



# MCCPS Board of Trustees

## Finance Committee Monthly Meeting

Amended on March 15, 2022 at 4:01 PM EDT

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### Date and Time

Wednesday February 16, 2022 at 8:00 AM EST

### Location

ZOOM

Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZlNHRJUT09>

Meeting ID: 996 2563 7131

Passcode: MCCPSfinco

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Rodolphe Herve	2 m
<b>B. Call the Meeting to Order</b>		Rodolphe Herve	1 m
In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. Can I get a motion to accept this Executive Order for this meeting of the Finance Committee, on February 16, 2022?			
<b>C. Approve minutes</b>	Approve Minutes	Rodolphe Herve	5 m
Approve minutes for Finance Committee Monthly Meeting on January 19, 2022			
<b>II. Finance - Financial Statement Review</b>			<b>8:08 AM</b>

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
Finance			
<b>A. Committee review of Previous Month's Financial Statements</b>	Discuss	Jeff Barry	30 m
Documents to be attached when available			
<b>III. III. Discuss Salary Scales</b>			<b>8:38 AM</b>
<p>The attached data was pulled together as a follow up to the December board meeting. The data was reviewed by the Personnel Committee, who thought that FinCom should review the study before it is presented to the Board at the next meeting.</p>			
<b>A. Review and discussion of MCCPS and District salary data</b>	Discuss	Artie Sullivan	10 m
<b>IV. Other Business</b>			<b>8:48 AM</b>
<b>A. Other discussion points</b>	Discuss	Rodolphe Herve	5 m
<b>V. Closing Items</b>			<b>8:53 AM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve minutes

**Section:** I. Opening Items  
**Item:** C. Approve minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Monthly Meeting on January 19, 2022



## MCCPS Board of Trustees

# Minutes

## Finance Committee Monthly Meeting

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### Date and Time

Wednesday January 19, 2022 at 8:30 AM

### Location

ZOOM

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Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZhNHRJUT09>

Meeting ID: 996 2563 7131

Passcode: MCCPSfinco

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### Committee Members Present

Artie Sullivan (remote), Jeff Barry (remote), Julie Santosus (remote), Karl Smith (remote), NDack Toure (remote), Richard Doron (remote), Rodolphe Herve (remote)

### Committee Members Absent

Andrea Barlow

### Guests Present

Peter Cohen (remote)

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## I. Opening Items

### A. Record Attendance and Guests

## **B. Call the Meeting to Order**

Rodolphe Herve called a meeting of the Finance Committee of MCCPS Board of Trustees to order on Wednesday Jan 19, 2022 at 8:33 AM.

## **C. Approve minutes**

Jeff Barry made a motion to approve the minutes from Finance Committee Monthly Meeting on 12-16-21.

Karl Smith seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **II. Finance - Financial Statement Review**

### **A. Committee review of Previous Month's Financial Statements**

Jeff reviewed FinCom Notes from December 2021

- Dec check from Commonwealth of Mass increased from \$305K to \$316K.
- Peter mentioned the current enrollment as of this morning is 225. We recently had several students leave (Lynn) but added students from the waitlist (Lynn, Swampscott).
- We will use enrollment of 224 for planning purposes for the next school year.
- No news on potential disbursement of Federal Covid funds.
- Peter mentioned we have 126 total applications for next year, trending higher than this time last year.
- Included Peabody in the postcard mailing promotion this year and have already received ~20 applications from Peabody.

#### Expenses

- The marketing intern is now on the books. Working on getting contact info for MCCPS alumni which has been a bit challenging.
- Melissa Wilson is now on fulltime as school nurse.
- \$1.3K spent on Title IX manual.
- We settled one of our LT liabilities by paying balance due to former HRA TPA. The LT liability that remains on the balance sheet is the 12-year old state unemployment item. We will check with our accountants on how best to resolve this liability as it is just aging on the books.

#### Grants

- \$1.5K awarded from Marblehead Cultural Council earmarked for the mural. Andrea is waiting to hear from Nahant and Swampscott, resubmitted the grant application to Awesome Foundation (\$1K potential).

- Andrea also recently applied for a competitive grant \$31.4K for accelerating literacy with high-quality instruction materials.

