



**MARBLEHEAD
PUBLIC SCHOOLS**

**Office of the Superintendent
Dr. John J. Buckey
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Marblehead, MA 01945
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Memo To: MPS School Committee
From: John J. Buckey
Re: Director of Student Services & MVMS Nurse Recommendations
Date: August 6, 2021

Director of Student Services

I convened a search committee comprised of the following representatives: Nan Murphy, Assistant Superintendent, Meagan Taylor, School Committee, Merle Schell & Jennifer Jackson, SEPAC, Matt Fox, MVMS Principal, Emily Dean, Student Services Liaison & Director of ELE, Melissa Kaplowitch, Parent and Peg Slattery, Administrative Assistant to the Director of Student Services. We received fourteen applications. On Wednesday, August 4 we met to review the process and determine the best path forward for an Interim or Permanent Director. Given the expedited nature of the search with the current Director's impending departure, we made the decision to interview two internal candidates for an Interim Director role. Nicole Grazado, Special Education Team Chair at Village School and Paula Donnelly, Special Education Team Chair at MHS were our candidates. Their resumes are included. They interviewed on Friday, August 5. We are recommending Dr. Paula Donnelly for the Interim Director of Student Services position.

MVMS Nurse

I am including Matt Fox's search process and recommendation Memo. I interviewed Cathy Byrne, the recommended candidate on Friday, August 5. Her resume is included. She has requested the weekend to consider the offer.

July 30, 2021

Dear Hiring Committee,

It is with great enthusiasm that I submit this letter of intent for the Director of Student Services at the Marblehead Public Schools. My professional goal is to bring equity to students of different abilities, from when I started as a Special Education teacher to my current role as Special Education Chairperson at Village School. I am excited to bring my passion and collaborative style to even more administrators, educators and students across the district as director. I am grateful for the opportunity to share my vision, skills and commitment to education for all learners, with the support of my colleagues.

I began my career in education after an impactful service project teaching literacy to adults when I worked in finance communications. That experience helped me craft my professional vision that all individuals can and want to learn. Coupled with a steadfast commitment to students' rights, I'm consistently drawn to positions that call for advocacy, compassion and commitment. As I progress in my career, I choose roles that provide me with opportunities to hone each of these pillars of my professional identity. My work is to promote student agency across general education and special education domains. Collaborating with our district's administrators, I feel prepared to take this next professional step as Director of Student Services.

I have been fortunate to teach a variety of classrooms across grades 7 through 12. As a teacher, I learned the importance of understanding learning barriers for students and adults. Since then, I continually work to dismantle those barriers and collaboratively build rich and inclusive settings for growth. I've promoted opportunities to students working on transition skills, created multidisciplinary lessons to ensure access for all and developed strategies for universal curriculum materials. Every teaching task of mine has been rooted in ensuring student success.

When I began leadership work, I learned the importance of listening and understanding different perspectives to facilitate collaboration for individual student and school success. Everyone plays a role in the ideal community for student success. Tapping into that community encourages optimal student participation in the classroom. In my work, I strive to meet people where they are and help them define and commit to their personal growth. Their successes are our district's successes. I am excited to bring a more proactive approach to programs that build up our students and will make the district a leader in Special Education.

I remain committed to the initiatives that we have prioritized for our district and hope that you will see my passion and commitment outlined in my application as full engagement toward a common vision. Thank you for considering my candidacy.

Sincerely,
Nicole Grazado

Nicole Grazado



Education

Lesley University

Cambridge, Massachusetts

Master of Education

Major: Teaching Children with Special Needs

GPA: 4.000

Attended September 1997 to August 2000

Degree conferred August 2000

McGill University

Montreal, Canada

Bachelor of Arts

Major: Human Geography

GPA: 3.030

Attended September 1991 to May 1994

Degree conferred May 1994

Experience

Marblehead Public Schools

Jul 2011 - Present

Special Education Team Chairperson

Marblehead

- Collaborate with building administrators on implementation of District inclusion procedures
- Supervise 25 staff members, overseeing 165 cases to optimize Special Education services
- Recruit, develop and retain staff for equitable and inclusive practices across classrooms
- Evaluate and implement appropriate classroom and equipment needs across facilities
- Manage the evaluation and eligibility process for individual students at the building level
- Plan and implement comprehensive service delivery models using the Team Process to support inclusive and compliant practices
- Structure and promote multi-tiered systems of support for all students
- Consistently communicate with families at the individual student level to support teams
- Evaluate and assess practices to ensure they remain research-based and equitable to reach all different types of learners
- Consult with outside providers to ensure consistent practices for students across home and school
- Work with district administrators for effective and thoughtful transition of students between schools

