

Record of the Marblehead School Committee Meeting
Thursday, June 15, 2017
Marblehead High School Library

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

A. Superintendent Perry thanked Bethan Jones, the High School staff and all those who were involved in last week's graduation ceremony.

Ms. Tedford commended Liz Pruett, 6th grade teacher, for being awarded the Margaret Voss Howard Teacher Recognition Award.

Ms. Tedford thanked Mr. James Maroney of MHTV for recording this evening's meeting.

Recognition of Retirees

Superintendent Perry honored this year's teacher retirees. Our retirees are: Laura (Laurie) Lovely; Mary (Mimi) Shapiro; Deborah (Deb) Antonucci; Kathryn (Kathy) Smith; and Maureen (Moe) Darci; and Pascale Queval. Of the six, Pascale was the only one able to attend this evening and Superintendent Perry read a brief bio before presenting Pascale with a crystal apple teacher award.

Pascale Queval

Pascale has been teaching for 23 years (21 at MHS), is married and has 3 children. She hopes to fully pursue her own career as an artist and will split her time between her homes here in Marblehead and abroad in France with her husband Fausto. Pascale was born in Paris, France and received her Master's degree from l'ENSAD in Paris (Ecole Nationale Supérieure des Arts Décoratifs) with a specialization in set-design. In addition to being an art teacher at Marblehead High School, Pascale has taught at Salem State University, at the former Marblehead Middle School and at the Marblehead Charter Public School where she was part of the founding team. She is a former employee of MHTV, Marblehead cable TV station, where she produced, shot and interviewed weekly news stories and 30-minute specials. We wish her all the best as she pursues her career in art. Ms. Perry also noted that she and Pascale will join forces to discuss the possibility of an art coop for next year.

C. Public Comment

Jody Magee, 13 Guernsey Street, once again asked the Committee to vote on his proposal for changing the parking signage at the Gerry School playground.

D. Student Representative

Melissa Kordha, Student Representative

- Finals begin June 20th
- Last day of school will be June 23rd

II. Consent Agenda & Action Items

1. **SC minutes:** (none)

III. Teaching/Learning-Superintendent of Schools

A. District Reports and Updates

1. School Handbooks

Ms. Tedford informed the Committee that only the High School Handbook needs to be approved however the other handbooks are presented for their information.

Elementary Handbook

Amanda Murphy, Principal; Steve Gallo, Assistant Principal; Brian Ota, Principal; Sean Satterfield, Principal and Donna Zaeske, Principal (not present)

Changes are managerial – date changes, staff names, PTO names.

Veterans School Handbook

Matt Fox, Principal and Phil McManus, Assistant Principal

No substantial changes other than managerial.

High School Handbook

Dan Bauer, Principal and Michele Carlson, Assistant Principal; Lynsey Page, Asst. Principal (not present)

Mr. Bauer noted that there were some changes in the way Attendance and Tardiness would be documented.

There is also a change to Disciplinary procedures which will also require more substantive documentation.

Fiscation of paraphernalia and/or electronic devices have a few changes as well. A review on procedure for library passes was established and a few small changes to Safety Plan, Cheating/Plagiarism, and Breathalyzer.

Finally new protocols noted for fundraising.

Ms. Lipsitz made motion to approve the High School Handbook. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously in favor, 5-0.

IV. Finance Organizational Support

1. Schedule of Bills

#15054	\$ 203,802.24
#15055	\$ 10,006.61
#15056	\$ 5,660.00
Total	\$ 219,468.85

Ms. Tedford asked for a motion to approve schedules of bills totaling \$219,468.85

Ms. Lipsitz made motion to approve the schedule of bills in the amount of \$219,468.85. The motion was seconded by Ms. Schaeffner and the Committee **VOTED** 5-0 in favor.

V. School Committee Communication and/or Discussion items

1. Superintendent's Evaluation

Meredith explained that the Committee agreed to three periodic reviews of the superintendent's goals. They agreed as a group on the standards and indicators which are part of the DESE rubric and each member filled out a summative evaluation form at the end of the year using those rubrics and standards. Comments were required if a rating other than proficient was given. Ms. Tedford and Ms. Pratt gathered all the individual evaluations and combined them into one document by following with the majorities responses.

Ms. Tedford asked each member to give a quick response as to how they evaluated the superintendent.

Ms. Lipsitz noted that she gave the superintendent an overall Proficient rating and has been please with the progress of her goals.

Ms. Pratt stated that she felt a sense of collaboration between teachers that invariably raises student achievement.

Ms. Schaeffner noted that the superintendent has a strong administrative team and though many strides have been made to inform the community she would like to see more ways of getting information out to the community.

Mr. Harris congratulated the superintendent on another year well done and noted that he was impressed with the connection between the schools as well as between the teachers and also noted that she’s done a great job collaborating with the Town.

Ms. Tedford stated that it has been a pleasure working with the superintendent as well as with the assistant superintendent and the collaboration and she appreciated the teamwork between the committee and the administrators.

Ms. Tedford noted that the overall evaluation for the superintendent was *Proficient* which is the expected level of performance however the superintendent received a rating *Exemplary* in the area of student learning goals which showed that curriculum drives the district. Ms. Tedford noted that the summative evaluation will be posted online with the other meeting documents but the individual summaries are available for anyone to view upon request. A brief summary of the review is also provided below.

