



**QUABBIN REGIONAL SCHOOL DISTRICT
School Committee Meeting**

**MINUTES – October 9, 2008
EDUCATIONAL SUPPORT CENTER
SCHOOL COMMITTEE MEETING – CALLED TO ORDER: 7:30 p.m.**

The meeting was called to order by Chairman Edward Leonard, with the following School Committee members present:

- A.
1. Attendance:

<input checked="" type="checkbox"/> Dr. Richard Allan <input checked="" type="checkbox"/> Susan Benedict <input type="checkbox"/> Therese Salvadore <input checked="" type="checkbox"/> Mark Brophy <input checked="" type="checkbox"/> Ned Kelly <input checked="" type="checkbox"/> Timothy Williams <input checked="" type="checkbox"/> Edward F. Leonard	<input type="checkbox"/> Robert Dupuis <input checked="" type="checkbox"/> Charles Miller <input checked="" type="checkbox"/> Michael Riendeau <input checked="" type="checkbox"/> Lee Wolanin <input checked="" type="checkbox"/> Dr. Thomas Tashjian <input checked="" type="checkbox"/> Peggy Thompson <input checked="" type="checkbox"/> Cheryl Wolfe
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 2. Administration:

<input checked="" type="checkbox"/> Sue M. Gee <input checked="" type="checkbox"/> Clare Barnes <input checked="" type="checkbox"/> Robert Berlo <input type="checkbox"/> William Burnett <input checked="" type="checkbox"/> Cheryl Duval <input checked="" type="checkbox"/> Martha Femino <input type="checkbox"/> Tracey Hippert	<input checked="" type="checkbox"/> Susanne Musnicki <input checked="" type="checkbox"/> Jason Newton <input checked="" type="checkbox"/> Joan Paula <input type="checkbox"/> Mark Pellegrino <input type="checkbox"/> Debbie Pelley <input checked="" type="checkbox"/> Marilyn Tencza <input checked="" type="checkbox"/> Jan Williams <input checked="" type="checkbox"/> Patricia Worthington
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 3. QRTA Representative –
 Student Representative –

 4. News Media:

Worcester T&G – Jim Russell	<input type="checkbox"/>
Barre Gazette –Ellie Downer	<input type="checkbox"/>

 5. Visitors/Faculty: Don Lacharite – Warren, observer

SECTION II: MINUTES

Voted: To accept and place on file the minutes of September 11, 2008	<u>Motion</u> NK	<u>2nd</u> LW	<u>For</u> 10	<u>Opp.</u>	<u>Abs.</u> 2
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SECTION III: WARRANTS/REPORTS

Payroll warrants # 7 & 8 presented; accounts payable warrants # 6, 7 & 8 presented.