#### Other

- Rockland Trust \$300K line of credit expired on 12/31. Working with our contact for a temporary extension.
- MCEF state/fed taxes have been filed.
- Dean of Students interviews are ongoing. No traction on HR Director - reposted position from PT to FT.
- Discipline will be primary responsibility of Dean of Students.
- Discussed roof repairs and creative ways to get potential help with funding.

### III. Other Business

#### A. Other discussion points

Jeff made the motion to adjourn, with Artie seconding the motion.

### IV. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:33 AM.

Respectfully Submitted,  
Richard Doron

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### Documents used during the meeting

- FinCom notes Dec 2021.pdf
- MCCPS-Dec-2022-Financial Statements v1.xlsx

# Coversheet

## Committee review of Previous Month's Financial Statements

**Section:** II. Finance - Financial Statement Review  
**Item:** A. Committee review of Previous Month's Financial Statements  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** MCCPS-Jan-2022-Financial Statements v1.xlsx  
FinCom notes Jan 22.pdf

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

MCCPS-Jan-2022-Financial Statements v1.xlsx



## **FinCom notes January 2022**

The January check from the Commonwealth was \$316,872, same as the higher check in December. At press time the enrollment was 229. Peter can update on enrollment and admissions for next year.

We have not heard anything further on the potential disbursement of additional federal Covid dollars.

While the recently released tuition figures look good for the remainder of FY22, and the initial figures bode well for FY23, there are some clouds forming re the town Marblehead's finances. If you've been following the local news there are questions about some recent overrides (the transfer station in particular) as well as some structural budget challenges the town could be facing over the next few fiscal years. A recent outside review was quite critical of the town's practices, which could lead to additional financial disruptions. The district's Above Foundation spending has always helped.

### Revenue

We continue to receive targeted donations from Giving Tuesday/Fund A Need on the website. The school gets payments via the school's PayPal account, the MCEF PayPal account and via check to the school and/or the Fund and now a GoFundMe page set up by Peter for the mural. While some requests have been met (5<sup>th</sup> grade headphones), most of the others will be cumulative over a longer period of time, so accurate tracking & reporting is important.

Categories: Mural, signage, recess/PE equip, kitchen equip, athletic uniforms, bike rack, ukuleles, general.

Peter can update the mural project and the associated postcards.

Attached is a summary of donations rec'd to date.

Evan Cassidy, MCCPS alum and Treasurer of the MCEF recently donated \$5,000 towards new kitchen equipment (Feb).

As a result of the 2021 worker's comp audit we rec'd a premium refund of \$1,400 (Feb)

### Expenses

- Plow - \$2,070 for Dec & Jan
- Admissions postcard project - \$3,583 against a budget of \$4,000
- Board on Track - \$7,995 for another year
- Bank charges are, in fact, back

### Grant updates

You will see the reimbursements are starting to come in on the All Classes report (ie 437).

In addition to the \$5,500 MA Cultural Council grant, the \$1,500 from the Marblehead CC, Andrea, Lara Goodman & Ariane Purdy have now been awarded \$1,000 for the Swampscott CC.

Andrea recently applied for a competitive grant from the state in the amount of \$31,400 for Accelerating Literacy with High-Quality Instructional Materials and we are still waiting to hear from the Commonwealth.

Danette was recently informed by the Stop & Shop Foundation that she was awarded a grant in the amount of \$10,000 (!!!) to support the MCCPS food pantry. She was hoping for \$1,500-\$2,000.

### Other notes

**FY23 budget:** Peter & I have been working on the V 1.0 draft...it will be shared with FinCom in advance of the March meeting (earlier than the financials)

**With the recent failure of one of the large freezers in the kitchen** we are becoming concerned about the viability of all the equipment in the kitchen since each is beyond its typical useful life as they date back to 1995. Over the past two years we have lost: that freezer, the café fridge (generously replaced by the PTO), the reach-in fridge in the kitchen and the ice machine. The dishwasher has experienced several significant problems recently and the exhaust system is proving inadequate.

The good news is that Danette recently rec'd a clean report from the Board of Health, the \$10,000 from Stop & Shop, the \$5,000 from Evan and there is \$12,000 for the kitchen in one of the Covid grants. Once open, the free food pantry will be a great source of positive publicity and likely fundraising for the school – folks will drive past the mural as they approach the pantry.



