



DATE POSTED:

Town Clerk Use Only

2024 AUG 12 AM 8:41

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

Marblehead School Committee

Name of Board or Committee

Zoom Conference:

<https://marbleheadschoools-org.zoom.us/j/97886762817?pwd=5hT6kswajlCtbJVuC2uYOnlpdiv7fE.1>

Meeting ID: 978 8676 2817

Password: 610612

Dial in Phone +1 646 931 3860 US

Friday	August	14	2026	10:00am
Day of Week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

- I. Call to Order
 - a. Public Comment
- II. Consent Action and Agenda Items
 - a. Schedule of Bills (vote)
 - b. Meeting Minutes: 7/8/26 (vote)
- III. School Committee Communication and Discussion Items
 - a. Director of Finance position description (vote)
- IV. Adjournment

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Kate Schmeckpeper

Posted by: Lisa Manning

Date: 8/12/26



Marblehead Public Schools

9 Widger Road
Marblehead, Massachusetts 01945
Phone: (781) 639-3140

John Robidoux
Superintendent of Schools

Julia Ferreira
*Assistant Superintendent of
Teaching & Learning*

LisaMarie Ippolito
*Assistant Superintendent of
Student Services*

Michael Pfifferling
*Assistant Superintendent of
Finance & Operations*

MEMORANDUM

TO: Marblehead School Committee
FROM: Michael Pfifferling, Assistant Superintendent of Finance and Operations
DATE: August 7, 2026
RE: Schedule of Bills for Approval

Included in this packet are the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to the shared drive.

Schedule	Amount
A26-47 – DW – KM SCHOLARSHIPS	\$106,500.00
A26-47 – FAC – LM	\$7,548.19
A26-48 – SS – KG	\$539,299.90
A26-49 – DW – MSR – NATIONAL GRID	\$6,036.80
A26-49 – DW – MSR	\$101,960.33
A26-49 – FAC – LM	\$62,917.79
A26-49 – FS – CF	\$9216.85
A26-49 – SS – KG	29,749.95
A26-49 – SS- KG – 2	\$473,676.26
A26-50 – DW – MSR	\$48,835.53
A26-50 – FAC – LM	\$106,335.08
S26-50 – SS - KG	\$24,657.03
S26-50 – SS – KG – 2	\$397,358.27
A26-51 – DW – MSR	\$463,222.94
A26-51 – DW – NATIONAL GRID – MSR	\$2,274.30
S26-51 – FS – CF	\$3,346.00
A26-51 – SS – KG	\$72,422.86
A26-51 – DW – MSR	\$4,061,813.72
A26-52 – FAC – LM	\$151,118.49
A27-2 – DW – MSR	\$312,559.61
A27-2 – FAC – LM	\$2,477.31
A27-2 – SS – KG	\$8,249.60
A27-3 – DW – MSR	\$91,312.84
A27-5 – DW – MSR	\$84,740.71
A27-5 – FAC – LM	\$18,346.01
A27-5 – SS – KG	\$67,855.45
Total	\$7,253,831.82

Suggested Motion:

Motion to approve the identified schedules of bills totaling \$7,253,831.82 as presented

Draft Job Description:

Job Title: Director of Finance

Reports To: Superintendent of Schools

Location: Marblehead Public Schools

Position Type: Full-time, 12-Month, Exempt

Job Summary

The Director of Finance serves as the chief financial officer for the school district. This role is responsible for the strategic planning, management, and oversight of all financial and business operations. The Director of Finance ensures fiscal stability and legal compliance while aligning financial resources with the district's educational priorities. Key areas of oversight include budget development, financial reporting, public procurement, grant administration, payroll, accounts payable, student activity accounts, and oversight of the Food Services Manager.

Essential Performance Responsibilities

Budget Development and Fiscal Strategy

- Lead the development, presentation, and implementation of the annual district operating and capital budgets in alignment with School Committee goals.
- Develop long-term financial forecasts, fiscal models, and cost analyses to support strategic planning and collective bargaining negotiations.
- Monitor expenditure trends and revenue collections, providing regular financial reports and projections to the Superintendent and School Committee.
- Formulate and execute budget line-item transfers as necessary.