SECTION IV: ADMINISTRATIVE REPORTS

- SUPERINTENDENT OF SCHOOLS:** Superintendent Gee has received the MASC newsletter which indicates that the Ethics Commission has ruled that School Committees can take a stand on Question 1, and that there is no conflict of interest regarding the same. Other schools in Massachusetts are set to take a stand and oppose the question and she invited our School Committee to do the same.
1.
 - There will be a joint meeting of MASC and MASS from November 19 to November 22, 2008, at Cape Cod, which will focus on Chapter 70 formula sessions.
 - Superintendent Gee sent an update to all School Committee members and faculty and staff on September 25, 2008, regarding the AYP and MCAS scores which were released to the public the same day.
 - Superintendent Gee attended [and commended those who also attended] the Pandemic Planning training on September 13, 2008 at the high school. This training effort was organized by high school Nurse Maureen Widing and was attended by Superintendent Gee, High School Principal Marilyn Tencza, Middle School Principal Sue Musnicki and Director of Plants and Facilities, Clare Barnes, among other Quabbin employees.
 - Superintendent Gee discussed Jason Newton's, Director of Special Services, report regarding the ACE program.
 - Additionally, Superintendent Gee stated that Bob Berlo's, Director of Educational Services, report contains charts regarding the AYP and MCAS results.
 - Superintendent Gee stated that the Department of Elementary and Secondary Education recommends that each district spend time in reviewing the MCAS and AYP results at the School Committee level, and she suggested a separate workshop, as it would take a substantial amount of time to go through those results. Dr. Allan asked that this be added to the December Policy and Review/Reform Subcommittee agenda. Chairman Leonard also asked that it be added to the next School Committee agenda for further discussion.
 2. **DIRECTOR OF ADMINISTRATIVE SERVICES:**
 1. **Presentation by Auditor--** Cheryl Duval asked the Chair to recognize Mr. Richard Sullivan, Auditor, of Powers & Sullivan. Mr. Sullivan stated that he would explain three (3) reports pertinent to the audit: the financial report, the management letter, and the federal report. He and his staff began preliminary work in April and then arrived in Quabbin on August 18, 2008. He indicated that the financial team at Quabbin Regional School District is very well-prepared and were highly accommodating to the audit team. Next, Mr. Sullivan discussed the management letter, which he referred to as a "thin document", meaning that any issues reported in the past have been addressed quickly. Mr. Sullivan discussed the GASB 45, Under this standard, districts should set up a plan to contribute to future post-retirement benefits for retiring employees. Next was the federal awards portion, also known as A133. Overall, he reported that the FY08 audit went very well. Cheryl Duval asked Mr. Sullivan to further clarify the GASB 45. Mr. Sullivan stated that all school retirement systems are expected to contribute funds to help support the future costs of post-employee benefits. Many districts are not able to do this because of the difficult financial times. Dr. Allan asked what the consequences of not contributing are. Mr. Sullivan stated that immediate consequences would not be realized, but over a span of 5 or 10 years, bids for bonds would be assessed as a poor investment, or there may be higher interest costs assessed because the district wouldn't be rated as well as it could be. Chairman Leonard thanked Mr. Sullivan for his presentation and asked Melissa Widing, Executive Assistant to send a letter of thanks to Cheryl Duval and her team for a job very well done.

SECTION V: SUBCOMMITTEE REPORTS

1. **PLANTS & FACILITIES SUBCOMMITTEE –** Ned Kelly mentioned that walk-throughs of the buildings have occurred. The buildings are looking great, and that is a true indication of the pride that the maintenance and custodial staff have in the district. The district will be going out to bid on skylights and some rusty panels at the high school. Also, the district will be submitting a Statement of Interest to the MSBA before November 15, 2008, to seek assistance in funding the Oakham roof replacement. See Motion #1 below for further details. Chairman Leonard asked if there is an anticipated response timeline from the MSBA and Superintendent Gee reported that there is not, only that the deadline to file the Statement of Interest is November 15, 2008. The application must be filed online by that date, and the supporting documents must be hand-delivered by then as well, so that the entire application is submitted completely.
2. **CENTRAL OFFICE/AUDIT SUBCOMMITTEE –** Lee Wolanin reiterated that Richard Sullivan was very strong in his praise for Cheryl Duval and her financial team and stated comments such as "his team loves to come out to Quabbin", and "this is a totally responsive team". Lee continued on to say that the management letter is thin, this is a very low risk district, and that Cheryl Duval and her team produce terrific, well-written, comprehensive products like he has not seen before. Mr. Sullivan gave very high praise for a job well done by the financial staff. Please see motions #2 and #3 below for additional information.
3. **SPECIAL EDUCATION SUBCOMMITTEE –** Susan Benedict indicated that this subcommittee will be meeting next week, on October 14, 2008 at 7:00 p.m. Susan will contact Melissa Widing tomorrow to establish the agenda.

