



RECEIVED
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 2023 APR 25 AM 11:45

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

Address: Marblehead High School- Library at 2 Humphrey St. Marblehead MA, 01945

OR

Zoom Conference join via the web link or Dial in

<https://marbleheadschoools-org.zoom.us/j/95979176434?pwd=alU0SnJPc1lnb3RsRDY5LzJmL3BSdz09>

Meeting ID: 959 7917 6434

Password: 435077

Dial in Phone # +1 646 558 8656

Thursday	April	27th	2023	6:00pm
Day of Week	Month	Date	Year	Time

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

- I. Initial Business
 - a. Call to Order

Motion and vote to meet in Executive Session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose (3) to discuss strategy with respect to collective bargaining with the Marblehead Education Association MEA Unit A members if an open meeting may have a detrimental effect on the bargaining position of the School Committee and the chair so declares.

Executive Session

Meeting in Executive Session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for purpose (3) to discuss strategy with respect to collective bargaining with the Marblehead Education Association MEA, specifically Unit A members regarding sick days with the intent to return to open session by 7:00pm.

- b. State of the District
- c. Commendations
- d. Student Representative-Yasen Colon
- e. Public Comment

- II. Consent Action and Agenda Items
 - a. Approval of Minutes

(vote)

4/6/2023

b. Schedule of Bills

(vote)

III. Superintendent Report

- a. Technology Strategic Plan Presentation-Director of Technology, Stephen Kwiatek
- b. District Updates

IV. School Committee Communication and Discussion Items

- a. Review of Policies (vote)
 - i. Review of new policy-jlcda-Administering Naloxone
 - ii. Review of policy bedh-public comment at school committee meetings
- b. Park and Recreation-Memorandum of Understanding
- c. Superintendent Evaluation
- d. Coffin School-Building and Property Discussion
- e. METCO Inc Headquarters Meeting-Planning and Discussion
- f. FY24 Budget Planning and Discussion
- g. Subcommittee and Liaisons Updates

V. Closing Business

- a. New Business
- b. Correspondence
- c. Adjournment

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at 2 Humphrey St. Marblehead MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Sarah Fox
Posted by: Lisa Dimier
Date: 4/25/2023



MARBLEHEAD
PUBLIC SCHOOLS

Business Office
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: Marblehead School Committee
FROM: Michelle Cresta
DATE: April 25, 2023
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
23414	\$ 21,113.78
23419	\$ 10,320.42
23422	\$ 125,721.82
23426	\$ 87,809.19
23427	\$ 750.00
23428	\$ 28,911.17
23451	\$ 26,849.90
23455	\$ 35,253.44
23456	\$ 101,963.08
23459	\$ 2,033.75
23461	\$ 13,125.00
23462	\$ 7,844.10
23483	\$ 2,933.37
23489	\$ 19,301.66
TOTAL	\$ 483,930.68

Suggested Motion:

Motion to approve the identified schedule of bills totaling \$483,930.68.

Marblehead Public Schools Technology Department



2022-2027

District Technology Plan

Plan for Success - Technology

STRATEGIC OBJECTIVE

Provide students and staff with the necessary technology & support to promote successful student outcomes.



Overview of Executive Summary

Marblehead Public Schools - Five-Year Technology Plan

- **Infrastructure - Pfs 4.1**
 - Fiber, Switches, Servers, Desktops, Laptops, Ipads and Chromebooks for student 1:1 (K-6)
- **Curriculum/Instruction - Pfs 4.5**
 - STEAM Programs K-6
 - Technology Integration Specialist
- **Professional development - Pfs 4.4**
 - Technology Integration Specialist
 - Trainings from outside sources
 - Ongoing PD for in-classroom technology
 - Cyber-Security Trainings
- **Budget - Pfs 4.2**
 - Replacement cycles of student and staff equipment
 - Replacement of backend devices and systems



Infrastructure

Marblehead Public Schools - Five-Year Technology Plan

- **Infrastructure - PFS 4.1**
 - Fiber - Upgraded in 2021
 - Switches - Upgraded/Replaced in 2022
 - Servers - Updated 2021-2022
 - Desktops - 2021-2023
 - Laptops - 2019-2022
 - student 1:1
 - Ipads 2022
 - Chromebooks - 2019-2023





