

Record of the Marblehead School Committee Meeting
Thursday, January 14, 2016
MHS Library

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

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: none

I. Initial Business

A. Call to Order

Ms. Leonardson called the meeting to order at 7:30PM. She made note that the agenda is available on the Town and School websites and any agenda items where a major change is expected would first be discussed by the Committee with time for public comments before a vote would be taken.

Mr. Harris asked to offer a moment of silence for Marcia Sweeney. Ms. Sweeney served over 33 years of volunteer time for education and students and received the lifetime achievement award from the Massachusetts Association of School Committees.

B. Commendations

Ms. Perry thanked the members of the Glover Building Committee for their years of service toward the construction of the new Glover School. She asked Ms. Leonardson to read off the names of community members who served on the committee over the years and presented those present with a photograph of the new Glover School.

Amy Drinker; Barbara Anderson-(in turn, Ms. Anderson thanked Mr. Buba); Bob Schaeffner; David Harris; Diane Gora; Dick Nohelty; Dave Bennett; Eurim Chun; Fran Sheridan; James Emmanuel; John Malory; Nicole LaBossiere; Patricia Blackmer; Paul Pruet; Roger Dugas; Stephen Black; Victor Wild; and Mary Devlin.

Ms. Perry commended the five Marblehead High School band students who were selected to participate in the 2016 Bridgewater State University High School Honor Band Festival which will take place on the BSU campus on Thursday, February 11, 2016. Those five students are: Craig VanRemoortel, Joe McKeever, Claire Caplan, Anneliese Hammer and Eric O'Connor.

Ms. Perry commended the Village students who have been chosen for MA All State Treble Chorus. These students are Lily Callahan-Treble I; Timothy Clay-Treble II; Yasen Colon-Treble II; Liam McKenzie-Treble II and Leah Smith-Treble II.

Kathy thanked James Maroney of MHTV and three students helping him tape this evenings school committee meeting.

C. Public Comment

Autumn Moran, parent and resident of Carlton Road, remarked that she would like the Committee to consider approving a school calendar with fewer half days as it is a break in continuity for the students.

D. Student Representative

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

- The School Advisory met today and discussed curriculum goals and planned a meeting with lead teachers to discuss weighted GPAs.
- Student council had a fundraiser before the winter break. They asked all the pizza places in town to donate pizza and then students voted on the best one. The Marblehead House of Pizza won the contest. These funds will be used to have a de-stress day before mid terms. They are considering yoga, meditation time and are trying to see if they can maybe bring in puppies for stress release.

II. Consent Agenda & Action Items

1. SC minutes: 12/8/2015; 12/9/2015

Ms. Leonardson asked if there were any objections to the minutes. None were noted and so she noted that the minutes of 12/8/15 and 12/9/15 were approved unanimously, 5-0.

2. School Calendar 2016-2017 and Half Days

Ms. Perry explained that when an agenda item impacts students or the community they will make certain there is time ahead of the voting meeting for community input. She made note that when the calendar is determined for the following year, many items have to be taken into consideration. One such item is the Teacher Union Contract that dictates certain parameters that we must abide by such as how soon teachers can return to school, how late in June they can teach, how many professional development days they are to have and how many days they can be asked to return for night meetings or conferences. Ms. Perry stressed the importance of professional development for the teachers in aligning the curriculum in order to keep our district as a Level 1 district. The subject of religious holidays was already discussed with the community last year and we listened and have not made changes to any of those days. Also, school vacations cannot be changed unless the Department of Education makes changes statewide as these weeks affect athletic schedules between communities. Finally, in this coming year, since January 1st falls on a Sunday, it is a state law that the holiday be observed on that Monday therefore our students cannot return to school until January 3rd. We have to take all these factors into consideration when planning the school calendar of 180 days plus 5 snow days.

The calendar for 2016-2017 has no major changes from this year's calendar. Teachers will return to work on August 29th and students will return on August 31st and by teacher's contract, the Friday before Labor Day must be a vacation day. Teachers will have one evening parent conference from 6-8 on December 1st to accommodate those parents unable to make a day meeting.

Ms. Tedford made motion to approve the 2016-2017 school calendar as presented. The motion was seconded by Ms. Lipsitz 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. First reading of policy JKAA-Physical Restraint of Students

Mr. Bellucci, Director of Special Education and Student Services explained that this policy pertains to all students in the district and involves a major change. The last change was in 2001. This new change came into effect January 1, 2016 however we did a training in August for administrators and another training for teachers. Each were 12-16 hour trainings. We worked to revamp the older policy and shortened it so that it would be more precise. The short version covers everything you need to know whereas the longer version actually included definitions and procedures. References to where these definitions can be found are included in the policy and will be made available to all schools.

Ms. Pratt made motion to approve revised policy JKAA-Physical Restraint of Students for first reading. The motion was seconded by Ms. Tedford 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.

4. First reading of policy JFJ-Student Activity Accounts

This policy needs to be revisited as a result of an independent audit we had last year. Upon graduation there was no clear cut explanation as to where the money was to go and how long it could remain in an account. Some money has been sitting there since 1980. MASC has just updated this policy and we will use their suggested policy to update our existing policy.

Ms. Tedford made motion to approve revised policy JFJ-Student Activity Accounts for first reading. 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.

