

Record of the Marblehead School Committee Meeting
January 12, 2017
Marblehead High School

Members Present: Meredith Tedford, Kate Lipsitz, Jennifer Schaeffner
Susie Pratt, David Harris

Also: Maryann Perry, Superintendent
Dr. Bradford Smith, Assistant Superintendent
Amanda Maniaci, Director of Business and Finance
Ken Lord, Exec. Dir. Of Technology and Operations
Monica Visco, Director of Human Resources

Members Absent:

I. Initial Business

A. Call to Order

Ms. Tedford called the meeting to order at 7:00pm.

B. Commendations

Ms. Schaeffner commended the three Marblehead football captains who attended the wake for the football players they played against. This showed maturity and the character of our athletes.

Ms. Tedford commended all the student artists and musicians who did so well at the Winter Bash. She also commended the Fine Arts Department for organizing this event.

Mr. Harris made note that this week three out of the four main articles in the Reporter were on our schools.

Ms. Tedford thanked Mr. Mahoney of MHTV and the students who are helping him tape this evening's meeting.

Ms. Perry commended the teachers at the Coffin and Gerry Schools for the work they put in when there was a petroleum spill at the Gerry School. She thanked them for their dedication to making the transition go smoothly.

Mr. Lord gave a brief explanation of how the problem occurred with the petroleum spill at the Gerry School. The building will remain closed until the air quality is determined as safe.

C. Public Comment

None

D. Student Representative

Melissa Kordha, student representative.

- Junior class officers working with parents to prepare for the Junior Auction
- Class officers for Junior class starting to get ready for the Junior Prom.
- Students did great job at the Snow Bash
- Positive feedback from students on advisory sessions.

II. Consent Agenda & Action Items

1. SC minutes: 11/17/2016; 12/1/2016; 12/7/2016

Ms. Tedford asked if all were in agreement to approve the minutes. All were and the minutes stand as approved.

2. Acknowledgement of donations from:

Ms. Tedford acknowledged the donation from the National Grand Bank to the Fine Arts Department in the amount of \$750.00.

Ms. Tedford acknowledged a donation from the Weidenbruch family to the Marblehead High School Cross Country and Track program in the amount of \$6000.00.

3. Approval of contract to Baystate Interpreters

Ms. Maniaci noted that this contract is for the Town of Marblehead School Department’s interpretation services and that the contract was reviewed by Town Planner and Procurement office, Becky Curran.

Ms. Lipsitz made motion to approve the contract for interpretation services to Baystate Interpreters, Inc. up to a total of \$15,000 for contract year. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously in favor, 5-0.

4. Gerry School to Coffin

Principal Satterfield gave a brief overview of the move of the Gerry students to the Coffin School and explained that the transition went smoothly due to the fact that Gerry students already have a “reading buddy” at the Coffin School and made this contact when they arrived to the school. He noted that two classes are sharing the library and that the Gerry students are impressed with the lunch room which is new to them. He noted that pick up and drop off is staggered to minimize traffic issues and he thanked his teachers and support staff for coordinating this move and minimizing issues.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

None

IV. Finance Organizational Support

1. Schedule of Bills

#14276	\$	766.21
#14361	\$	375,424.57
#14369	\$	44,101.37
#14370	\$	47,979.31
#14386	\$	5,040.00
#14401	\$	29,183.42
#14428	\$	1,291.98
#14439	\$	190,827.80
#14441	\$	<u>3,852.00</u>
Total		\$698,466.66

Ms. Pratt made motion to approve the schedule of bills in the amount of \$698,466.66. The motion was seconded by Ms. Schaeffner and the Committee **VOTED** unanimously in favor, 5-0.

2. YTD Budget Executive Summary

Ms. Maniaci presented the YTD budget summary and gave a brief explanation on several of the areas.

Ms. Tedford asked for approval of this report. The Committee **VOTED** unanimously in favor, 5-0 to approve this budget update.