Professional development

Marblehead Public Schools - Five-Year Technology Plan

- **Professional development - Pfs 4.4**
 - Technology Integration Specialist
 - In Classroom support - Co-Teaching
 - 1:1 Trainings
 - Team/Group Trainings
 - Ongoing PD for in-classroom technology
 - Outside Trainers
 - Technology Integration Specialist
 - Cyber-Security Trainings
 - Online MA state training program





Replacement Cycle Devices

Marblehead Public Schools - Five-Year Technology Plan

Devices - Laptops, Ipads, Chromebooks

Device	Device Count	Replacement cycle	Replacement Cost per device	Total Cost	Replacement Total
July 2019 to Dec 2019 - Dell Laptop Latitude E7450 - 14	14	FY24	\$ 700.00	\$ 9,800.00	
July 2019 to Dec 2019 - Dell Laptop Latitude E7470	1	FY24	\$ 700.00	\$ 700.00	
July 2019 to Dec 2019 - iPad A1893 - 21 devices	21	FY24	\$ 330.00	\$ 6,930.00	\$ 17,430.00
July 2019 to Dec 2019 - Dell Chromebook 3100 - 50 devices	50	FY25	\$ 250.00	\$ 12,500.00	
Nov 2019 - Dell Chromebook 3100 2-1 - 12 devices	12	FY25	\$ 250.00	\$ 3,000.00	
June 2021 - Dell Chromebook 11 3100 500 devices	500	FY25	\$ 250.00	\$ 125,000.00	
Jan 2020 to Dec 15, 2020 - Dell Latitude 5510 - 2 devices	2	FY25	\$ 800.00	\$ 1,600.00	
Jan 2020 to Dec 15, 2020 - Dell Latitude 3510 - 379 devices	379	FY25	\$ 800.00	\$ 303,200.00	
Jan 2020 to Dec 15, 2020 - Dell Latitude 3301 - 9 devices	9	FY25	\$ 800.00	\$ 7,200.00	\$ 452,500.00
Jan 2020 to Dec 15, 2020 - iPad A2197 - 10 devices	10	FY26	\$ 330.00	\$ 3,300.00	
Jan 2020 to Dec 15, 2020 - iPad A2270 - 260 devices	260	FY26	\$ 330.00	\$ 85,800.00	
Jan 2020 to Dec 15, 2020 - iPad Minis- 2 devices	2	FY26	\$ 330.00	\$ 660.00	
Jan 2020 to Dec 15, 2020 - iPad A2197 - 70 devices	70	FY26	\$ 330.00	\$ 23,100.00	
Jan 2019 to Dec 15, 2020 - Dell Chromebook 3100 2-1 - 700 devices	700	FY26	\$ 250.00	\$ 175,000.00	
June 2021 - Brown Dell Chromebook 11 3100 - 180 devices	180	FY26	\$ 250.00	\$ 45,000.00	
September 2021 - Dell Chromebook 11 3100 600 devices ECF	600	FY26	\$ 250.00	\$ 150,000.00	\$ 482,860.00
June 2021 - Glover Apple Ipad 10.2 inch 400 devices	400	FY27	\$ 330.00	\$ 132,000.00	
June 2021 - Brown Apple Ipad 10.2 inch 520 devices	520	FY27	\$ 330.00	\$ 171,600.00	
June 2021 - Desktops	107	FY27	\$ 550.00	\$ 58,850.00	
September 2021 - Apple Ipad 10.2 inch 300 devices ECF	300	FY27	\$ 330.00	\$ 99,000.00	\$ 461,450.00