5. Acceptance of donation on 4 Dell Laptops

Mr. Lord noted that a resident, Mr. Barry Shapiro, has donated 4 laptops from his business, Attunity, Inc. Mr. Shapiro has children at the Village School. Mr. Lord asked that the Committee accept this donation and send Mr. Shapiro and his company a letter of thanks.

Ms. Tedford made motion to accept the donation of 4 Dell Laptops from Mr. Shapiro’s company, Attunity, Inc. and to send a letter of thanks to both. The motion was seconded by Ms. Pratt 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.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

1. High School Program of Study

Mr. Millington, Principal of Marblehead High School, presented a draft of the High School Program of Studies and noted that the vast majority of changes were word changes for clarification or grammar checks. The only protocol changes were:

- Students who are clearly misplaced will be able to change courses at the mid-quarter mark.
- All students who change course after the fourth week of the first quarter will receive a “W” on their transcript.

All other changes were noted on two sheets of Mr. Millington’s “Summary of Program of Study changes for 2016-2017.

2. Educator Evaluation Presentation

Ms. Perry introduced Mr. Matt Fox, Principal of Veterans School, who gave a power point presentation of the Educator Evaluation process. He explained each stage of the process in his presentation.

3. Coffin-Gerry Building Committee Information

Mr. Lord noted that at this time last year, the district submitted a Statement of Interest with MSBA for Gerry and Coffin Schools. The MSBA came out and reviewed what we stated in the SOI and we’ve been in communication with them, via phone, since then. He further explained that On January 27th, we will likely be able to enter the eligibility period. We will need to form a Gerry School Building Committee and the Superintendent is accepting applications of interest to serve on this committee from the community. This commitment to this committee could last as long as 5 years. We first have to go to Town meeting to request funds for a feasibility study but money spent on the feasibility study is also reimbursable. Then we will follow the processes set by the MSBA within the timeline they provide us.

IV. Finance Organizational Support

1. Schedule of Bills

#12887	\$569,120.71
#12918	\$ 10,118.06
#12919	\$ 23,072.94
#12920	\$ 37,704.75
#12921	\$ 3,961.00
Total	\$643,977.46

Ms. Tedford made motion to approve the schedule of bills totaling \$643,977.46. The motion was seconded by Ms. Pratt and the Committee **VOTED** on a roll call vote, all in favor: Mr. Harris-yes; Ms. Pratt-yes; Ms. Leonardson-yes; Ms. Lipsitz-yes; Ms. Tedford-yes.

2. YTD Budget Executive Summary

Ms. Pratt made motion to approve the YTD Budget Executive Summary. The motion was seconded by Ms. Lipsitz 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. 2017 YTD Budget Assumptions/Budget and timeline draft

Ms. Perry explained that this is the beginning of looking at the budget assumptions for next year. She read off the timeline and what we have done so far and what we'll be doing in the upcoming months. The FY17 budget encompasses three major themes and success indicators: Budget Sustainability; Curriculum Alignment; and Secure and appropriate funding for special populations and updated mandates/compliance. Budget areas include: Staffing/Employees/Salary costs; Expenses: Curriculum/Assessment: Technology: Facilities: Utilities: Grant and Revolving Funding: Enrollment and Variables.

4. Discussion of Warrant Articles for Town Meeting & Letter to the Selectmen

Ms. Maniaci explained that enclosed is the annual letter sent to the Selectmen regarding the Special Education Tuition Revolving Fund. She asked the committee to approve this letter.

Ms. Lipsitz made motion to approve sending the letter regarding Special Education Tuition Revolving Fund to the Selectmen. The motion was seconded by Ms. Pratt 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.

Warrant article:

Ms. Maniaci made note that this was vetted through Town counsel. The amount of \$750,000.00 is for the purpose of paying costs for the undertaking of a feasibility study for the Gerry School.

Ms. Pratt made motion to approve the warrant article and motion in the amount of \$750,000.00. 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.

V. School Committee Communication and/or Discussion items

1. Workshop Update

Ms. Tedford noted that the committee had a workshop on December 8th with Mike Gilbert of MASC about best practices and the district dashboard. Another workshop is scheduled for Thursday, February 4th with time and venue to be determined.

Superintendent Perry noted that the Search Committee for the High School Principal will meet on Monday January 25th to discuss protocol and rank applications. The Committee is comprised of 7 Parent/Community members; 8 Teachers; 1 School Committee member; and 8 Administrators (1 Principal, 2 Vice Principals, Supt., Asst. Supt, Business Manager, Technology Director, Sped Director). Due to the high interest by parents, we raised our parent members on the committee to seven members.

VI. Closing Business

A. New Business

None

B. Correspondence

None

C. Adjournment

A motion to adjourn the meeting was made by Mr. Harris and seconded by Ms. Tedford. 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 9:46 PM.

Respectfully submitted,
David Harris
Marblehead School Committee

Meeting Documents:

SC minutes: 12/8/2015; 12/9/2015
School Calendar 2016-2017 and Half Days
Policy JKAA-Physical Restraint of Students
Policy JJF-Student Activity Accounts
Acceptance of donation on 4 Dell Laptops memo
High School Program of Study 2016-2017
Educator Evaluation Presentation
Schedule of Bills
YTD Budget Executive Summary
2017 YTD Budget Assumptions/Budget
Development Guidelines Budget timeline draft
Warrant Articles for Town Meeting
Letter to Selectman on Revolving Funds

Approved by SC 2/11/16