

Record of the Marblehead School Committee Meeting
Thursday, September 18, 2008
Marblehead High School Library

Members Present: Amy Drinker, James Dearborn, Patricia Blackmer
Jonathan Lederman, Dick Nohelty

Also: Dr. Paul Dulac, Superintendent
Jonathan Goldfield, Business Manager

Members Absent:

1. Call to Order

The Chairman, Ms. Drinker, called the meeting to order at 7:30 pm.

2. Commendations –

Ms. Blackmer commended the 8th grade students from the Middle School for their success with their two days of raft building and thanked the faculty of the Middle School for providing an informative and welcoming Open House.

Ms. Drinker commended and thanked the crossing guards for the work they do every day to secure the safety of all our students.

Ms. Drinker reminded everyone to read the article in the Reporter regarding the tribute to gold medalist Maureen McKinnon-Tucker and fellow paralympian Tim Angle. There will be a parade beginning at 1:00 pm on Saturday, September 20th at Old Town Hall.

Ms. Drinker also noted that there will be a parade and celebration on September 27th, for Shalane Flanagan, 2008 Olympic bronze medal winner for the 10,000 meter race.

Dr. Dulac introduced and welcomed Lisa Bryant, the new Village School Interim Principal. Ms. Bryant spoke to the Committee and noted how pleased she is to be working at the Village School and how nice it has been for her to have met so many dedicated parents, teachers and students.

Mr. Dearborn asked Ms. Bryant about her efforts to improve the traffic flow patterns. She noted that she met with a group of parents and is re-educating the students as to what their responsibilities entail and she is also sending home a note to remind parents to use the crosswalks and model appropriate traffic safety.

Mr. Nohelty welcomed Ms. Bryant to Marblehead. Dr. Dulac noted that Ms. Bryant comes with experience with building projects and he is confident that she will be an asset to the Village School.

3. Public Participation –

None

4. Approvals

a) Minutes 9/4/2008

Upon a motion by Ms. Blackmer, seconded by Mr. Nohelty, the Committee **VOTED** unanimously (5-0) to approve the minutes of 9/4/08.

b) Personnel 9/18/2008

Upon a motion by Mr. Dearborn, seconded by Ms. Blackmer, the Committee **VOTED** unanimously (5-0) to place on file the following list of personnel actions:

Appointments

Anne Scott	Village School Nurse Bachelors, Step 10 \$52,406	9/2/2008
Christopher Marks	Middle School Custodian 40 hrs./wk. \$538.17/wk.	9/15/2008
Michael Binari	Village School Academic Skills Para 30 hrs./wk. \$10.29/hr.	9/8/2008
Donna Carey	Veterans Training Support Stipend \$3,000	2008/2009
Melissa Erikson	Bell Training Support Stipend \$3,000	2008/2009
Henry Christensen	HS/Audio-Video Support Stipend \$3,000	2008/2009
Kilmer Sweazy	Veterans Webmaster Stipend \$3,000	2008/2009
Matt Alling	High School Webmaster Stipend \$3,000	2008/2009
Pinar Gokce	Middle School ELL Tutor 5 hrs./wk. \$18.69/hr.	9/8/2008

c) Finalize SC Report Agenda calendar – The SC Report Calendar was presented to the members and no changes were noted. Upon a motion by Mr. Dearborn, seconded by Mr. Nohelty, the Committee **VOTED** in favor to accept the report calendar as presented.

d) Field Trip Seat Belt and Out of State Waiver – Grades 9-12 Genetic Update Conference

Upon a motion to approve the out of state field trip as well as a seat belt waiver for High School students to attend the Genetic Update Conference in Nashua, NH made by Ms. Blackmer, seconded by Mr. Dearborn, the Committee **VOTED** in favor (4 yes, 1, no) with Mr. Lederman voting in opposition, to approve the field trip request.

e) Security Sub-Committee – Jonathan Lederman

Mr. Lederman explained that the SC Security Sub-committee has been meeting for the past year, looking into security issues. One item approved at Town Meeting regarded the improvement of safety by replacing doors. A bid went out for improvements on some exit doors in our schools and the Security Sub-committee unanimously voted to recommend \$32,950 be awarded to the low bidder subject to company making the bid meet the specifications, reference checks and other usual requirements to the satisfaction of the Superintendent and Business Manager and that we hire the lowest bidder. The lowest bidder is American Service Company of Quincy, MA and includes all schools other than the HS, Veterans, Village School and lower Glover.