Replacement Cycle Systems

Marblehead Public Schools - Five-Year Technology Plan

Servers and Networking					
Device	Device Count	Replacement Cycle	Replacement Cost per device	Total Cost	Replacement Total
Servers	5-8 Year Replacement with extended warranty support to be purchased after year 5				
June 2021 VXRAIL	1	FY27-FY30		\$ 52,541.00	
June 2021 HPE ProLiant DL380 Gen10	5	FY27-FY30	\$ 2,016.00	\$ 10,080.00	\$ 62,621.00
WiFi	5-8 Year Replacement with extended warranty support to be purchased after year 5				
June 2021 - Extreme Wireless AP - ERATE		FY27-FY30		\$ 126,515.00	\$ 126,515.00
Firewall/Security appliance	5-8 Year Replacement with extended warranty support to be purchased after year 5				
July 2021 - Palo Alto Networks PA-3250 - Security appliance		FY27-FY30		\$ 21,741.00	\$ 21,741.00
Switches	10-15 Year Replacement				
June 2021 - Extreme - ERATE		FY32-FY37		\$ 245,281.00	\$ 245,281.00



Replacement Cycle Systems

Marblehead Public Schools - Five-Year Technology Plan

Smart Panel

Device	Device Count	Replacement Cycle	Replacement Cost per device	Total Cost	Replacement Total
Smart Panel 7075s - 2019 - MHS	9	FY30	\$ 4,350.00	\$ 39,150.00	\$ 39,150.00
Smart Panel 7275s - 2021 - Brown	33	FY32	\$ 4,350.00	\$ 143,550.00	
Smart Panel 7275s - 2021 - MHS	20	FY32	\$ 4,350.00	\$ 87,000.00	
Smart Panel 7275s - 2021 - Village	5	FY32	\$ 4,350.00	\$ 21,750.00	
Smart Panel 7275s - 2021 - MVMS	4	FY32	\$ 4,350.00	\$ 17,400.00	\$ 269,700.00
Smart Panel 6075S-V3 - 2023 - MHS	37	FY34	\$ 4,350.00	\$ 160,950.00	
Smart Panel 6075S-V3 - 2023 - MVMS	32	FY34	\$ 4,350.00	\$ 139,200.00	
Smart Panel 6075S-V3 - 2023 - Village	34	FY34	\$ 4,350.00	\$ 147,900.00	
Smart Panel 6075S-V3 - 2023 - Glover	30	FY34	\$ 4,350.00	\$ 130,500.00	\$ 578,550.00



Budget

Marblehead Public Schools - Five-Year Technology Plan

- **Budget Impact - Pfs 4.2**
 - Increases Expected for FY25

ACCOUNT	ACCOUNT NAME	FY23 BUDGET	FY24 REQUEST	FY25 ESTIMATE	FY26 ESTIMATE	FY27 ESTIMATE
01.101.3.4230.43.99.800	Maint of Equip (Copiers/Postage Meter)	\$ 98,271.00	\$ 98,271.00	\$ 98,271.00	\$ 98,271.00	\$ 98,271.00
01.101.3.2451.43.90.420	Computer Maint Expense	\$ -	\$ -			
01.101.3.2451.69.90.420	IT Hardware Exp	\$ 15,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
01.101.3.2455.59.90.420	IT Software Exp	\$ 113,316.00	\$ 113,538.01	\$ 113,538.01	\$ 113,538.01	\$ 113,538.01
01.101.3.4450.40.90.420	IT Contract Services	\$ 88,454.00	\$ 113,278.58	\$ 113,278.58	\$ 113,278.58	\$ 113,278.58
01.101.3.4450.50.90.420	IT Supplies	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00
01.101.3.4450.60.90.420	IT Travel Exp	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
01.101.3.4450.80.90.420	IT Equipment	\$ 67,400.00	\$ 67,800.00	\$ 452,500.00	\$ 482,860.00	\$ 461,450.00
TOTAL		\$ 414,041.00	\$ 448,487.59	\$ 833,187.59	\$ 863,547.59	\$ 842,137.59



