

**Record of the Marblehead School Committee Meeting**  
**March 2, 2017**  
**Marblehead High School School**

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

**I. Initial Business**

**A. Call to Order**

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

**B. Commendations**

Superintendent Perry thanked the 4<sup>th</sup> grade teachers, administrators and students for a successful Open House for incoming third grade parents.

Ms. Schaeffner made note that the Drama Fest will have a public performance this Friday, March 3<sup>rd</sup> at 7:00pm with free admittance and noted that they will be competing the following day at 9am.

Mr. Harris congratulated all the winter athletic teams.

Ms. Tedford thanked Mr. James Maroney of MHTV for filming the meeting this evening.

**C. Public Comment**

none

**D. Student Representative**

Not present

**II. Consent Agenda & Action Items**

**1. SC minutes: 1/26/2017; 2/1/2017; 2/16/17**

A motion was made by Ms. Pratt and seconded by Mr. Harris to approve the minutes of 1/26/2017; 2/1/2017; 2/16/17. The Committee **VOTED** 4 in favor, 0 against.

**2. Principal salary ranges**

Superintendent Perry noted that per SC policy she is asking the Committee to approve salary ranges for the positions of principal and asst. principal.

Ms.Pratt made motion to approve the Principal and Asst. Principal salary ranges for 2017-2018. The motion was seconded by Ms. Schaeffner and the Committee **VOTED** 4 in favor, 0 against.

**3. School Calendar 2017-2018**

Superintendent Perry explained that this calendar is a result of ongoing meetings with parents and community. We have attempted to consolidate ½ days and to lessen ½ days until later in November thus allowing for more uninterrupted weeks of school at the beginning of the year. Ms. Perry noted that she met with the Union and all have agreed that this new format will be a pilot year. All holiday observances will remain the same.

Staffs' first day will be Monday, August 28<sup>th</sup> and my opening day remarks will take place on the full day PD day on October 10<sup>th</sup>.

Students' first day will be Tuesday, August 29<sup>th</sup> and they will go to school that week Tuesday, Wednesday and Thursday. Friday is off due to contractual language. The following Monday is Labor Day when all are off and then all students will return to school on Tuesday, September 5<sup>th</sup>.

First day of school for Kindergarten and PreK will be Tuesday, September 5<sup>th</sup>. And this will be a pilot year to have kindergarten screening on August 29, 30, and 31<sup>st</sup>.

In order to allow for more weeks with fewer breaks at the beginning of the year, we have consolidated some ½ days and scheduled the first half days in mid November. The teachers suggested a full day of parent conferences which will be held on December 8<sup>th</sup> for K-8 with grades 9-12 using that day for professional development. A ½ day and evening of parent conferences will occur on December 13<sup>th</sup>. These changes will allow for students' last day to be as early as the third week in June. Ms. Perry noted that we will review the benefits of the changes later next year.

Ms. Schaeffner made motion to approve the School Calendar for the 2017-2018 school year. The motion was seconded by Ms. Pratt and the Committee **VOTED** 4 in favor, 0 against.

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

**A. District Reports and Updates**

1. Goals Update

Ms. Perry noted that this is her second goal update and that staff and students will be part of this update.

**Student Learning**

**Goal 1** By April 2017, implement a system of curriculum renewal that supports increased academic achievement and social-emotional learning through a coordinated, aligned and consistently delivered curriculum based on challenging standards and high expectations.

**District Improvement**

**Goal 2** By April 2017, expand, fund and enhance school facilities and technology, along with the associated professional development, to promote the highest potential outcomes for student and faculty achievement, and to comply with new State assessment technology mandates.

**Goal 3** By April 2017, design, streamline, and organize a thorough and complete hiring process by which staff are recruited, hired, moved and counseled by the administrative leaders.

**Professional Practice**

**Goal 4** By April 2017, implement communication strategies to improve internal and external communication in order to promote Marblehead as a collaborative, transparent district dedicated to student achievement.

Goal 1- Curriculum

Dr. Smith gave a brief overview of the second year for PBIS. He then presented teachers and students who came forward to explain how they integrated PBIS in their schools.

Goal 2 – Finance Technology Update

Ms. Maniaci noted that reports on facility rental fees, kindergarten tuition and user fees have been presented to the Committee; monthly YTD budget reports present an up to date view of finances; and FY18 budget talks continue between administrators, committee members and the town.