Ms. Schaeffner made motion to approve the superintendent’s Summative Evaluation as presented. The motion was seconded by Ms. Pratt and the Committee **VOTED** unanimously 5-0 in favor.

Superintendent Evaluation – Maryann Perry
June 2017

School Committee Summative Review
Overview of Scoring:

Based on individual assessments from all five board members Ms. Perry was given an overall rating of “proficient.” Proficient practice is understood to be fully satisfactory and a rigorous expected level of performance per the MASC rubric.

Ms. Perry “met” both her Professional Practice and District Improvement goals, and “exceeded” her Student Learning goals.

The impact of these goals on Student Learning was rated as “high.”

Summative Comments:

Standard I (Exemplary):

Curriculum work being done in the district is excellent
Alignment, mapping, renewal are following a carefully thought out and executed schedule
Accountability data from multiple assessment sources (MCAS, PARCC, Galileo, etc.) is being used to target areas for growth
Professional development and common planning time supports curriculum efforts
Teachers are piloting programs and modeling success for peers

Standard II (Proficient):

Focus on facilities, both daily needs and long term priorities, continues to be appropriately managed
Gerry Feasibility Study is proceeding smoothly
Budget development reflects district priorities and reporting continues to be enhanced
Overhaul of HR systems including hiring protocols, postings and mentoring has been rolled out and is being monitored for effectiveness

For next year: Continue to identify budgetary challenges, needed funding and revenue sources

Standard III and Standard IV (Proficient):

Recognition of the importance of two-way communication within the community
Continued expansion of opportunities for broader community outreach (iDashboard, Twitter, PTO Meetings, Conversations with the Superintendent)

For next year: Broaden publicity around scheduled events, particularly with SUP and relating to Gerry Study

2. Summer Retreat Preparation

Ms. Tedford noted that over the year she has kept a list of items that school committee members noted they would like to have as a report next year. She will send out a draft agenda to the members before the retreat. This agenda will include information from the Policy Sub-Committee regarding the policy manual and discussion of who will host the manual next year; and a vote on the Gerry project. Ms. Tedford noted that it was decided that the retreat

would be held on July 6th and Mike Gilbert will be able to attend and will give a brief presentation on Robert's Rules. As in the past, the meeting will begin around 8:30 or 9:00am, will include a working lunch and end in mid-afternoon. It may be necessary to have another meeting in August after the Superintendent has met with her team when a discussion of goals will be more appropriate.

3. Gerry Playground Hours

Ms. Tedford noted that there was public request inquiry regarding parking at the Gerry playground. This issue did not rise through any Committee member. Ms. Tedford made note that at some point in time, the existing School Committee granted the use of that space as a parking lot to the Unitarian Church for wedding, funerals, services etc., after school hours.

Ms. Tedford noted that she met with several people regarding the condition of the signage and parking which has been allowed at this site and in effect for over twenty years. She spoke to the Police and Fire department regarding any possible safety concerns and both stated they had not received any complaints in twenty years by those using the lot when school is out. They also noted that they do not have any issues in regards to the safety with the signage as it stands and believe that the school administration have done all they can for the safety of the building. The Police Department's legal responsibility is to police the handicap and fire zones which they do. They do not enforce towing for the general area. Towing costs would be at the school's expense and it would be our responsibility to monitor the lot, not the police departments. Ms. Tedford also spoke to the principal of the school and to maintenance and both corroborated that they have never had any issues. She also spoke to Bob Smalley, representative for the Unitarian Church. He was clear to point out that the Unitarian Church community respects the neighborhood and has had a seamless use of space with the community. Superintendent Perry stated that she received an email from a neighbor who noted that this partnership has been collaborative and reduces congestion and there has never been an issue. There are also other playgrounds within walking distance to this neighborhood. Ms. Perry noted that if this had been a safety issue in the past or currently, the superintendent would have brought it to the School Committee's attention.

Ms. Tedford informed her Committee that it would be highly unusual for the Committee to make a change like this without an open conversation with the community.

Mr. Magee was ruled out of order when he addressed the Committee derogatively and Ms. Tedford asked the Committee how they wanted to proceed. Superintendent Perry noted that given the information that she has received through the Police, Fire, and staff, her recommendation is to leave the signage as it stands.

Ms. Schaeffner made motion to host a public forum before a future meeting to discuss the Gerry School parking lot. The motion was seconded by Mr. Harris and the Committee **VOTED** unanimously 5-0 in favor.

VI. Closing Business

A. New Business

Ms. Tedford stated she received information on a MASC summer institute.

Mr. Lord noted that the conversion from First Class to Gmail will take place evening of July 4th and training will be provided. It was suggested to include a brief training at the retreat.

Mr. Harris noted that June 16th is the deadline for the RFS for an architect.

Ms. Perry asked to clarify some misinformation that's been circulating regarding the posting for an athletic director. She explained that for the past two years, we have had an Interim Athletic Director position. We no longer need an interim and must post, internally and externally for this position. The current interim athletic director has been encouraged to apply but since it is a change from interim to regular, the position has to be posted. We've had over 65 candidates apply for this position.

B. Correspondence

C. Adjournment

A motion to adjourn was made and seconded at 8:50 pm. All were in favor.

Respectfully submitted,
Susie Pratt
Marblehead School Committee

Meeting Documents:
School Handbooks
Schedule of Bills
Superintendent's Evaluation

Approved SC Mtg 7/6/2017