

GATEWAY REGIONAL DISTRICT SCHOOL COMMITTEE

REGULAR MEETING MINUTES

WEDNESDAY, MAY 24, 2017

Middle School 112/114

7:00 P.M.

All visitors attending the school committee meeting should sign in at the security booth.

(A PORTION OF THIS MEETING MAY BE HELD IN EXECUTIVE SESSION)

I. OPENING OF MEETING

BLANDFORD

Michele Crane
Terri Garfield

CHESTER

Shirley Winer
Martha Otterbeck

HUNTINGTON

Ron Damon
Jeff Wyand

MIDDLEFIELD

Sarah Foley

MONTGOMERY

Madelyn Austin

RUSSELL

Tara Balboni
Lyndsey Papillon

SECRETARY

Stacy Stewart

CENTRAL ADMINISTRATION

Dr. David B. Hopson, Superintendent
Stephanie Fisk, Business & Finance

ADMINISTRATIVE COUNCIL

Megan Coburn, Chs, Lit Principal
Jason Finnie, High/Middle Principal
Sara Luciani, Chs, Lit Assistant Principal

STUDENT REPRESENTATIVES

- Mrs. Crane opened the meeting at 7: 05 p.m.
- Mrs. Austin and the reporter are recording the meeting.

7:05 p.m. II. PUBLIC INPUT (3 Minute Limit) - None

III. STUDENT COUNCIL INPUT

- Anna Pless said they started exams yesterday. The whole school is taking them at the same time for the first time. Friday is spring fling. They will have tables set up with different activities. Next week is the start of senior festivities. Graduation practice on Tuesday, then a cruise in Boston for their banquet, and senior awards on Wednesday at 11:45. They are going to walk through the elementary schools with their gowns on. Thursday is the senior barbeque and Friday is graduation. Monday is Memorial Day and the band will be at both the Russell and Blandford parades this year.

IV. PRESENTATIONS/REPORTS/RECOGNITIONS

A. FY '16 Audit

- Pat Squillante one of the partners from Melanson & Heath was here to give an audit presentation. This is the first year they've done Gateway's audit. Financial statements are put together in accordance with GASB rules. They have tripled in the past 5 years. The Audit is made up of the Opinion; (are they compliant with requirements) Gateway has a clean or unmodified opinion, Management discussion and analysis, 2 sets of financial statements. The numbers represent the funds and then they are converted to look like a business; assets, liability, etc., fund basis financial basis, and foot notes, which explain or support numbers. Page 10 is the balance sheet. Long-term assets and liabilities. It is in a deficit due to the unfunded liabilities, OPEB (6.3 million) and pension liability. In FY '18 the whole liability will show up here. There is no effect in the near future. (not setting rates now, and DOR is not concerned right now) Bond rating is based more on did

you set up a reserve/trust fund rather than the deficit. Page 12 is the balance sheet; submitted for E & D. The undesignated fund balance is \$681,000. Represents about 4% you are right around your 5% limit, which is a healthy place for a school district. Page 16 budget verses the actual. Final budget was 16.3 million, and the revenue side was short by about \$72,000 Worthington is part of it. Medicare money came in over. On expense side we didn't spend about \$528,000 (3% of the budget). Electricity savings, tuition with other schools, special education transportation. We used \$400,000 E & D, and FY '17 we used \$300,000.

- Pat said the Management comments are informational because they are upcoming. Preparing for GASB total OPEB is going to go on balance sheet. She suggested a need to work with your actuary.
- Considering reauthorizing the OPEB trust fund – a change was made in the Act, which modified a slew of Mass. General Laws. It cleaned up the wording for establishing a trust fund.
- Consider setting up a fund to put money aside for \$330,000 for all employees eligible for retirement. You may want to put a % of what you don't spend in health insurance.
- Payroll warrants cover page needs other funds not just the general fund. It should have everything.
- Federal guidelines on procurement rules Chapter 30 B, documentation of getting quotes between \$3,000 and \$10,000. It continues to be delayed.

