

Record of the Marblehead School Committee Meeting
Thursday, May 18, 2017
Lower Bell Gymnasium

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. Committee Organization

1. Election of Officers

a. Chairman: Superintendent Perry asked for a nomination for chairman. Ms. Pratt nominated Ms. Tedford and the motion was seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-no; Mr. Harris-no; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 3 in favor; 2 opposed.

b. Vice-chairman: Ms. Pratt nominated Ms. Lipsitz for Vice-Chair. The motion was seconded by Ms. Tedford. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-no; Mr. Harris-no; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed 3 in favor; 2 opposed.

c. Secretary: Ms. Tedford nominated Ms. Pratt for Secretary and the motion was seconded by Ms. Lipsitz. The Committee **VOTED** on a roll call vote: Ms. Schaeffner-yes; Mr. Harris-yes; Ms. Lipsitz-yes; Ms. Pratt-yes; Ms. Tedford-yes. The motion passed unanimously.

2. Approvals

a. School Committee Code of Ethics-Policy BCA. Ms. Lipsitz made motion to approve the SC Code of Ethics. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously in favor.

C. Commendations

Ms. Pratt commended the Bell School students and staff for hosting this evening.

In honor of National Teacher's Week Ms. Tedford thanked all the teachers in the district.

D. Public Comment

None

E. Student Representative

Melissa Kordha, Student Representative

II. Consent Agenda & Action Items

1. Approval of Building Maintenance Contracts

Mr. Lord noted that the Committee has five contracts to approve.

Boiler Maintenance and Repairs Contract

Three bids were received and the lowest bid was from Combustion Services not to exceed \$33,925. Combustion Services has held the contract for a number of years and has served us well. This is an estimated time and materials contract.

Ms. Lipsitz made motion to approve the contract for boiler maintenance and repairs to Combustion Services not to exceed the amount of \$33,925.00. The motion as seconded by Ms. Pratt and the Committee **VOTED** unanimously, 5-0, in favor.

Door & Lock Repairs

Two bids were received and the lowest bid was from Secure Lock and Alarm not to exceed \$29,420. This is an estimated time and materials contract. Secure Lock and Alarm has done work for us in the past and has worked out well.

Mr. Harris made motion to approve the contract for door and lock repairs to Secure Lock and Alarm not to exceed \$29,420. The motion as seconded by Ms. Pratt and the Committee **VOTED** unanimously, 5-0, in favor.

High School Server Room AC Replacement

Two bids were received and the lowest bid was from Ambient Temperature for \$10,187. Ambient has done a good deal of work with us in the past. This work will be completed over the summer.

Mr. Harris made motion to approve the contract for the High School Server Room AC Replacement to Ambient Temperature for \$10,187. The motion as seconded by Ms. Lipsitz and the Committee **VOTED** unanimously, 5-0, in favor.

Veterans Hot Water Tank Replacement

Three bids were received and the lowest bid was from Boston Mechanical for \$78,123. Boston Mechanical is currently our on call plumber and this has worked out very well. Funding for this project comes from the Capital Outlay article. This work will be completed over the summer.

Ms. Lipsitz made motion to approve the contract for Veterans Hot Water Tank Replacement to Boston Mechanical for \$78,123. The motion as seconded by Ms. Pratt and the Committee **VOTED** unanimously, 5-0, in favor.

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

1. School Improvement Plans

- Village School-Principal Amanda Murphy and Assistant Principal Steve Gallo
- Veterans School-Principal Matt Fox and Assistant Principal Phil McManus
- High School-Principal Daniel Bauer and Assistant Principals Michele Carlson and Lynsey Page

The goals of the Village School and Veterans School are as follows:

- Goal 1: Curriculum and Instruction
- Goal 2: Assessment
- Goal 3: School Safety
- Goal 4: School Climate and Culture

The goals of the High School are as follows:

- Goal 1: Curriculum and Instruction
- Goal 2: Assessment
- Goal 3: School Climate and Safety
- Goal 4: Student Achievement

IV. Finance Organizational Support

1. Schedule of Bills

#14922	\$	5,705.00
#14928	\$	25,282.51
#14938	\$	5,175.54
#14939	\$	18,540.04
#14940	\$	<u>540,789.71</u>
Total	\$	595,492.80

Ms. Pratt made motion to approve the schedule of bills in the amount of \$595,492.80. The motion was seconded by Ms. Lipsitz and the Committee **VOTED** 5-0 in favor.

2. Clerk’s Benefits

Superintendent Perry noted that the Secretary and Clerk benefits are voted on each year by the School Committee. She further noted that they are asking the Committee to remove the sick leave bonus as no other group receives a sick leave bonus. Also, their accumulated sick time accrual will be 180 days. They will be allowed to carry over half of their vacation time. Also asking that they provide a 30 day notice for planned retirement.

Ms. Schaeffner made motion to approve the recommended changes and additions to the secretary/clerk group. The motion was seconded by Ms. Pratt. The Committee **VOTED** 5-0 in favor.

V. School Committee Communication and/or Discussion items

1. Gerry Update

Mr. Harris noted that the School Committee had voted to approve the contract with Leftfield and since then Leftfield has met with the entire Committee. The provided a brief overview of the process as well as an introduction of who Leftfield is and what the Committee can expect over the next 18 months. The first step will be to get a Designer Architect onboard and a group was formed to put together an RFS. Ms. Perry noted that the group finished the RFS and the next step will be to submit it to the MSBA for their approval. We have now scheduled two meetings a month from now until November.

VI. Closing Business

A. New Business

Ms. Tedford noted that the Committee will have two back to back meetings. The first will be May 31, 2017 for a workshop with MASC on Role of the Chair and Operating Protocols and the following evening, June 1, 2017 is the regularly schedule SC meeting with a 6:30pm start that night for an executive session

B. Correspondence

Ms. Tedford noted that she will send a thank you note to Bell School for this evening’s performance. She also thanked MHTV for setting up at the Bell School.

C. Adjournment

A motion to adjourn was made at XXXXX. All were in favor.

Respectfully submitted,
Susie Pratt
Marblehead School Committee

Meeting Documents:

- SC Code of Ethics*
- List of Building Maintenance Contracts*
- School Improvement Plans (Village, Veterans, High School))*
- Schedule of Bills*
- Clerk Benefits*

Approved SC mtg 9 13 2017