Supervisor: Eric Oxford 

Experience Type: Public School, Full-time

It is OK to contact this employer

Swampscott Public Schools

Sep 2009 - Jun 2011

Special Education Content Leader

Swampscott, Massachusetts

- Participated in weekly building administrative team meetings
- Facilitated department meetings for special education staff at the High School
- Coordinated accommodations for MCAS testing for students with disabilities
- Planned and facilitated co-teaching assignments for special education staff scheduling
- Reviewed IEPs written by High School staff for content and compliance
- Scheduled and coordinated in-service trainings and support for Educational Support Professionals across the department
- Served on the building's student support team
- Co-chaired the NEASC Accreditation Self-Study Committee
- Coordinated the implementation of the Keys to Literacy Reading Comprehension professional development initiative

Reason for leaving: Professional growth opportunity

Supervisor: [REDACTED]

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Swampscott Public Schools

Sep 1999 - Jun 2011

Special Education Teacher

Swampscott, Massachusetts

- Provided direct instruction, evaluation and service for student with disabilities in grades 7-12
- Co-taught academic courses at the high school level
- Served on the Student Support Team, providing solutions for students in crisis
- Assessed students as part of the evaluation and determination process
- Developed transitional plans for post middle and high school objectives
- Coordinated and supported curriculum modification to ensure access for all students

Reason for leaving: Professional growth opportunity

Supervisor: [REDACTED]

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Dear Assistant Superintendent Cresta and members of the Hiring Committee,

I have had the pleasure of working at Marblehead High School as the Team Chairperson for the last two school years which were, of course, significantly disrupted by the pandemic. Despite the sudden and radical shift in our practices, I provided leadership not only in the provision of special education services, but also in spearheading a significant paradigm shift towards improving inclusive practices to further promote equity and inclusion throughout the school. I would look forward to continuing to lead and support this work at the district level as the Director of Student Services.

While my time in Marblehead has been relatively short, I believe I have developed a balance of institutional knowledge and a fresh perspective on existing practices and structures. I have quickly developed trusting, working relationships across all departments; these relationships have fostered a collaborative culture that have allowed for increased co-teaching partnerships, increased inclusion placements for students with disabilities, and a significant decrease in our sub-separate program enrollment. I have also taken significant and tangible steps to address the disproportionate representation of students of color in special education. The upcoming school year will bring a marked change in the provision of curriculum support services, for which I collaborated with school and district leadership and received the expressed support of SEPAC and School Committee.

For the last eleven years, serving as a school-based special education administrator has prepared me well for this role. I have served as the chairperson/administrative designee charged with assigning services, facilitating initial, annual, and reevaluation meetings, and evaluating special education personnel in multiple schools, in programs ranging from PK - 22. In addition to extensive experience with all aspects of the IEP development process across the full IDEA continuum, I am well-versed in all aspects of special education, Section 504, and Title IX regulations and guidelines. This includes my independent completion of all aspects of a DESE Coordinated Program Review for Bentley Academy Charter School (2017-18), including compiling and/or authoring all documents of the self-assessment, preparing staff for on-site interviews, and submission of annual indicator data. My experience as a coordinator for transitions from early intervention services as children turn three, included establishing new systemic processes and working collaboratively with Early Intervention and community-based providers.