# Coversheet

## Review and discussion of MCCPS and District salary data

**Section:** III. III. Discuss Salary Scales  
**Item:** A. Review and discussion of MCCPS and District salary data  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Distrct Payscales, FY22.pdf  
Salary Study FY20-FY22.pdf

Marblehead	Swampscott	Salem	Lynn	AVG B	Marblehead	Swampscott	Salem	Lynn	AVG M
\$50,126.00	\$48,274.00	\$49,502.00	\$47,579.00	\$48,451.67	\$55,664.00	\$52,509.00	\$52,354.00	\$51,628.00	\$53,038.75
\$52,426.00	\$51,062.00	\$51,618.00	\$49,983.00	\$50,887.67	\$58,128.00	\$55,415.00	\$54,471.00	\$54,031.00	\$55,511.25
\$54,861.00	\$53,850.00	\$53,234.00	\$52,376.00	\$53,153.33	\$60,862.00	\$58,319.00	\$56,588.00	\$56,433.00	\$58,050.50
\$57,200.00	\$56,545.00	\$55,845.00	\$54,783.00	\$55,724.33	\$63,515.00	\$61,137.00	\$58,696.00	\$58,832.00	\$60,545.00
\$59,596.00	\$59,117.00	\$57,959.00	\$57,185.00	\$58,087.00	\$66,181.00	\$63,830.00	\$60,807.00	\$61,234.00	\$63,013.00
\$62,016.00	\$61,992.00	\$60,073.00	\$59,082.00	\$60,382.33	\$68,808.00	\$66,737.00	\$62,936.00	\$63,135.00	\$65,404.00
\$64,644.00	\$65,625.00	\$62,187.00	\$61,490.00	\$63,100.67	\$71,407.00	\$69,639.00	\$65,047.00	\$65,537.00	\$67,907.50
\$67,787.00		\$64,830.00	\$63,887.00	\$64,358.50	\$74,290.00	\$72,543.00	\$67,823.00	\$67,935.00	\$70,647.75
\$73,539.00		\$67,471.00	\$66,283.00	\$66,877.00	\$77,503.00	\$76,518.00	\$70,599.00	\$70,335.00	\$73,738.75
		\$70,113.00	\$68,685.00	\$69,399.00	\$80,660.00	\$78,531.00	\$73,375.00	\$72,740.00	\$76,326.50
		\$72,755.00	\$71,084.00	\$71,919.50	\$87,256.00	\$83,359.00	\$76,151.00	\$75,139.00	\$80,476.25
		\$75,396.00		\$75,396.00			\$78,925.00		\$78,925.00
		\$76,695.00		\$76,695.00			\$80,287.00		\$80,287.00
				\$62,648.62					\$67,990.10