Mr. Lederman made motion that subject to the American Service Company meeting all the bid specifications presented in the document, the School Committee approve the amount of \$32,950 for the installation of security apparatus for Bell, Coffin/Gerry, Upper Glover, Eveleth and HS. Ms. Blackmer seconded the motion and the Committee VOTED unanimously, 5-0, in favor.

f) Level 3 Sex offender working in Town. Dr. Dulac commented on the status of a Level 3 Sex Offender working in Marblehead. He assured the community that he is aware of this fact but that until the information is confirmed with the Police Department, he

cannot send out a notice to the parents. The issue is compounded since the offender does not live in Marblehead nor is the business for which he works located in Marblehead. Officer Freeman will visit each school with the information the Police Department has received on this issue. Dr. Dulac asked parents to discuss basic safety rules with their children.

5. Reports

A. Student Representatives- Josh Chmara and Amy Finn-Welch

- Class officer elections are beginning
- MHS soccer, field hockey, football and cross country teams are playing well
- There is a new club called Invisible Children which raises money for children in Uganda. There will be a car wash this weekend from 8:30-1:00 at the HS for this cause.
- The National Honors Society offers a tutoring program for any HS student
- Colleges are scheduled to present at MHS this week and for weeks to come
- There are a number of interesting clubs such as: Philosophy, Math, Man of War (a marine science club), Best Buddies and Mock Trial

Ms. Drinker asked Mr. Ziergiebel to present his Seat Belt Policy at this time.

School Grounds Seat Belt Policy

Mr. Ziergiebel explained that he is requesting a policy regarding seat belt use on school grounds. Sheila Burgess, Director of the Highway Safety Division of the Massachusetts Office of Public Safety and Security, asked Mr. Ziergiebel to institute a seat belt policy aimed at MPS campuses. Ms. Burgess noted that 4842 young people ages 16-20 were killed in motor vehicle accidents and Chief Picariello noted that about 10% of accidents in Marblehead involve teenagers. The following is the language of the policy:

All operators and passengers of motor vehicles are required to properly fasten safety belts while on any school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will receive the following penalties:

STUDENTS

- First time student offender will receive a written warning along with traffic safety educational material and parent/guardian will be notified.
- Second time student offender will lose parking privileges at the high school for two weeks, will receive traffic safety educational material, and parent/guardian will be notified.
- Third time student offender will then have his/her parking privileges at the high school revoked for the remainder of the school year, will receive traffic safety educational material, and parent/guardian will be notified.

OTHERS:

- Any other operator who is not a student will receive a warning along with traffic safety educational material.

Any school administrator, staff member, or police officer may report a violation of this policy to the appropriate school administrator.

The Committee asked if language could be added to the policy to include a consequence for underclassmen. The Committee also asked that language be added to the second reading which would require the student to sign a letter of acknowledgement when they receive their parking permit . Upon a

motion by Ms. Blackmer to approve for 1st reading the above seat belt policy and seconded by Mr. Dearborn, the Committee **VOTED** unanimously on a roll call vote (Mr. Dearborn-yes, Ms. Blackmer-yes, Mr. Nohelty-yes, Mr. Lederman-yes, Ms. Drinker-yes).

