagakis

**Honorable Mention:**

Bella Barbera  
Eliza Engstrom  
Chloe Ferrucci  
Mia Forster  
Olivia James  
Reilly O'Grady  
Renee Pavlovich

Ms. Tedford thanked the students and parents who came out to meet the high school principal candidates.

Mr. Harris congratulated the MHS Hockey team, coach Jackson and his staff, as they are undefeated.

Ms. Leonardson commended Ken Lord and his staff Kathy Hennessey and Gretchen Langton for the work they did over the summer in implementing the new district web site.

Ms. Leonardson thanked Mr. James Maroney of MHTV as well as Pam Evans of MHTV who will be taping this evening's meeting.

**C. Public Comment**

none

**D. Student Representative**

Amanda Lindqvist-School Committee Student Representative and president of Student Government

- Student Council nominated two individuals to attend the State House on April 1<sup>st</sup> which is a day where students attend a mock government day where they vote on potential bills and amendment. Katie Roger and Amanda Lindqvist were the two students nominated to attend the Day on the Hill.
- Jefferson Forum held their 3<sup>rd</sup> volleyball game and the proceeds are given to charity
- CNN featured an article about Marblehead High School's Zen room
- Senior Project applications are due tomorrow. This is an opportunity for seniors during their final quarter to try their hand at an internship in the real world. Many are teacher aids or work at a local business in an internship capacity. Amanda said she will be interning at the State House.

**II. Consent Agenda & Action Items**

**1. SC minutes: 11/12/15; 12/3/15; 1/14/2016**

Ms. Leonardson asked if there were any objections to the minutes. None were noted and she declared that the minutes of 11/12/15; 12/3/15; 1/14/2016 were approved as presented.

**2. Third reading of policy JKAA-Physical Restraint of Students**

Ms. Lipsitz made motion to approve policy JKAA-Physical Restraint of Students for third and final reading. The motion was seconded by Ms. Pratt and the Committee **VOTED** on a roll call vote, 5-0 in favor: Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Mr. Harris-yes.

**3. Third reading of policy JJF-Student Activity Accounts**

Ms. Tedford made motion to approve policy JJF-Student Activity Accounts for third and final reading. The motion was seconded by Ms. Pratt and the Committee **VOTED** on a roll call vote, 5-0 in favor: yes; Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Mr. Harris-yes.

**III. Teaching/Learning-Superintendent of Schools**

**A. District Reports and Updates**

**1. PBIS**

Ms. Perry invited Coffin, Gerry and Bell Schools to present their ideas for PBIS.

**2. Goals Update**

**Superintendent Perry asked the following administrators for updates in their area of her Performance Goals.**

**Technology Update/ Technology Specialist Presentation**

Mr. Lord explained that last year's budget funded an instructional technology specialist but we couldn't find the right person so we waited and reposted the position. He introduced Ani Shapazian who has been hired this year as our Instructional Technology Specialist to help instruct teachers on how to incorporate technology in the classroom. Ms. Shapazian noted that she is meeting the teachers and building a foundation to teach how to use technology with the curriculum. She is also working with the Special Education department in finding ways to use technology to differentiate instruction and meet all students' needs.

Question on why 3<sup>rd</sup> grade was chosen to begin keyboarding.

Ms. Shapazian noted that they are trying to develop a solid curriculum for 3<sup>rd</sup> grade keyboarding. This grade is identified as the time to begin because by 3<sup>rd</sup> grade most students' fine motor skills are developed and their capacity to identify letters and numbers is solid.

**Curriculum Update**

Dr. Smith gave an overview of the ELA and Math Curriculum mapping with a brief explanation of each.

**FY16 Financial Update**

Ms. Maniaci gave an overview of the Superintendent's Performance Goals pertaining to School Business, Finance, Human Resources and Payroll Operations.

**Professional Practice**

Ms. Perry noted that she will be holding another session of “Conversation with the Superintendent” on Tuesday, February 23th, 2016 at 7:00 PM at the Marblehead High School Library. The featured topic will be “What’s next for the Gerry School and MSBA?” The District Leadership Team will be there with updates and open for discussion on topics of interest to the community.

**IV. Finance Organizational Support**

**1. Schedule of Bills (vote)**

#12987	\$ 6,134.00
#12990	\$ 5,153.63
#13008	\$325,509.80
#13022	\$ 17,382.65
#13027	\$ 10,596.64
#13028	\$ 5,776.31
#13029	\$ 7,173.00
Total	\$377,726.03

Ms. Pratt made motion to approve the schedule of bills totaling \$377,726.03. The motion was seconded by Ms. Tedford and the Committee **VOTED** on a roll call vote, 5-0 in favor: Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Mr. Harris-yes.

**2. YTD Budget Executive Summary**

Ms. Tedford made motion to accept the YTD Budget Executive Summary. The motion was seconded by Mr. Harris and the Committee **VOTED** on a roll call vote, 5-0 in favor: Mr. Harris-yes; Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes.

**3. FY17 Preliminary Budget**

Ms. Perry noted that Committee will be asked to vote on the bottom line number. Mr. Harris stated that it was not indicated that the Committee would be voting on this tonight on the agenda and he does not feel prepared to vote.

Ms. Perry made note that the FY17 Budget Request is aligned with the District Vision, Mission and Goals. The FY17 budget encompasses three major themes and success indicators:

**1. Budget sustainability** – Continue to work with School Committee, Finance Committee and Town Finance providing evidence of prolonged history of salary deficit, increase in fixed costs and increasing pressure in closing the gaps of the School Operating budget with peripheral funds.

- a. Work collaboratively with Town finance boards and departments to identify solutions of budget efficiency – utilize capital funding associated with Town building article and energy reserve funding to its maximum potential
- b. Provide accurate salary projections inclusive of step and lane cost increases and projections and reasonable figures to support and fund historical salary deficits within the School operating budget

**2. Curriculum Alignment** – Continued curriculum alignment work to provide students with the highest quality instructional experience.