Questions

Marblehead Public Schools - Five-Year Technology Plan



PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chair (or a majority vote of the committee) may permit extension of this time limit.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. ~~Comments and complaints regarding specific school personnel (apart from the Superintendent) or students are only allowed if those comments and complaints concern matters within the scope of School Committee authority. Under most circumstances, administrative channels are the preferred means for disposition of legitimate complaints involving staff members.~~ **Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels in accordance with Policy KE (Public Complaints) for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only**
4. The Chair has the authority to establish additional rules, policies, and requirements to ensure School Committee meetings are conducted in an orderly and peaceable manner. Disruptive conduct and remarks will not be allowed. If a speaker persists in disruptive conduct or remarks after clear warning from the Chair or Committee, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
7. Public Comment is not a discussion, debate, or dialogue between citizens and the Committee, however the Committee can address questions and themes as they are deemed appropriate by the Chair or a majority of the Committee. It is a citizen's opportunity to express his/her opinion on issues of School Committee authority. The Committee and/or administrator's may not be prepared to directly respond to citizen questions posed in this forum but the Chair may request that citizens

put the question in writing to the appropriate person or body so that the matter is given the proper consideration.

SOURCE: [Marblehead](#)

Marblehead Public Schools - Approved 10/18/18, Revised 4/27/2023

MARBLEHEAD PUBLIC SCHOOLS
School Health Services
ADMINISTRATION OF NALOXONE (NARCAN)
Policy and Procedure

Policy:

In order to recognize and respond to potential life-threatening opioid overdose, Marblehead Public Schools will maintain a plan for addressing potentially life-threatening opioid overdoses. To treat a case of suspected opioid overdose in a school setting, any school nurse may administer Naloxone during an emergency, to any student, staff or visitor suspected of having an opioid-related drug overdose, regardless of if there is a previous history of opioid abuse. Nasal Naloxone will be maintained in each school building in the health office.

Background:

Recognizing that fatal and non-fatal overdoses from opioids play an increasing role in the mortality and morbidity of Massachusetts residents, the Massachusetts Department of Public Health launched the Overdose Education and Naloxone Distribution (OEND) prevention program using intranasal Naloxone in an attempt to reverse this trend. Naloxone is an opioid antagonist, meaning, it displaces the opioid from receptors in the brain. An overdose occurs because the opioid is on the same receptor site in the brain that is responsible for breathing. Rapid administration of Naloxone can be lifesaving in individuals overdosing due to opioids.

Since 2010, the number of overdose deaths in Essex County has more than quadrupled.

Typically, Naloxone acts dramatically, allowing slowed or absent breathing to resume. It is both safe and effective and has no potential for abuse. Naloxone has been used by paramedics in ambulances and by emergency room clinicians for decades.

Signs and Symptoms of Opioid Overdose:

School nurses may administer Naloxone to any student, staff member or visitor in the event of respiratory depression, unresponsiveness or respiratory arrest, when an opioid overdose is suspected. The following are signs of an opioid overdose:

- Blue skin tinge-usually lips and fingertips show first
- Limp body
- Pale face
- Pulse is slow, erratic or not present
- Vomiting
- Choking sounds, gurgling, snoring/gasping noise
- Breathing is very slow, irregular or has stopped
- Unresponsive

Procedure:

1. *Recognize a potential overdose*
 - a. Activate EMS via Medical Emergency Response Plan. 911 must be called in all potential overdose situations.
2. *Assessment*
 - a. When a patient is suspected of an opioid overdose the nurse will conduct an initial assessment of the level of consciousness and respiratory status.
 - a) For individuals with no pulse: initiate CPR per BLS guidelines.
 - b) For individuals with a pulse but who are not breathing, establish an airway and perform rescue breathing using a face mask or shield.
 - c) For individuals who have a pulse and are breathing, assess if there is depression of the respiratory status as evidenced by:
 - a very low respiration rate
 - interpretation of pulse oximetry measurement, if immediately available
 - d) Assess for decrease in level of consciousness as evidenced by:
 - difficult to arouse (responds to physical stimuli but does not communicate or follow commands, may move spontaneously) or
 - unable to arouse (minimal or no response to noxious stimuli, does not communicate or follow commands).
 - e) Nurse determines need for Naloxone administration
4. *Administration: Intranasal administration of Naloxone*
 - a. Exclusion criteria for nasal naloxone is nasal trauma and epistaxis. Naloxone should not be administered if there is a known hypersensitivity to Naloxone.
 - b. Give Naloxone
 - Push tip into one nostril of individual's nose
 - Push pump to release dose
 - Continue rescue breathing or CPR as needed
 - If no response, an additional second dose may be administered in other nostril after 3-5 minutes
 - Monitor until EMS arrives
 - Place patient in the recovery position and stay with the victim. (The recovery position is when you lay the person on his or her side, his or her body is supported by a bent knee and his or her face is turned to the side.)
5. *Additional Considerations:*
 - a. Due to potential opioid withdrawal with the use of naloxone:
 - The patient may be angry or combative when he or she wakes up, therefore, it is important to stand back from the victim and, if possible, have a second adult present.
 - Potential adverse effects include nausea, diarrhea, abdominal cramping, irritability, restlessness, muscle or bone pain, tearing or nose running, and craving of an opioid.
 - b. Naloxone wears off in thirty (30) to ninety (90) minutes.