Position	FY20	FY21	FY22	\$ Increase 20 to 22	% Increase 20-22	
Head of School	\$125,000.00	\$127,500.00	\$130,000.00	\$5,000.00	4.00%	This color = Change in Employee
Director of Student Services	\$66,965.00	\$92,500.00	\$95,000.00	\$28,035.00	41.87%	
Principal	\$77,861.00	\$85,000.00	\$90,000.00	\$12,139.00	15.59%	
Business Manager	\$75,728.00	\$77,000.00	\$80,000.00	\$4,272.00	5.64%	
School Nurse	\$53,321.00	\$55,000.00	\$65,000.00	\$11,679.00	21.90%	Average salary Bachelors
Food Services Director	\$46,920.00	\$50,000.00	\$55,000.00	\$8,080.00	17.22%	
Director of Facilities	\$32,000.00	\$40,000.00	\$50,000.00	\$18,000.00	56.25%	
Office Manager	\$48,460.00	\$60,000.00	\$40,000.00	-\$8,460.00	-17.46%	
Admissions Coordinator	\$20,500.00	\$30,000.00	\$40,000.00	\$19,500.00	95.12%	
Maintenance Crew	\$30,000.00	\$30,000.00	\$25,000.00	-\$5,000.00	-16.67%	
School Psychologist	N/A	N/A	\$65,000.00			
Speech Language Pathologist	\$60,343.00	\$61,000.00	\$62,000.00	\$1,657.00	2.75%	
School Counselor	\$54,060.00	\$55,201.00	\$59,000.00	\$4,940.00	9.14%	
Occupational Therapist (Part Time)	\$25,000.00	\$25,000.00	\$30,000.00	\$5,000.00	20.00%	
Music Teacher	\$71,374.00	\$72,000.00	\$73,000.00	\$1,626.00	2.28%	DISTRICT
8th Grade Humanities (Chair)	\$66,998.00	\$67,000.00	\$68,680.00	\$1,682.00	2.51%	Average Salary Masters
8th Grade Math/Science (Chair)	\$64,355.00	\$67,000.00	\$68,680.00	\$4,325.00	6.72%	\$67,990.00
Inclusion Teacher	\$60,000.00	\$64,000.00	\$65,000.00	\$5,000.00	8.33%	DISTRICT
Reading Specialist	\$60,343.00	\$61,000.00	\$62,500.00	\$2,157.00	3.57%	\$62,649.00
Art Teacher	\$59,160.00	\$60,000.00	\$60,600.00	\$1,440.00	2.43%	
5th Grade Humanities	\$54,000.00	\$55,000.00	\$60,000.00	\$6,000.00	11.11%	MCCPS
6th Grade Math/Science	\$52,020.00	\$53,000.00	\$60,000.00	\$7,980.00	15.34%	Average Salary Masters
Special Education - Severe Needs	N/A	N/A	\$58,000.00			
4th Grade Math/Science	\$55,020.00	\$56,000.00	\$57,000.00	\$1,980.00	3.60%	DISTRICT
4th Grade Humanities	\$58,000.00	\$59,000.00	\$55,000.00	-\$3,000.00	-5.17%	Average salary Bachelors
PE Teacher, Athletics Coordinator	\$35,000.00	\$40,000.00	\$55,000.00	\$20,000.00	57.14%	
French Teacher	\$52,020.00	\$53,000.00	\$55,000.00	\$2,980.00	5.73%	
7th Grade Math/Science	\$52,020.00	\$53,000.00	\$54,000.00	\$1,980.00	3.81%	
7th Grade Humanities	\$57,000.00	\$58,000.00	\$54,000.00	-\$3,000.00	-5.26%	
Spanish Teacher	\$36,000.00	\$40,000.00	\$50,000.00	\$14,000.00	38.89%	
6th Grade Humanities	\$37,500.00	\$40,000.00	\$50,000.00	\$12,500.00	33.33%	
Reading Tutor (Part Time)	\$15,000.00	\$15,000.00	\$18,000.00	\$3,000.00	20.00%	

<b>Position</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>\$ Increase 20 to 22</b>	<b>% Increase 20-22</b>
Inclusion Teacher	N/A	N/A	\$50,000.00		
Inclusion Teacher	N/A	N/A	\$50,000.00		
Inclusion Teacher	N/A	N/A	\$50,000.00		
Inclusion Teacher	N/A	\$40,000.00	\$48,000.00		
Learning Specialist	\$23,500.00	\$30,000.00	\$36,000.00	\$12,500.00	53.19%
Learning Specialist	\$30,750.00	\$31,500.00	\$32,000.00	\$1,250.00	4.07%
Learning Specialist	\$20,500.00	\$30,000.00	\$32,000.00	\$11,500.00	56.10%
Learning Specialist	N/A	N/A	\$36,000.00		
Learning Specialist	N/A	N/A	\$32,000.00		
Learning Specialist	N/A	N/A	\$30,000.00		
Learning Specialist	N/A	N/A	\$30,000.00		
<b>Total Teachers</b>	\$885,810.00	\$913,000.00	\$1,024,460.00	\$138,650.00	15.65%
<b>Total Learning Specialists</b>	\$74,750.00	\$91,500.00	\$100,000.00	\$25,250.00	33.78%
<b>Total Social/Emotional</b>	\$139,403.00	\$141,201.00	\$151,000.00	\$11,597.00	8.32%
<b>Total Support</b>	\$231,201.00	\$265,000.00	\$275,000.00	\$43,799.00	18.94%
<b>Total Admin</b>	\$345,554.00	\$382,000.00	\$395,000.00	\$49,446.00	14.31%