B. School Committee Chairperson

a. Village School project update

Ms. Drinker informed the Committee that there was a tour with the MSBA on Tuesday at the Village School to show them the project and delineate the areas for phases one and two. KV Associates and Symmes Maini & McKee were present as well as Mary Pichetti and Sean Walsh from the MSBA. The VBOC presented them with detailed information. Ms. Drinker explained that the plan is to begin construction after Christmas vacation. At that time the sixth grade will be moved to the Veterans Middle School.

b. MPS Instructional Mission Statement – The Committee agreed to move this to unfinished business

C. Patricia Blackmer, Chair of Glover School Building Committee

a. Glover School Building Committee

Ms. Blackmer noted that after visiting the Village School the representatives from MSBA toured the Glover Schools, both the 1906 and 1948 buildings. A Request for Services for the Owner’s Project Manager has been submitted but not yet approved by the MSBA. The MSBA asked for the town’s patience in moving the Glover Feasibility Study forward, given that Marblehead has the Village School project fast-tracked. The MSBA has not provided any specific timeframe for the approval to hire the OPM for Glover.

D. Superintendent of Schools

a. MPS Administrative Organizational Structure

Dr. Dulac explained that the administrative structure has changed from last year. Dr. Dulac noted that Mike Hanna, Curriculum Director Coordinator is engaged with the teacher leaders and the Professional Development Committee to help teachers. We have also restructured the Teacher Mentor job descriptions and are utilizing the mentors in a different way than before. The Math Curriculum Director is primarily focused on the elementary level. This structure will facilitate the charges given to teachers. Dr. Dulac then asked Mr. Hanna to speak on this subject.

Mr. Hanna noted that the Lead Teacher job description has been totally reworked in order to build core and intercore charges with the teachers in that discipline. In addition to the HS and Middle School Lead Teachers, there are some unofficial lead teachers at the elementary level. Mr. Hanna further explained how they are unifying academic skills, note-taking, and oral and written presentations both at the Middle and High Schools. All levels are working on skill development with the children. Mr. Hanna thanked Ann Davis-Allan for taking on the role as Mentor Leader. The role of Mentor is to be an expert of the Instructional Focus to the new teacher. Mr. Hanna also thanked Mr. Goldfield for incorporating the collaborative part of the Focus with the business administrative staff.

Dr. Dulac then described the Organizational Chart and how colors and columns denote who reports to whom. He noted how some teachers are getting very involved in Philosophy and others are interested in the International Baccalaureate program. Dr. Dulac then stated that a good reference book to read is Little Big Minds and this philosophy will be used K-6 to promote the Instructional Focus.

E. Business Manager – Jonathan Goldfield

Mr. Goldfield noted that the Close-out Report for fiscal year 2008 shows that 2008 closed in the black. The MPS FY08 original budget as voted on was \$25,645,913, with North Shore Technical High School

Assessment of 129,597 the total amended original budget came to 25,775,510. After expenses, a remaining balance of \$720.41 and the amount of \$25,719,397.42 was posted in the Town ledger.

Mr. Goldfield noted there was much progress in the business office. He noted that he will have the next financial report in October and this report will be on the current fiscal year. He also stated that he is working with the Town to encumber regular payroll. Mr. Goldfield noted that he is looking over the district's cash policy. The Town has a cash policy for revenue operating procedures and he is working on establishing better documentation for our cash revenues.

The first Friday of each month he noted that he has an administration staff meeting. The agenda items will be brought forward at each meeting and will one priority is to work on cross-training staff.

Mr. Goldfield stated that there will be an OPM meeting for the Village School tomorrow. Bids for the remote door locks and TV systems for 6 locations in town have been received and Mr. Goldfield noted he is preparing bids for cable and phone to run telecommunication needs of the school.

Mr. Goldfield noted that he is in the process of setting up targets for specific revolving funds and that Kindergarten and preschool revolving funds need to meet specific targets. In the future, he will try to provide these reports electronically. Mr. Goldfield noted that there are many student activity accounts and a HS staff person has been trained in "Quick Books."

Ms. Blackmer asked Mr. Goldfield recommends that the Committee adopt the Town's cash policy a SC policy.

