



QUABBIN REGIONAL SCHOOL DISTRICT
School Committee Minutes
Thursday, October 10, 2019
Educational Support Center

PRESENT

Chair	Lee Wolanin	Member, Barre
Vice-Chair	Mark Brophy	Member, Barre
	Dave Deschamps	Member, Barre
	William Hansen	Member, Hubbardston
	Ned Kelly	Member, Hardwick
	David Marsh	Member, Barre
	Walter Nutter	Member, Oakham
	Peggy Thompson	Member, New Braintree
	Mark Wigler	Member, Hubbardston

Absent: Dr. Richard Allan; Debra Chamberlain; Marcelino Sarabia; Geoffrey Spier; Fred Jean-Francois; David Correia

ALSO PRESENT

Dr. Sheila Muir	Superintendent of Schools
Cheryl Duval	Director of Administrative Services
District Administrators/Staff	Kristin Campione; Tricia Worthington; Shelly St. George; Gregory Devine; Colleen Mucha; Adam Couturier; Andrew Walsh; Keri Dubois-Gould

1. The meeting was called to order at 6:32 p.m. Mr. Wolanin moved up all votes to the early portion of the meeting (following Student Advisory Council and Audit Subcommittee), as three members of the Committee had to excuse themselves early. Mr. Hansen departed at 7:40 p.m.; Mr. Kelly departed at 7:45 p.m.; Mr. Wigler departed at 8:00 p.m. The remainder of the meeting continued without a quorum but was for discussion purposes only.
2. **APPROVAL OF MINUTES**
A motion was made by Mr. Kelly and seconded by Mr. Marsh to approve the minutes of September 12, 2019. The motion passed by a vote of 6-0-3 with Mr. Brophy, Mr. Hansen, and Mr. Deschamps abstaining.
3. **ADMINISTRATIVE REPORTS**
 - a) Superintendent of Schools
 - Superintendent's Report – Dr. Muir updated the Committee on the Hubbardston roof repair project. The district has been assigned an OPM and architect. The project committee is made up of the OPM, architect, selectboard member, Ryan McLane, Clare Barnes, Jay Pimental, Cheryl Duval and Sheila Muir. In discussing a timeline for starting the project, it appears that it will be a summer of 2021 project.
 - Dr. Muir attended a MARS meeting which was also attended by Senator Gobi, Representative Ferguson, and representative from DESE who discussed the Student Opportunities Act. At this time, it is too soon to tell what the impact will be on individual districts.

- The district received information today in regard to a grant application for regionalization which is due by November 4th. Due to the district's work with North Brookfield and other surrounding towns, we could possibly qualify for a grant.
- The District received a grant from the North Central Workforce which initially was for supporting an adult education program. However, they have agreed to provide this funding to support the Innovation Pathways program in the amount of \$25,000.

b) Director of Administrative Services

- Presentation of warrants – Payroll Warrants 6 & 7 and AP warrants 8A, 8V, 9B & 10A were approved by the Warrant Subcommittee.
- Director' Report – Ms. Duval brought to the attention of the Committee the reports for the quarter ending 9/30/19 for the budget, grants and revolving accounts, scholarships and trusts that are in their packets.

Ms. Duval also reported that she had met with Kate Cannie, representative from our third party administrator of our OPEB Trust Fund. Ms. Duval passed around two copies of the plans annual report. If members would like a copy of the report or a portion of the report, they are to email Ms. Duval and she will see that they are provided. The interest earned as of June 30, 2019 was \$1,675.25 and administrative and investment management costs were \$44.77. The one year rate of return was 5.69%. The investment management fee was .033% of assets. This is due to the pooled assets totaling between \$150-250 million. If the Committee wishes to receive more technical information, Ms. Duval will request that a PARS team member attend a meeting.

- Update on Food and Nutritional Services – Keri Dubois-Gould, Food & Nutritional Services Director, presented a powerpoint on the Food Service Department. Ms. Duval went over the requirements involved in planning a lunch menu for the different age/grade groups and reviewed what the daily and weekly minimums are. Ms. Dubois also reviewed the profit and loss at each school as well as the staffing pattern at the schools.

Mrs. Thompson expressed her opinion that she feels New Braintree and Oakham have less choices than the other schools. It was explained that choices are limited due to the cost of manpower necessary and the cost of food waste. She also questioned why breakfast is not served. Ms. Dubois-Gould explained that breakfast is mandated at three of the schools due to the number of free and reduced students. At this time, the food service department is trying to keep the program in the black, or the Committee has to make the decision that the program is going to lose money, and that loss will have to come out of the general budget.

Budget transfer FY20 – No transfer was required at this time.

c) Teacher Advisory Council

- No report was given.

d) Student Advisory Council

- MS/HS - Remy Benoit-Smith, sophomore class president, reported to the Committee that the HS was ramping up for Spirit Week which leads to the Homecoming dance on October 19th. With the help of Mr. Gilmartin, the HS is preparing for Humans vs. Zombies. Fall sports are in full swing, and Field Hockey made districts.
- Elementary – Suzanne May and Kenzie Gallagher, 6th grade students at Hardwick Elementary School informed the Committee of events that are taking place in the elementary schools across the district. All schools are participating in Fire Safety month and many events to celebrate the fall season.

4. SUBCOMMITTEE REPORTS

a) Administrative Review

- Mr. Brophy reported that 10 out of 15 members responded to the Superintendent's evaluation. Of the 4 standards, 3 were proficient and 1 exemplary with an overall rating of proficient. Superintendent evaluation standards are being updated by DESE. The four standards will remain the same, but the

indicators will change. There's a possibility of having a School Committee training session prior to the next evaluation. Mr. Brophy stated that Superintendent Muir met her goals for this past year within the goals of the Strategic Plan. Dr. Muir updated the Committee on her goals for the coming year which were discussed at the subcommittee level and are aligned with the Superintendent evaluation standards as well as the Strategic Plan. Dr. Muir also discussed her goals and initiatives for the coming year. Motion made by Mr. Brophy and seconded by Mr. Kelly to accept Superintendent Muir's goals for the coming year.