B. National School Lunch Program – Wendy McCaul

- Mrs. McCaul gave a brief presentation about the national school lunch and breakfast program. We need to participate in order to receive reimbursement. Three of our café managers received level 3 certification. The café participated in the Department of Defense fruit and vegetable program. It is based on entitlement dollars. She uses 20% of USDA entitlement dollars. She is still part of the farm to school program with local farms. She just got the last delivery of apples from Westhampton, which will probably last us through the rest of the year. The wellness policy is in the 11th year. Another mandate from USDA. We are still following Michelle Obama's healthy food program. We are staying on target one using 50% whole wheat products. There is flexibility with milk instead of using 0% fat flavored milk not we can go back to .5%. Children have choices so there is less table waste. The café had a state review last year, and when the reviewer got to the wellness policy she was very impressed with the fact that wellness committee is connected to the health center.

C. Charging Privileges/Procedures – Wendy McCaul

- The USDA has mandated charging procedures/privileges. She has been working on this with other café directors. We don't take food away from students. We do have a problem here at the high/middle. The procedure says you can charge once, so kids come up knowing that can't charge, also knowing we won't deny them food. She is working on that issue. As of today, we have \$2,368 outstanding for all schools.
- Mrs. Crane asked if it's greater at high/middle, Littleville, Chester or equal.
- Mrs. McCaul said \$640 for high/middle, \$1,380 for Littleville, \$348 and Chester. When a new student comes in she puts them in the system to see if they need assistance.
- Mrs. Foley asked what is the usual reason they are not paying. Is it students that may qualify but are not in the system.
- Mrs. McCaul said it's not really they can't afford to pay. When she emails or mails parents she gets a response. A lot of parents want access to their child's meal counts, but we don't have the software for them to see it real time. She contacts the parent when the balance gets to \$10.
- Mrs. Fairman said a lot of parents who call, want to know why their kids are eating lunch, when they packed a lunch for them. It isn't anything the café is not doing.
- Mrs. Balboni said the apples and carrots are good, but her son can't eat them even though he likes them because he has braces. Most of the middle school has braces, so that might be something to think about.
- Mrs. Garfield said the payment/collection has there been discussion of a card swipe or apple pay, or something like that.
- Mrs. McCaul said she has had kids say they have a debit card, so it might not be a bad idea.
- Dr. Hopson said you can re-load the accounts ahead of time.
- Mrs. McCaul said we have a lot of people who utilize online payment.

D. STEM Update – Ginny Lee

- Ms. Lee gave a STEM Presentation and talked about the new generation science standards.
- Mrs. Winer asked what grades.
- Ms. Lee said grades 3-5.
- Ms. Lee said June 7 is the STEM fair. 5th graders are preparing for it.

- Mrs. Winer asked if she was familiar with the education foundation.
- Ms. Lee said yes, she didn't apply this year because of the great Eversource fundraiser.
- Mrs. Coburn said they received 100% of the profit and STEM is very expensive to maintain.

7:45 V. UNFINISHED BUSINESS/ACTION ITEM

A. Recommendation to adopt Section 21-22 of MGL 32B, thereby notifying union and bargaining groups of the intent to make benefit changes to the district's health insurance plans with delay of mandated process until fall.

Mr. Damon made a motion seconded by Mrs. Otterbeck to approve the recommendation to adopt Section 21-22 of MGL 32B, thereby notifying union and bargaining groups of the intent to make benefit changes to the district's health insurance plans with delay of mandated process until fall.

Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)

Yeas: Madelyn, Tara, Ron, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

- Mr. Wyand thought there was something the teachers needed to vote on.
- Mrs. Kuhn said we need to meet with the Hampshire County Trust group to see what needs to be changed. Any vote the teacher need to take would come later.
- Dr. Hopson said all this does is allows us to start the process. Hampshire County wants us to have this in place. They don't even know what they are recommending yet. This just allows for the process.

B. Blizzard Bags 2017-2018

Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve Blizzard Bags for the 2017-2018 school year.

Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)

Yeas: Madelyn, Tara, Ron, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

8:00 - VI. NEW BUSINESS/ACTION ITEMS

8:30 p.m.