3. 2018 Budget Assumptions/Budget Development Guidelines Budget timeline – Draft

Ms. Maniaci presented the following report:

FY18 Budget Themes

- Budget sustainability
- Curriculum and Assessment
- Secure and appropriate funding for proposed staffing needs aligning with district initiatives

FY18 Educational Mandates

- Social Emotional Learning and Bullying Prevention
- Supporting academic achievement of our student enrollment
- Statewide Assessment MCAS 2.0

FY18 Staffing Overview

- Contractual increases across all units/step and grades

FY18 Non-Salary Expenses Overview

- Identify Offset to title I grand funding loss
- Curriculum – Science, Math, ELA, Textbook, renewal cycle
- Assessment
- Technology – Year Three of Five Year Tech Plan
- Facilities/Transportation
- Utilities
- Town Outlay Request

FY18 Enrollment

FY18 enrollment indicators predict relatively level or slight down turning enrollment dependent on grade level, with continued pockets/bubbles or larger classes progressing vertically through grade levels.

Enrollment Demographic

FY18 Variables

- Student Services
- Custodial/Maintenance/Transportation Overtime
- Facilities Extraordinary Maintenance
- Substitute Use – Unit A contractually allowed sick day usage
- Eligibility for instructional grants – Title I, Title IIa, Title III
- Evolving Federal and State Mandates

Next Steps FY18 Budget Process

- Ongoing School Committee Budget Liaison Meetings
- Finance Committee – FinCom School Budget Liaison Meetings
- School Committee Meetings
- School Department Town Outlay Funding Requests
- Town Warrant Closes – January 27, 2017
- Budget Hearing
- FinCom School Budget Meeting
- Town Warrant Public Hearing
- Town Meeting – Vote to Approve Town Budgets

Ms. Maniaci noted that \$1,669,896 has been allocated for contractual agreements to MPS by the Town.

4. Letter to Selectmen on Revolving Funds

Ms. Maniaci explained that this is the annual letter to the Selectmen to reauthorize the Special Education Revolving Fund for FY18 in the amount of \$1,105,000. Mr. Harris 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** unanimously in favor, 5-0.

V. School Committee Communication and/or Discussion items

1. Gerry Update

Mr. Harris updated the committee on the progress of the Gerry project and MSBA and noted that the 17 page packet arrived on January 3rd noting all the requirements for the district to enter into the feasibility process. The MSBA will

vote on February 15th. Due to this, this month's building committee meeting will be canceled and the next scheduled meeting will be held on February 16, 2017.

Feasibility Study motion to approve:

Ms. Pratt made motion to support the Board of Selectmen entering into the Massachusetts School Building Authority Feasibility Study Agreement dated January 3, 2017 for the Elbridge Gerry elementary School and to provide written notice of this vote to the Board of Selectmen. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** unanimously in favor, 5-0.

Ms. Tedford asked if any members were interested to be on a sub-committee to discuss the issues at the Gerry School. Both Ms. Lipsitz and Ms. Schaeffner noted they would be interested.

2. Protocols

Ms. Tedford asked the Committee for a vote to approve the SC Protocols presented to them in this evening's packet.

Discussion followed and it was agreed that they would add reference to the chain of command in the protocols.

Ms. Schaeffner made motion to approve the SC Protocols as presented pending the addition of the chain of command. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously in favor, 5-0.

VI. Closing Business

A. New Business

Superintendent Perry reminded the committee and the community that the next SC meeting will be held at the Village School and will not be taped live but will be aired at a later date. There will be a presentation from the Village School students and those who want can arrive a half an hour earlier for a tour of the school.

B. Correspondence

Ms. Tedford noted that she will draft thank you letters for both donations. She also thanked the Marblehead Police Department for helping out during the Gerry School building problem.

C. Adjournment

A motion to adjourn the meeting was made and the meeting adjourned at 8:55PM.

Respectfully submitted,
Kate Lipsitz
Marblehead School Committee

Meeting Documents:

- *SC minutes: 11/17/2016; 12/1/2016; 12/7/2016*
- *National Grand Bank to Fine Arts Department*
- *Donation from the Weidenbruch family to MHS Track and Cross Country program*
- *Approval of contract to BayState Interpreters*
- *Schedule of Bills*
- *YTD Budget Executive Summary*
- *2018 Budget Assumptions/Budget Development Guidelines Budget timeline – Draft*
- *Letter to Selectmen on Revolving Funds*
- *Protocols*

Approved 2/16/2017