My teaching experience focused on the education of students with emotional or behavioral disorders. As a graduate of one of the few Master's programs in the country designed specifically to support these students, I am uniquely positioned to support the social and emotional well-being of all students, inform program planning, and address the mental health crisis intensified by Covid-19. My background with this population also lends itself to significant experience with complex, sometimes litigious cases, in which I am readily able to manage various stakeholders. My current and former colleagues and supervisors would agree that I have a well-developed sense of balancing parent requests with student needs; an essential quality in this community-facing role.

The on-going "return to normal" must be matched by plans that do not just recognize the breadth and depth of student and family needs, but with innovation that addresses that what was "normal" was not accessible for many students and their families. I would look forward to continuing this important work as the Director of Student Services. Thank you for your consideration.

Paula Donnelly



Education

Boston University

Boston, Massachusetts

Doctor of Education

Major: Special Education

Attended September 2008 to March 2018

Degree conferred May 2018

George Washington University

Washington, District of Columbia

Master of Arts

Major: Education and Human Development, **Minor:** Education for Students with E/BD

GPA: 3.950

Credit Hours: 39

Attended July 2000 to August 2001

Degree conferred August 2001

Mercyhurst College

Erie, Pennsylvania

Bachelor of Arts

Major: Psychology

GPA: 3.350

Credit Hours: 120

Attended September 1997 to May 1999

Degree conferred May 1999

State University of New York at Geneseo

Geneseo, New York

College Coursework - no degree

Major: History, Biology

Attended September 1995 to May 1997

Experience

Marblehead Public Schools

Jul 2019 - Present

Special Education Team Chairperson

Marblehead, MA

- Facilitate, coordinate and supervise all aspects of initial, annual, re-evaluation Team meetings and IEE reviews in accordance with state and federal regulations.
- Serve as part of the building leadership team to promote collaboration between all staff to ensure students with disabilities are duly considered in building-level planning.
- Establish expectations within the department to ensure ongoing emphasis on inclusive practices, including through support and promotion of co-teaching practices and embedding SEL in all classrooms.

- Review/establish protocols regarding the interface between regular and special education support models (e.g. MTSS).
- Formally observe and evaluate special education teachers, general education teachers, and support staff.
- Collaborate with building principal on allocation of resources, both monetary and staff, in order to meet projected and evolving needs of students.

Supervisor: Eric Oxford [REDACTED]
Experience Type: Public School, Full-time
 It is **OK** to contact this employer

Boxford Public Schools

Aug 2018 - Jun 2019

Special Education Coordinator
 Boxford, MA

- Facilitated, coordinated and supervised all aspects of initial, annual, re-evaluation Team meetings and IEE reviews in accordance with state and federal regulations.
- Participated in district and Tri-Town School Union leadership team meetings to promote collaboration between general and special education and communicate the interests/needs of special education students and staff to ensure their needs are duly considered in district-level planning.
- Worked with building principal to plan, implement and monitor various special education programs/models, as well as plan/review protocols regarding the interface between regular and special education support models (i.e. RTI, tiered instruction, Child Study Teams).
- Collaborated with building principal on allocation of resources, both monetary and staff, in order to meet projected and evolving needs of students.
- Plan and implement training for special education paraprofessionals.

Reason for leaving: Seeking a position across wider range of grade levels.

Supervisor: [REDACTED]
Experience Type: Public School, Full-time
 It is **OK** to contact this employer

Salem Public Schools

Aug 2011 - Aug 2018

Special Education Team Chairperson
 Salem, MA

- Facilitated team meetings for annual reviews, initial / re-evaluations, and other special education-related meetings at elementary and secondary schools, including EI transitions and public day school.
- Oversaw and assisted in the development of Individualized Education Programs (IEPs).
- Participated in educational support teams, including pre-referral teams.
- Coordinated special education services among teachers and related service providers.
- Facilitated collaboration among regular education teachers and special educators and paraprofessionals
- Assisted in the monitoring and compliance of state and federal regulations, including the independent completion of a DESE CPR for a Horace Mann charter school.

Reason for leaving: Due to change in leadership, I was interested in exploring different opportunities in different districts.