A. Facilitated Meeting

- Mrs. Crane said we briefly discussed this last time and you had a memo from Dr. Hopson in your packets.
- Dr. Hopson said part of what you need to decide is to draft a motion that addresses the cost of the facilitator, when and where you might hold it. He thinks it is fair for towns and district to share the cost. Ms. Fisk and Dr. Hopson have talked to people and there are no names. Dr. Hemmen said they might be able to do it.
- Dr. Hopson said after the last discussion, he talked to Steve, about having someone facilitate a meeting to bring up issues. We are looking for time and or parameters.
- Mrs. Crane asked if Dr. Hopson has any idea of what this might cost.
- Dr. Hopson said no.
- Mrs. Winer is not exactly sure how to envision the scope of this meeting. We are going to build a budget with towns' people. This might be a monthly meeting is it going to be focused.
- Dr. Hopson said that's an excellent question maybe we can ask MARS to do a write-up/put something together.
- Mrs. Garfield asked is there a possibility of a facilitator that would volunteer.
- Dr. Hopson said if we could do that and find someone who would volunteer he would do that.
- Dr. Hopson said if you look at the MARS report, you can see the issues all of it is really financial. We reached out to DESE and DOR and they don't do it.
- Dr. Hopson said we have to have an agreement with the six towns and how to move forward. He will contact MARS.
- Mrs. Crane we are trying to start the discussion.

B. Request for Leave of Absence

- Dr. Hopson said Nurse Kelly has been accepted into a Masters' program. She is asking for a 1-year leave of absence to take care of that. She doesn't feel she can do both.
- Mrs. Crane asked how hard it will be to find a sub.
- Dr. Hopson said you allow her to do it and hope she comes back or you don't and she will probably leave. She has been at Littleville for three years.

C. Summer Grant List

- Mrs. Crane handed out the summer grant list. She said this is the first reading and asked everyone to look at it for the next meeting.

D. Superintendent requests authorization for the District Treasurer or Assistant Treasurer under provisions of M.G.L., Chapter 71 Section 16 (9) and with the approval of the Chairperson for the Gateway Regional Committee, to incur temporary debt (borrow from time to time) in anticipation of revenue to be received from any source for the fiscal year beginning July 1, 2017. This is for short-term borrowing in case assessments are not received in time, etc.

- Mrs. Crane said this is something we do every year in case we need to borrow.
- Mr. Damon asked is there any way to put something to work that if we have to pay interest, there is a way to pass along interest costs.
- Dr. Hopson said there is no way for us to do that.
- Mr. Wyand asked if we've ever had to borrow for this.
- Ms. Fisk said never.

E. Recommendation to Participate in the National School Lunch Program.

- Vote at next meeting

F. Recommendation to approve Charging Privileges/Procedures.

- Vote at next meeting

G. Approval of Superintendent's attendance at ASBO.

- Mrs. Crane asked when and where it is.
- Dr. Hopson said it is in Denver in September.

VII. CONSENT ITEMS 5/10/17

Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the minutes of 5/10/17.

Motion Carried (VOTE) Yeas 9 Nays Abstain 1 Absent (Roll Call Vote)

Yeas: Madelyn, Ron, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

Abstain: Tara

VIII. COMMUNICATIONS

A. School Committee

- Mrs. Papillon said May 12 Littleville had the Kindergarten assembly and it was great. There was singing and dancing. It was about taking better care of our earth.
- Mrs. Balboni said the 3rd and 4th graders play was great. There were a lot of speaking parts.
- Mrs. Otterbeck said the prom was last week. The pictures were great.

B. Chairperson

- Mrs. Crane said the Perspectives magazine came out and she has a couple of hard copies and a couple of disks. This is full of individual artistic pursuits we don't get to see on a regular. Mrs. Beauregard will be here next week if you have any questions.
- Mrs. Crane thanked everyone for coming to the retirement/awards ceremony tonight and thanked everyone for their donations and preparation.

C. Superintendent

Central Office Update (Enc.)