Motion passed unanimously.

b) Audit

- Review and acceptance of FY19 Audit Report - Richard Sullivan, Partner for the Auditing Firm Powers & Sullivan reviewed the FY19 audit report, financial statement and federal report. Mr. Sullivan reported that Cheryl Duval and the financial team were, once again, audit ready. All reports were consistently on time and accurate. Any questions that the team had during the audit were answered quickly and accurately. Mr. Sullivan indicated that he had no unusual items to report to the Committee. The results of audit testing resulted in a "clean audit" or "no findings", which is the best you can expect. In summary, Mr. Sullivan indicated that there was nothing to report to consider a deficiency, no internal control issues, and the FY19 audit was very positive and consistent with previous years. The School Committee publicly commended Director Duval and the financial team for the professionalism and exemplary job done through the audit process.

Mr. Brophy publically thanked Mrs. Duval and her team for a job well done.

Motion was made by Mr. Hansen and seconded by Mr. Brophy to accept the Auditor's report as written. The motion passed unanimously.

c) Budget

- No report was given

d) Central Office

- No report was given

e) Collective Bargaining

- No report was given

f) Plant and facilities

- Next meeting October 17, 2019 at 9:00 a.m.

g) Policy & Review

- Motion made by Mr. Brophy and seconded by Mr. Kelly to put File EEBA Fuel Efficient Vehicle Policy on the table for 30 days for public review. Motion passed unanimously.
- Request to update district EOE statement – all policies which do not reference our district EOE statement, adopted on November 13, 2014, will be updated to read: "Quabbin Regional School District's Policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, gender identity, homelessness and other human differences".
- Blended Learning update - Colleen Mucha and Adam Courturier presented on Blended Learning in the Quabbin Regional School District and the partnership with the Highlander Institute. They discussed what blended learning is, why the district is taking this initiative, the role teachers play in a blended learning community and what blended learning looks like in the classroom. In addition they discussed the number of teachers taking part in the pilot program, where we are in this first year and where we are headed.

h) Special Education

- No report was given. Next meeting Tuesday, October 15, 2019 at 11:00 a.m.

i) QEMP

- No report was given

j) Technology

- No report was given

5. UNFINISHED BUSINESS

- Continued discussion of lease of New Braintree Grade School – Vote to declare property available for disposition as per MGL 30B.

Motion: The Quabbin Regional School District declares space at New Braintree Grade School is available for lease with the following restrictions, as negotiated with the New Braintree Selectboard:

- The area is to be leased for educational purposes only
- The area available for the lease is the second floor, including the media center
- The cafeteria, gym and outdoor recess area may also be leased
- The space available for lease shall be used by children grade 6 or younger during school hours, after school hours, nights, weekends, and school vacation periods
- Use by students older than grade 6 is limited to after school hours, nights, weekends, and school vacation periods
- Weekend utilization is limited by conflict with town athletic programs or town functions
- Use of cafeteria, gymnasium and outdoor recess area is limited by conflict with New Braintree Grade School student use or town athletic programs or town functions

Motion made by Mr. Brophy and seconded by Mr. Kelly to approve the administration's motion as read. Motion passed unanimously.

6. PUBLIC COMMENT

- None

7. SCHOOL COMMITTEE CONCERNS

- None

8. NEW BUSINESS

- FLLAC Capital Fund – vote required:

Motion made by Mr. Kelly and seconded by Mr. Hansen to allow the FLLAC Collaborative to establish a Capital Reserve Fund as approved by the FLLAC Executive Board of Directors on August 22, 2019.

Motion passed unanimously.

- Request for approval of 5 year lease of postage machines:

Current lease on Pitney Bowes postage machines located at Central Office and the Middle/High School will expire on March 30, 2020. Requesting approval to enter into a five (5) year lease. The monthly cost of a three-year lease is \$362.27. A five-year lease, with a monthly cost of \$289.90, would save the district \$5,210.64 over the three year period. Any contract longer than three years must be approved by the Committee.

Motion made by Mr. Kelly and seconded by Mrs. Thompson to approve a five (5) year lease of a Pitney Bowes postage machine when current lease expires on March 30, 2020.

Motion passed unanimously by roll call vote. Mr. Marsh – yes; Mr. Brophy – yes; Mr. Deschamps – yes; Mr. Kelly – yes; Mr. Hansen – yes; Mr. Wigler – yes; Mrs. Thompson – yes; Mr. Nutter – yes; Mr. Wolanin – yes.

- Request for approval of copier usage at cost by MARS (Massachusetts Association of Regional Schools). MARS has asked if they would be able to make copies of agendas, minutes, etc. at cost. Large jobs would be taken care of by one of the larger vocational/technical schools. They would have a swipe card for the copier which would keep track of the number of copies made and MARS would then be invoiced. The QRSD is a member of MARS and, as this would be use of a public resource, the School Committee must vote to approve or disapprove this request.

Motion made by Mr. Kelly and seconded by Mr. Brophy to approve the use of our copier, at cost, to MARS (Massachusetts Association of Regional Schools).
Motion passed unanimously.

9. REQUEST FOR EXECUTIVE SESSION

- None

10. ADJOURNMENT

A motion was made by Mr. Brophy and seconded by Mr. Deschamps to adjourn the meeting at 8:45 p.m.
The motion passed unanimously.

Respectfully submitted,

Jessica A. Bennett
School Committee Secretary