Facilities Update - Benchmark 11

Mr. Lord noted that the Gerry Project is in full swing. Request for Services document has been completed and approved by the MSBA. It has been out as of Wednesday and about 8 or 9 firms have requested that document. Mr. Lord then presented the timeline for the Gerry School project:

- 3/9/17 3:00pm - Potential firms can come in and look at the Gerry School and ask questions.
- 3/16/17 10:00am - Proposals due back from OPMs  
7:00pm Gerry Sub Committee Meeting to distribute OPM proposal packets and score sheets, discuss scoring process and create interview and reference check questions.
- 3/20/17 conduct preliminary screenings of proposals for OPM services for the Gerry Project
- 3/22/17 conduct preliminary screenings of proposals for OPM services for the Gerry Project
- 3/27/17 OPM interviews
- 3/29/17 OPM interviews
- 4/4/17 Gerry BC meeting to discuss and vote on OPM recommendation that will be sent to SC
- 4/6/17 SC will vote on the Gerry BC recommendation.
- 4/7 Send packet of material to MSBA on proposals, how we ranked, etc.
- 5/1/17 Go to MSBA for OPM Selection Review panel where they will review our process and make sure we selected an appropriate type candidate. Then we can enter into a contract with OPM. Their first task will be to hire the architect which will follow a similar process to choosing the OPM and done through the MSBA and once all are on board we can start the study.

Benchmark 12- Mr. Lord gave a brief explanation of the facilities ticket management as well as the technology that will be needed for electronic testing.

Goal 3 –Hiring Process.

Ms. Visco gave an overview of the systems that have been put in place for hiring, filing, personnel, contracts, handbooks, district forms etc. in the Human Resources department.

Goal 4-Implement communication strategies.

Superintendent Perry stated that she will have another session of “Conversations with the Superintendent” on Thursday, March 16<sup>th</sup> at 8:30am at the Village School. Earlier this year we have opened a Twitter and Facebook account and both are doing well.

**IV. Finance Organizational Support**

**1. Schedule of Bills**

#14620	\$ 19,773.70
#14627	\$ 2,875.67
#14628	\$ 12,528.23
#14636	\$ 422,248.70
#14638	\$ 710.00
#14645	<u>\$ 5,096.50</u>
Total	\$ 463,232.80

Motion to approve all schedules of bills totaling \$463,232.80 was made by Ms. Pratt and seconded by Ms. Schaeffner. The Committee **VOTED** 4 in favor, 0 against

**2. YTD Budget Executive Summary**

Ms. Maniaci gave an explanation regarding the increase in encumbrances and gave made comments on the YTD budget executive summary.

**3. FY18 Preliminary Budget**

Ms. Maniaci explained that the FY18 budget was discussed with all the administrators. What she has given the committee are the results of these discussions. There is a preliminary line item budget as well as a one page sheet that states the “adds and/or reductions.” The sections include:

- Proposed funding needs for new initiatives/programs/staff within level operating budget
- Proposed Restructuring Funding Cuts/Offsets/Reductions
- Proposed Needs Outside of Level Funding

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

**1. Gerry update**

Mr. Lord stated that on Tuesday this week we received notice that there was a sewage back up at Gerry School. This sometimes happens that a sewer line gets blocked. We moved the students for lunch to the Coffin. The issue was repaired with no major problem.

**VI. Closing Business**

**A. New Business**

**B. Correspondence**

- Ms. Tedford will send thank you notes to the teachers and students who presented tonight.
- Ms. Tedford stated that the next school committee meeting will be on March 23<sup>rd</sup> and it will be held at the Coffin School.
- The Superintendent’s “Conversations with the Superintendent” that was canceled due to snow on February 13<sup>th</sup> has been reschedule to March 16<sup>th</sup> at 8:30am.
- Chris Herrin, former Boston Celtics player, will be speaking in Marblehead to tell his powerful story of abuse and recovery. Everyone is welcome to attend “Rebound: The Chris Herren Story” on Monday, March 13 at 7pm at the Performing Arts Center at Marblehead Veterans Middle School.
- The Harlem Wizards vs the Villagers will take place on Tuesday, March 14, 2017 at the MHS Field House. This event is a Village PTO fundraiser and some Village teachers and staff members will play against the Harlem Wizards.

**C. Adjournment**

A motion to adjourn the meeting was made and the meeting adjourned at 9:10 pm.

Respectfully submitted,  
Kate Lipsitz, Secretary  
Marblehead School Committee

**Meeting Documents:**

*SC minutes: 1/26/2017; 2/1/2017; 2/16/17*

*Principal Salary Ranges*

*School Calendar 2017-2018*

*Goals Update*

- *Facilities Update*
- *Technology Update*
- *Curriculum Update*
- *FY17 Financial Update*
- *Professional Practice Update*

*Schedule of Bills*

*YTD Budget Executive Summary*

*FY18 Preliminary Budget*

Approved 3/23/17