- a. Provide quality professional development experiences to instructional staff aligning with completed and ongoing curriculum work
- b. Continue efforts to provide students with exceptional vertical alignment of curriculum in grade progression, as well as uniform and balanced scope, sequence, unit study and assessment practices of subjects across like grade levels and classrooms

c. Continued work toward updated curriculum-associated textbook inventory and renewal schedule as funding allows

**3. Secure and appropriate funding for special populations and updated mandates/compliance**

- a. ELL – enrollment/staff ratio DESE guidelines
- b. Kindergarten staffing – request funding to offset state K grant cut
- c. Special Education projected outplacements

**Budget Overview – FY17**

FY16 Current Year Appropriation - \$33,025,560

**FY17 Requested Appropriation - \$34,754,708**

***Staffing***

Requested increase fulfills contractual/salaries increase from FY15

- **2.5%** increase across all units and contracts - **\$724,656**
- Step and grade salary increases where applicable - **\$674,583**
- **Total contractual increase \$1,399,148**
- **Request to offset operating budget with anticipated loss of State Kindergarten grant \$130,000**
- **Request to offset operating budget historical salary line gap \$200,000**

Level Staffing - No reduction in FTE workforce/Maintain level FTE staffing across all programming, buildings and departments

***Programming/Departmental Level Expenses***

- Curriculum
- Technology
- Security
- Facilities
- Utilities

- Energy Reserve/Utility Reserve

***Enrollment***

Trend – indicators predict flat (from school year 2015-2016) new Kindergarten enrollment and continued grade-progressive pockets/bubbles of larger classes

The Superintendent noted that on page 8, under Security Initiatives, the Security Committee is looking at getting Walkie-Talkies for all principals and they are writing a Friends Grant for this purpose. Cell phone reception in many buildings at best has spotty reception which is the reason for this request.

A motion to accept the amount of \$34,754,708 for the FY17 requested appropriation was made by Ms. Tedford and seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote, 4 in favor, 1 abstained, 0 against: Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Ms. Pratt-yes; Mr. Harris-abstained.

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

**1. SC Goals Mid-Review**

Ms. Tedford made note that the Committee held a workshop on February 4<sup>th</sup> with Mike Gilbert of MASC’s to review best practices and to have a mid-year review on School Committee goals. The goals discussion included, but was not limited to:

- Goals Setting
- Operating Protocols
- Meetings
- Monitoring
- Community Engagement

It was also noted that the district is working on a District Dashboard which will provide a snapshot of who we are as a district and where we are going.

Ms. Pratt suggested that the Budget Liaisons report back to the entire Committee to better inform them what was discussed and noted and the liaison meeting and Ms. Tedford suggested adding Liaison Updates to Goal 5.

**VI. Closing Business**

**A. New Business**

Ms. Perry noted that we have secured funding to bring in Idashboard.com. This organization will be providing training for us and will be here on February 22<sup>nd</sup> for a week of training. We will start with the basics and build on it.

**High School Principal Search**

Superintendent Perry thanked community members, parents, students and staff for taking the time to be on this committee as well as for meeting with both candidates during our forums. Ms. Perry noted that in two weeks, a group from the committee will be doing site visits to the districts of both candidates. At the March 17 School Committee meeting, she will ask the Committee to set a salary range for this position and pending successful contract negotiations, we could shortly thereafter have a new High School Principal.

**Gerry Update**

The Master Plan Committee.

Ms. Perry thanked two parents, Kim Day and Mike Calienes, who have volunteered their time to do a marketing campaign and have currently come up with an eye catching brochure. Ms. Perry also thanked Julie Gaunt and Alexa Singer, Coffin/Gerry PTO Presidents, for their help and support in this endeavor.

Superintendent Perry noted that she has met with Central PTO presidents, the Coffin and Gerry staff, the Town Administrator, John McGinn and the Board of Selectmen and will continue to meet with groups to explain the process. The MSBA has accepted us into an eligibility period to look at the feasibility of a new building at the Gerry School. Ms. Perry noted that the Gerry School is a wonderful historical building and if the study finds that it is not feasible to rebuild the Gerry, the Gerry School will revert back to the Town of Marblehead. If the Town approves the money for the feasibility study, one should know that this study will take up to two years. She also noted that not only does the Gerry building have many physical needs it also does not meet our educational needs. It does not have a proper place for students to eat or to have gym nor is it handicapped accessible. One of the steps is to form a Committee of community members. Ms. Perry noted that she will need a school committee representative on the Gerry Building Committee and by the end of March we will need to provide the MSBA with a full membership for this Committee. Mr. Lord gave a brief timeline of the process.

**B. Correspondence**

Ms. Leonardson made note that she attended the last SEPAC meeting as the SC liaison for SEPAC where they noted that they will be sponsoring the Unsung Heroes Event once again this year on June 14, 2016. The event will be held at the Corinthian Yacht Club.

Ms. Leonardson made note that the next school committee meeting will be held on Thursday, March 17<sup>th</sup>.

**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 5 yes, 0 no, roll call vote: Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes; Mr. Harris-yes. The public session of the meeting ended at 9:45 PM.

Respectfully submitted,  
David Harris  
Marblehead School Committee

**Meeting Documents:**

*SC minutes: 11/12/15; 12/3/15; 1/14/2016  
Policy JKAA-Physical Restraint of Students  
Policy JFF-Student Activity Accounts  
Superintendent's Goals Review*

*Schedule of Bills  
YTD Executive Budget Summary  
FY17 Preliminary Budget  
SC Goals Review*

*Approved by SC 3/17/2016*