Supervisor: [REDACTED]
Experience Type: Public School, Full-time
 It is **OK** to contact this employer

Boston University, Sargent College

Sep 2008 - May 2012

Project Manager

Boston, MA

Manage all aspects of longitudinal study on autism and family caregiving. Responsible for supervision of data collection, data entry, and ensuring reliability of all data.

Reason for leaving: Research study was completed.

Supervisor: [REDACTED]

Experience Type: Other, Part-time

It is **OK** to contact this employer

George Washington University, GSEHD

Aug 2007 - May 2008

Graduate Assistant

Washington, DC

Supported rebranding of Special Education Doctoral program, including research on educational neuroscience and disability studies.

Reason for leaving: Relocated to Massachusetts/transferred to Boston University

Supervisor: [REDACTED]

Experience Type: Other, Part-time

It is **OK** to contact this employer

Marblehead Veterans Middle School

Aug 2006 - Jun 2007

Therapeutic Program Teacher

Marblehead, MA 01945

Served as case manager for eighth grade students through coordination of services, IEP writing and implementation, consultation with social workers and specialists, and formal assessments.

Reason for leaving: Began full-time doctoral program

Supervisor: [REDACTED]

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Swampscott Public Schools

Aug 2003 - Jun 2006

Secondary Inclusion Specialist

Swampscott, MA 01907

- Trained and supervised Educational Support Professionals working with inclusion students and served as case manager for secondary students with autism spectrum disorders.
- Consulted with administrators, general and special educators on at-risk and behaviorally challenged students to observe, make recommendations, or provide direct services.

Reason for leaving: Return to classroom teaching to prepare for Ed.D. program

Supervisor: [REDACTED]

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Charles County Public Schools

Aug 2001 - Jun 2003

Special Education Teacher

LaPlata, MD 20646

Special Education teacher in self-contained secondary emotional disabilities program (2001-2002) and elementary resource room (2002-2003).

Reason for leaving: Relocated to Massachusetts

Supervisor: [REDACTED]

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Fairfax County Public Schools

Aug 2000 - Jun 2001

Student Intern

Marshall Road Center, Vienna, VA

Completed a full year of student teaching in self-contained EBD program under the supervision of FCPS staff and George Washington University faculty.

Reason for leaving: Graduation

Supervisor: [REDACTED]

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Community Experience

Cape Ann Youth Lacrosse, Volunteer Head Coach, Spring 2018 - present

Human Rights Committee, May Institute, May 2010 - May 2012

Swampscott Nahant Youth Lacrosse, Board Member ex-officio, 2010 - 2015

Girls Varsity Lacrosse Coach, Swampscott High School, Swampscott, MA 2005-2007; 2009 - 2013

- 2007 MIAA Team Sportsmanship Award

- 2007 Lynn Daily Item Coach of the Year

Girls Varsity Lacrosse Coach, Matignon High School, Cambridge, MA 2004



MARBLEHEAD PUBLIC SCHOOLS

Marblehead Veterans Middle School

Duncan Sleigh Square
217 Pleasant Street
Marblehead, Massachusetts 01945
781-639-3120 Fax: 781-639-3130

To: John Buckey
From: Matt Fox
Date: July 29, 2021
Re: School Nurse

Dates: Our Nurse position was posted on June 22nd. We conducted interviews on July 19th and July 29th

Applicants: We received seven applications

Interview Committee:

The interview committee was comprised of:

Matt Fox, Principal
Julia Ferreira, Assistant Principal
Deanna McMahan, Lead Nurse
Emily Barron, School Committee Member
Jae Guttadauro, Spanish Teacher
Elizabeth Lutwak, Librarian

Interviews:

We invited six of the seven applicants for a Zoom Screening interview, one withdrew from the search and one did not return our messages, so we interviewed four candidates for the first round. Of those four candidates, we invited back two for in-person interviews.

Recommendation:

We decided to send just one candidate up as a finalist, Cathy Byrne.

Background and feedback:

Ms. Byrne has a solid background in both hospital and school settings. Most recently, she has been a school nurse in the Chelsea Public Schools. Prior to that, she served as a school nurse for the Lawrence Public Schools. In hospital settings, Ms. Byrne has been a nurse at Saint Joseph's Hospital in Nashua, NH. She worked in the cardiopulmonary rehabilitation center as well as in the emergency room, oncology, mental health unit, and the surgical unit.