4. POLICY AND REVIEW/REFORM SUBCOMMITTEE – Dr. Allan indicated that a meeting was held on Monday, October 6, 2008 at 7:30 p.m. Dr. Allan stated that there was much discussion about the ACE program, the high school Mission Statement, Virtual High School online courses conducted by Greg Devine, magnet school information, and the proposed second semester senior project by Principal Tencza. As well, a review of class sizes and further discussion regarding Intra-District School choice policies will be done at the next meeting in November. Please see Motion #4 below regarding the high school Mission Statement.
5. TECHNOLOGY SUBCOMMITTEE – Therese Salvadore was absent from the meeting. Melissa Widing indicated that a Technology subcommittee meeting has been posted and will take place on October 27, 2008 at 7:30 p.m.
6. BUDGET SUBCOMMITTEE – Mark Brophy indicated that both Hubbardston and New Braintree will be setting special town meetings to approve the budget number approved by the School Committee at the last meeting. Hubbardston has set their meeting for November 13, 2008, and New Braintree hopes to set theirs at the next Board of Selectmen meeting. Mark Brophy also mentioned that there will be a joint meeting of the Budget Subcommittee and the Policy and Review/Reform Subcommittee on Monday, November 3, 2008 at 7:00 p.m. to discuss an analysis of school choice.
7. ADMINISTRATIVE REVIEW SUBCOMMITTEE – Mark Brophy stated that the notes from this subcommittee’s recent meeting of October 7, 2008 were included in everyone’s packet this evening. He stated that the subcommittee has met to discuss the Superintendent’s evaluation, and noted that a draft Superintendent Evaluation tool was created and will be used to assess performance competencies. Additionally, the evaluation will be sent to many people for their input: the School Committee members, the Superintendent’s direct line staff, Central Office administrative staff, Principals, teachers, and community members. The document will be mailed directly to the home of those evaluators and will then be returned directly to Mark Brophy for further discussion by the subcommittee, before reporting to the full School Committee.
8. ALTERNATIVE FUNDING ADHOC SUBCOMMITTEE – Cheryl Wolfe reported that this group held a meeting on September 16, 2008 at 7:00 p.m. and discussed several avenues for additional funding sources, as well as cost-conservation measures that could be used. The next meeting of this subcommittee will take place on October 20, 2008 at 7:30 p.m. in the PDC.
9. COLLECTIVE BARGAINING SUBCOMMITTEE – Mark Brophy indicated that this subcommittee has not held it’s first meeting yet, but plans to do so sometime in the end of November or early December.

SECTION VI: UNFINISHED BUSINESS

SECTION VII: SCHOOL COMMITTEE CONCERNS

SECTION VIII: NEW BUSINESS

1. The next School Committee meeting will take place on November 13, 2008 at 7:30 p.m. at the Hubbardston Center School, as the Hubbardston Town Meeting takes place that evening at 7:00 p.m.

SECTION IX: ACTION ITEMS

	<u>Motion</u>	<u>2nd</u>	<u>For</u>	<u>Opp.</u>	<u>Abs.</u>
1. Resolved: Having convened in an open meeting on October 9, 2008, the School Committee of the Quabbin Regional School District, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated November 14, 2008 for the Oakham Center Elementary School, located at Deacon Allen Drive, Oakham, MA 01068 which describes and explains the following deficiencies and the priority category for which the Quabbin Regional School District may be invited to apply to the Massachusetts School Building Authority in the future. <u>Priority 1:</u> Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists. Deficiencies: The Oakham Center roof has many leaks, under which are located encapsulated asbestos ceiling tiles. And hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Quabbin Regional School District to filing an application for funding with the Massachusetts School Building Authority.	NK	CW	12	0	0
2. Motion made to accept the FY08 audit as presented.	LW	RA	12	0	0
3. Motion made to approve and accept the Fraud Risk Assessment document created by Cheryl Duval, dated June 20, 2008.	LW	MB	12	0	0
4. Motion made to table the high school Mission Statement discussion.	RA	MB	12	0	0

SECTION X: EXECUTIVE SESSION

No Executive Session Necessary

TIME: NONE

PURPOSE:

- To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.
- To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual.
- To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining sessions or contract negotiations with non-union personnel.
- To discuss the deployment of security personnel or devices.
- To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
- To consider the purchase, exchange, lease or value of real property.
- To comply with the provisions of any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23 (1)-(7).

MOTION: _____ ; **SECOND:** _____ ;

VOTE: RA ; MB ; DO ; MR ; LW ; NK ; CW
RD ; TW ; SB ; PT ; TS ; TT ; EL

Return to Open Session – Time: _____ p.m.

MOTION: _____ **SECOND:** _____ **VOTE:** _____ **FOR:** _____ **OPPOSED:** _____

Meeting adjourned: 8:23 p.m.

MOTION: RA **SECOND:** LW **VOTE:** _____ **FOR:** 12 **OPPOSED:** 0

Respectfully submitted,
Melissa Widing, Executive Assistant