- Dr. Hopson said when he reached a quorum, Montgomery passed the school budget. It was the fastest annual town meeting ever.
- Mrs. Austin said that is typical their moderator, he keeps them on task.
- Dr. Hopson said Chester and Huntington are in June. We need one more town to pass the budget.
- State revenue is very low so there could be reductions in regional transportation. It probably won't happen in the budget process now, but with 9C cuts mid-year. For those of us here were here in 2004 know we lost.
- Mrs. Winer asked what is up with Massachusetts's economy; she has been following other things.
- Dr. Hopson said the price of items has not gone up, there is not tax revenue, and capital gains are down significantly. We have a recovery in the fact we have a low unemployment rate but we are not taking in more money.
- Ms. Fisk said they don't have a good handle on taxes because they only file once a month, they are asking to have it filed every day. It would be insane for us to file everyday. They are looking at having Airbnb charge the same tax.

D. Business Manager

- Ms. Fisk said she will have account changes for FY '18. DESE is making account changes again in July or August. It has to do with different ways they are tracking different codes; long-term and short term subs. They are not concerned with itinerant teachers anymore.
- Dr. Hopson said we did send a financial package for the shared cafe manager position, so we should be able to get an MOU in place soon.

E. Administration

- Mrs. Coburn said they in the midst of field trip season. Field trips are becoming more expensive. Both elementary schools have great PTO's that help with the cost of the field trips.
- Mrs. Winer asked about the overnight trip.
- Mrs. Coburn said the overnight was excellent and the kids had a fabulous time. They were glowing when they got back. They did a lot of team building.
- Mrs. Winer said the foundation got a lot of letters and they were very well written.

IX. COMMITTEE REPORTING

A. Superintendent's Evaluation

- Mrs. Crane said members have until the middle of week; Wednesday the 31st to complete the superintendent's evaluation update, if you haven't already.
- Next meeting will be June 7 at 6 p.m.

B. Legislative Liaison

- Mrs. Crane said the legislative update would be the transportation letter Dr. Hopson shared. If you have a few minutes send a letter or contact your legislators.
- Mrs. Papillon recommendation in MASC meeting

C. Policy Subcommittee

- Mrs. Crane said the next policy meeting will be June 7 at 6:30 for the banner advertising.
- Dr. Hopson shared Westfield's and has been changing that document to look at for that subcommittee meeting.

D. Building Liaisons - None

X. OTHER BUSINESS/ITEMS FOR NEXT AGENDA

Future Agenda Items

PBL Presentation – Dawne Piers-Gamble – June 6

Banner/Advertising Policy – New Business – June 6

NEASC Survey Presentation – Jeri Beauregard, Mike Forand – June 6

2019 Senior Trip Disney Presentation – Megan Crane, Jessie Garriepy – June 6

XI. INFORMATION

Information

Last Call for parents, staff, & community surveys

Gateway spring concert May 11

Spring sports Sr. Nights
 Annual Littleville Musical & Art Show May 18
 May School Committee Meeting
 Superintendent's Corner May 8, 2017
 Gateway's Dan Shea: Excellent in Teaching Recipient
 Lessons on healthy foods at Littleville
 Still need MANY MORE parents, staff, & community to take surveys
 Chester fifth grade takes overnight trip
 2017-18 Gateway Calendar approved
 From Japan to the hilltowns of Gateway
 Gateway GSA marches in Pride parade
 Gateway Graduation and Senior Events
 UMASS Chamber Percussion Ensemble at Gateway
 Schools Closed for Memorial Day
 Middle School academic awards for 3rd term
 Superintendent's Corner May 15, 2017

Warrants

AP#1084 \$197,578.23

PR# 23 \$376,547.83

8:35-9 p.m. XII. EXECUTIVE SESSION

or earlier

A. Litigation: Kennedy, et al. v. Commonwealth of Massachusetts, et al. - No.:HSCV2014-00210

XIII. ADJOURNMENT

Mr. Damon made a motion seconded by Mrs. Otterbeck to adjourn at 8:35 p.m.

Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)

Yeas: Madelyn, Tara, Ron, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

Respectfully Submitted,
 Stacy L Stewart,
 School Committee Secretary