6. *Transport* to the nearest hospital via EMS. Individuals who receive a dose of Naloxone must be sent to the emergency room for follow-up.

7. *Follow-up*:

- a. If the administration was to a student, the school nurse will notify student support services and student services will provide substance abuse prevention resources to the student and family, as appropriate.
- b. If possible, communicate with family/ individual within 24 hours to learn the outcome of the patient.

8. *Documentation*: Record encounter in student/staff school health record and/or on an incident report. The recording should list the dose, route of administration, and time of delivery. It should include the patient presentation and response to Naloxone.

Training:

The district lead nurse will provide a training review and informational update annually to ensure that nurses understand this medication, including its uses and side-effects.

Procurement:

The district lead nurse or designee will be responsible for the procurement of Naloxone. The medication will be acquired through the State Office of Pharmacy, with a prescription and standing order (APPENDIX A) from the District's School Physician.

Storage:

Naloxone should be stored in a secure, but unlocked, location, at room temperature and away from direct sunlight. It will be clearly marked and stored in an accessible place at the discretion of the school nurse. The school nurse will regularly inspect the Naloxone to check the expiration date of the box or vial and check the condition of the mucosal atomization devices.

Disposal:

The nurse will use proper disposal of used Naloxone administration delivery systems in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs.

LEGAL REFS.: 105 CMR 210.000

CROSS REF.: JLC, Student Health Services and Requirements
JLCD, Administration of Medication to Students

SOURCE:

Updated: 2/6/2023

APPENDIX A
Marblehead Public Schools
Standing Order
Nasal Naloxone (Narcan)

Indications: Naloxone should be given to any person who shows signs of an opioid overdose or when an overdose is suspected by the registered nurse. The following are signs of an opioid overdose:

- Blue skin tinge-usually lips and fingertips show first
- Limp body
- Pale face
- Pulse is slow, erratic or not present
- Vomiting
- Choking sounds, gurgling, snoring/gasping noise
- Breathing is very slow, irregular or has stopped
- Unresponsive

Dosage/ Directions: 4 mg spray of Naloxone HCl 4mg/0.1 mL in pre-filled nasal spray applicator PRN for suspected opioid overdose.

- Place tip into nostril
- Push pump to administer dose

Naloxone nasal spray is for intranasal use only. Seek emergency medical care immediately after use. Administer additional doses of naloxone nasal spray, using a new nasal spray with each dose, if the patient does not respond or responds and then relapses into respiratory depression. Additional supportive and/or resuscitative measures to be taken while awaiting EMS

Cautions: The victim may be angry or combative when he or she wakes up, therefore, it is important to stand back from the victim and, if possible, have a second adult present. Due to potential acute opioid withdrawal, adverse effects include nausea, diarrhea, abdominal cramping, irritability, restlessness, muscle or bone pain, tearing or nose running, and craving of an opioid. Naloxone wears off in thirty (30) to ninety (90) minutes. Contraindicated in patients with nasal trauma or epistaxis.

Nursing Actions: Emergency medical care must be obtained following Naloxone administration. Continue rescue breaths and/ or CPR as needed. Continue to monitor until EMS arrives. Place in recovery position if able

School Physician Name: _____

School Physician Signature: _____

Updated: 2/6/2023

Date: _____

Updated: 2/6/2023