References:

I spoke with a former nurse colleague and a teacher colleague too. Descriptions from both phone calls included, "extremely organized" "Kind and thoughtful" and "Great communicator." Her former nurse colleague spoke about how willing and open Ms. Byrne was to communicate with other nurses, and often shared resources and information. Additionally, the teacher I spoke with had a very personal experience with Ms. Byrne, and credits her medical expertise with preventing a very serious medical condition from progressing, even though her doctor said she was fine. Both references would jump at the chance to work with Ms. Byrne again.

Dear Human Resources Department,

I am submitting my application for the School Nurse position. I am confident that I can make a great contribution to the safety and care of your students, staff and community.

Outlined below are some of my experience/skills that will add value to your nursing team:

~School Nursing experience (COVID Testing, BinaxNow Rapid Testing, District COVID Coordinator for all Middle Schools, ~EMR, Diabetes Management, Seizure Disorders, IMMs, SBIRT, etc.)

~Vaccine Clinic experience

~Emergency Room nursing experience (Trauma Emergency Unit)

~Proven ability to work effectively within a team environment

~Additional experience in patient care (pediatrics, cardiology, diabetes, pulmonology, gastrointestinal, and triage skills)

~Ability to adapt to changes quickly and effectively to meet the needs of the students and staff

~Ability to work with people at all levels in an organization

~Multitasking skills where several projects were managed simultaneously

~Keep abreast of current trends and technology through continuing education

If you would like to further discuss how I can add value to your district, please contact me at

[REDACTED] Thank you for your time, attention, and careful consideration.

Sincerely,

Cathy Byrne, MBA, BSN, RN

Cathy Byrne, MBA, BSN, RN, EP

WORK EXPERIENCE:

RN Public School Nurse

7/2020-Present

City of Chelsea, Chelsea MA

Provided high-quality care for students during the school day within a middle school environment. Provided education, resources and support about COVID-19 for families, staff and students. Organized and coordinating COVID Pooled Testing for all middle schools in the districts, along with Bionex Now COVID testing follow up testing. Leader within the public school system for health policy implementation and advocacy. Supported administration with expert knowledge on development of sexual health education and physical education curriculum. Organized and maintained files on all students (immunizations and health concerns). Participated in advisory meetings with school administration and parents providing expertise and oversight as a health advocate. Maintained open office hours for students in order to diagnose and treat minor injuries and illnesses. Offered referral services to doctors when appropriate.

RN Public School Nurse

9/17-6/30/2020

Lawrence Public School, Lawrence MA

Provided high-quality care for students during the school day within a middle school and elementary environment with occasional high school nursing environment. Leader within the public school system for health policy implementation and advocacy. Supported administration with expert knowledge on development of sexual health education and physical education curriculum. Organized and maintained files on all students (immunizations and health concerns). Participated in advisory meetings with school administration and parents providing expertise and oversight as a health advocate. Maintained open office hours for students in order to diagnose and treat minor injuries and illnesses. Offered referral services to doctors when appropriate.

RN Per Diem: Day Surgery/Endoscopy

9/16-1/2018

Elliot at Rivers Edge, Manchester, NH

Pre-op and Post-Op. Obtained history, patient's development status, behavior, cultural, and health concerns from patient and family. Examined patients to obtain objective physical data. Assessed clinical data from diagnostic studies and previous records. Completed physical and psychosocial assessment based on interview, examination and review of clinical data. Identified nursing diagnoses and patient care problems. Documented data and assessment on appropriate form according to instructions. Collaborated with the multidisciplinary team to address patient needs.