Mr. Lederman asked about school lunch funds for retired employees. Ms. Drinker suggested that a group of people meet to discuss this funding and report back to the Committee.

Mr. Dearborn noted that he would like to examine monies involved with the funding of the Charter School and including the Town Administrator and Finance Director in this discussion.

Mr. Lederman asked about instituting electronic copies of reports and newsletters across the district.

6. Unfinished Business –

Mr. Dearborn made motion to take the Unfinished Business items out of order by discussing
b) 2nd reading of Vision before a) Dialog Protocol. The motion was seconded by Ms. Blackmer and the Committee **VOTED** unanimously in favor, 5-0.

b) 2nd Reading – Vision: Critical Spirit Policy

Ms. Drinker noted that she will read the 1st version and will open for discussion on any changes for the 2nd reading.

1st reading September 4, 2008

To develop in our students Critical Spirit: a disciplined mind, creativity, inquisitiveness, truth-seeking and a keenness of mind.

A motion to accept the following reading as 2nd reading of the Vision: Critical Spirit Policy was made by Mr. Nohelty, seconded by Mr. Lederman and the Committee **VOTED** unanimously, 5-0, in favor:

2nd Reading

To develop in our students a Critical Spirit: a disciplined mind, creativity, inquisitiveness, a truth-seeking disposition and keenness of mind.

Mission Statement:

Dr. Dulac noted that the Instructional Mission statement for the MPS is in addition to the Mission statement that is presently in the SC policy book. Ms. Drinker read several recommendations for the mission statement.

Mr. Lederman made motion to adopt as policy for 1st reading the superintendent’s recommendation for an Instructional Mission Statement. The motion was seconded by Mr. Nohelty and the Committee **VOTED** unanimously in favor, 5-0, on a roll call vote (Mr. Dearborn-yes, Ms. Blackmer-yes, Mr. Nohelty-yes, Mr. Lederman-yes, Ms. Drinker-yes). The Mission Statement adopted reads as follows:

MPS Instructional Mission Statement

The Marblehead Public Schools, in partnership with parents, will implement the programs and classroom best-practices outlined in the district’s Instructional Focus in order that all Marblehead students will develop the attitudes and dispositions of Critical Spirit and be prepared to solve complex problems.

a) Dialog Protocol – Ms. Drinker asked the Committee to review the following Dialog Protocol for SC adoption: The School Committee will foster a disposition for dialog at its meetings by following the protocols below:

1. The Chair will recognize each school committee member who would like to voice his/her thoughts on a given agenda item. School committee members who wish to speak on an issue for a second time will be recognized by the Chair after other members who wish to speak for the first time have had the opportunity to do so.
2. School committee members’ comments/questions should be directed through the Chair, and should further inform the subject being discussed by contributing to a greater understanding of the issue at hand.
3. The vice Chair will monitor the time allotment for an agenda item and notify the Chair when discussion extends well beyond the allocated time. Any member may make a motion to extend the discussion or table it to the end of the meeting for further discussion as time allows.

7. New Business -

School grounds, Seat Belt Policy – John Ziergiebel (this was taken out of order and addressed earlier in the evening)

8. Communications –

Ms. Drinker informed the Committee that there were a few items of correspondence in their folders: A copy of a letter written to Shalane Flanagan congratulating her on her performance at the 2008 Summer Olympics; A copy of the North Shore Coalition for School Funding statement. The North Shore Coalition for School Funding’s mission is to create a community partnership, find common ground, and align the priorities to present solutions for educational funding.

9. Adjournment

A motion to adjourn the public session of the meeting was made Mr. Lederman, seconded by Ms. Blackmer and the Committee **VOTED** 5 yes, 0 no, on a roll call vote (Mr. Dearborn-yes, Ms. Blackmer-yes, Mr. Nohelty-yes, Mr. Lederman-yes, Ms. Drinker-yes). The meeting was adjourned at 9:27 pm.

Respectfully submitted,

Patricia Blackmer, Secretary
Marblehead School Committee