Financial Accounting and Compliance

- Maintain district financial records in accordance with Generally Accepted Accounting Principles (GAAP) and uniform municipal accounting systems.
- Prepare and submit all mandated state and federal financial reports, including the complex Massachusetts Department of Elementary and Secondary Education (DESE) End-of-Year Financial Report (EOYR).
- Serve as the primary liaison for the annual external fiscal audit, ensuring zero material findings and swift resolution of management letters.

- Oversee the fiscal management and compliance monitoring of all local, state, and federal grants.
- Manage and audit Student Activity Accounts to guarantee compliance with Massachusetts General Laws (MGL) and School Committee policies.

Procurement and Operations

- Act as the district's Chief Procurement Officer, ensuring all purchasing activities comply with MGL Chapter 30B and state bidding laws.
- Oversee the competitive bidding process, prepare requests for proposals (RFPs), and negotiate contracts with vendors.
- Direct and evaluate the performance of business office personnel, including payroll and accounts payable staff.
- Coordinate closely with municipal departments (Town/City Accountant, Treasurer, and Collector) to reconcile accounts and manage cash flow.

Qualifications and Requirements

Education and Experience

- **Degree:** Bachelor's degree in Accounting, Finance, Business Administration, or School Administration required; Master's degree (MBA, MSA, or M.Ed. in School Business Administration) highly preferred.
- **Experience:** Minimum of 2-4 years of successful leadership experience in school finance, municipal finance, or complex fund accounting.

Licensure and Certifications

- **DESE Licensure:** Must hold or be eligible for licensure as a School Business Administrator by the Massachusetts Department of Elementary and Secondary Education (603 CMR 7.09).
- **Procurement Certification:** Current designation as a Massachusetts Certified Public Purchasing Official (MCPPO), or the ability to obtain certification within one year of hire.

Knowledge, Skills, and Software

- **Systems:** Proficiency with financial management and fund accounting software, with a strong preference for MUNIS systems.
- **Regulations:** In-depth knowledge of Massachusetts public school finance laws and Chapter 70 funding mechanisms.

- **Communication:** Exceptional verbal and written communication skills, with a proven ability to present complex financial data clearly to public boards, town meetings, and community stakeholders.

Physical and Background Demands

- Must successfully clear a Criminal Offender Record Information (CORI) check, and federal fingerprint-based background check.
- Ability to attend evening meetings (School Committee, Finance Committee, Town Meeting) as required.

Draft Job Posting:

Job Title: Director of Finance

Organization: Marblehead Public Schools

Location: Marblehead, MA

Reports To: Superintendent of Schools

Job Summary

Marblehead Public Schools is seeking a visionary, collaborative, and highly qualified financial leader. This executive role directs all fiscal, business, and operational functions of the school district. The successful candidate will manage a multi-million dollar budget. They will ensure financial stability, transparency, and operational efficiency to support high-quality student education.

Key Responsibilities

- **Financial Leadership:** Direct all district accounting, financial reporting, planning, and annual auditing.
- **Budget Strategy:** Lead budget preparation and long-range fiscal forecasting.
- **Operational Oversight:** Supervise district payroll, procurement, accounts payable, accounts receivable, and food services.
- **Grants & Compliance:** Manage state, federal, and private grants to ensure strict regulatory compliance.
- **Collaboration:** Work closely with Town Finance Officials, School Committees, and Department Heads.
- **Personnel Management:** Supervise and evaluate all business office staff and Food Service Manager.

Qualifications & Requirements

- **Education:** Master's degree preferred in Finance, Accounting, Business, or Public Administration.
- **Experience:** Minimum of 2 to 4 years of school municipal finance or executive leadership experience.
- **Licensure:** Valid Massachusetts DESE licensure as a School Business Administrator (or immediate eligibility).

- **Skills:** Advanced knowledge of Massachusetts municipal finance law, excel-based modeling, and MUNIS software.
- **Communication:** Strong ability to explain complex financial data clearly to public stakeholders.

Salary & Benefits

- **Salary Range:** 160,000-175,000
- **Benefits:** Full municipal health, dental, life insurance, and enrollment in the Massachusetts regional retirement system.