RN: Cardiopulmonary Rehabilitation/Emergency Room/Med-Surg/Psych Unit

7/11-8/17

Saint Joseph Hospital, Nashua, NH

CR/PR: Case management, implemented and monitored exercise programs for cardiac and pulmonary patients. Collaborated with other health care team members to execute effective care plans while ensuring positive health outcomes. Provided on going individual education on various medical conditions and medications. Provided continual psychosocial support and advocacy to patients and families. Performed nursing care in various settings, including Emergency Room, Cardiac, Oncology, Orthopedics, Mental Health, Medical & Surgical units. Assessing, planning, implementing and evaluating nursing care from simple to complex, with multi-system issues in a safe and therapeutic environment. Engage in caring relationships with patient and families and work collaboratively with other health care workers, while using sound judgement to perform nursing and medical interventions. Adhered to specialty standards and organizational standards, policies, procedures, guidelines and protocols. Participated in supervision of Licensed Nursing Assistants and unlicensed personnel.

RN Per Diem Float Pool: Triage, Pediatric, Family Practice, General Internal Med

10/15-3/18

Dartmouth Hitchcock Clinic, Nashua NH

Prioritized and triaged all calls for high volume, fast-paced medical office; implementing strict triage policy protocols to seamlessly facilitate home care advice, coordination of future care needs, specialty care intervention, and elevation of serious situations to the ER.

RN Per Diem: Day Surgery/Endoscopy

9/14-10/15

Dartmouth Hitchcock Clinic, Nashua NH

Obtained history, patient's development status, behavior, cultural, and health concerns from patient and family. Examined patients to obtain objective physical data. Assessed clinical data from diagnostic studies and previous records. Completed physical and psychosocial assessment based on interview, examination and review of clinical data. Identified nursing diagnoses and patient care problems. Documented data and assessment on appropriate form according to instructions. Collaborated with the multidisciplinary team to address patient needs.

RN Part Time: Cardiology

3/12-9/14

Dartmouth Hitchcock Clinic, Nashua, NH

Outpatient Cardiac Care. Conducted TEE/Stress test, telephone triage, patient assessments, holter monitoring reading, blood pressure checks, medication reconciliation and patient care

RN Surgical Specialties

3/11-12/12

Concord Hospital, Concord, NH

Assessed, planned, implemented and evaluated nursing care from simple to complex, with multi-system issues in a safe and therapeutic environment. Engaged in caring relationships with patient and families and work collaboratively with other health care workers, while using sound judgement to perform nursing and medical interventions. Adhered to organizational standards, policies, procedures, guidelines and protocols.

EDUCATION:

Massachusetts College of Pharmacy and Health Sciences (MCPHS), School of Nursing, Manchester, NH	
Bachelor of Science in Nursing	12/10
Daniel Webster College, School of Business, Nashua, NH	
Master of Business Administration, Applied Management	12/08
Lasell College, Newton, MA	
Bachelor of Science, Exercise Physiology (Concentration in Cardiac Rehabilitation)	5/99
Associate of Science, Physical Therapy	12/97

MEMBERSHIPS/CERTIFICATIONS/LICENSES:

NH Board of Nursing Registered Nurse, License Number 063993-21	9/1/22
MA Board of Nursing Registered Nurse License Number RN2270291	9/1/22
First Aid/AED/CPR Certified, American Red Cross	6/22
DESE License (Department of Elementary and Secondary Education)/MTEL	5/23
TNCC (Trauma Nursing Core Certified)	7/13-7/18
BLS for Healthcare Providers (CPR & AED)	5/11-5/21
ACLS for Healthcare Providers	2/12-2/18
PALs for Healthcare Providers	9/13-9/15
NASN (National Association of School Nursing)	2/18-present
ENA (Emergency Room Nursing Association)	9/2012-present
PCNA (Preventive Cardiovascular Nurses Association)	11/2013-present
Certified Cardiographic Technician (CCT) from Cardiovascular Credentialing International (CCI)	5/98-present
NH Society for Cardiopulmonary Rehabilitations	9/2014-present
President of Nursing Students Without Borders (NSWB) at MCPHS	9/09-12/10

SOFTWARE SKILLS: Windows, Word, Excel, PowerPoint, Mac OS X, Pages, Keynotes, Numbers, EPIC, EMR, Health Master and PowerSchool, Health Office Anywhere, SNAP, ASPEN X2.