

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING
Minutes of January 10, 2018
Held at the Whitman-Hanson Regional High School
600 Franklin Street, Whitman MA

Meeting convened: 7:00 p.m.

Meeting adjourned: 8:54 p.m.

Members present: Robert Hayes, Frederick Small, Michael Jones, Robert O'Brien, Jr., Daniel Cullity, Kevin Lynam, arrived at 7:02 pm, Robert Trotta, Christopher Howard, and Steve Bois, arrived at 7:03 pm

Members absent: Alexandria Taylor

Administrators present: Dr. Ruth Gilbert-Whitner, Superintendent of Schools
Kyle Riley, Assistant Superintendent of Student Services
Christine Suckow, Executive Director of Business Services
Chad Peters, Director of Technology Services

Chair Hayes brought the meeting to order at 7:00 p.m. and announced the meeting was being recorded.

APPROVAL OF MEETING MINUTES

December 13, 2017 Regular School Committee Meeting

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the meeting minutes of December 13, 2017 School Committee, as presented. The motion passed unanimously.

December 19, 2017 Special School Committee Meeting

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the meeting minutes of December 19, 2017 School Committee, as presented. The motion passed unanimously.

Student Advisory Report

Student Council Representative, Marah Burt, updated the Committee on student activities.

The Winter Concert was held at the high school on December 12, 2017. The All Band Night concert will be held at the high school on February 1, 2018. Student Athlete, Ethan Phelps, was named MIAA's Student-Athlete of the month for October. Yearbook purchases have been extended to February 9, 2018. The Hanson PTO is holding an adult bowling night at the Hanson AA Bowladrome on January 20, 2018. Pre-school Information Night will be held on February 27, 2018 in the high school library 6:00 p.m. Kindergarten Information Night will be held on February 15, 2018 in the Dr. John F. McEwan Performing Arts Center at 6:00 p.m. The Hanson PTO will be hosting "Dining with a Cause" on January 16, 2018 at the 99 Restaurant in Weymouth. Fifteen percent of the guest check will be donated to the Hanson PTO.

Chair took the agenda Out of Order

Auditor's Annual Report – FY2016-2017

Dan Sullivan, CPA, Principal of CliftonLarsonAllen, LLP, auditors for the Whitman-Hanson Regional School District presented the FY2017 Governance Letter, Basic Financial Statements, and GAO and OMB Reports in the annual auditor's report for the year ended June 30, 2017.

Mr. Sullivan reported that management and staff were responsive; there were no disagreements; and the end result was a smooth audit process. CliftonLarsonAllen is responsible to provide an opinion of the

financial statements. Mr. Sullivan reported that the Whitman-Hanson Regional School District audit is unmodified, which is the best opinion possible.

The opinion statement read “In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.”

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$23,588,236 (Net Position).
- The District’s total net position decreased by \$6,747,004.
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$1,023,488, or 1.9% of total general fund revenues and other financing sources.
- The District redeemed \$620,000 of long-term debt during the fiscal year.

Mr. Sullivan reviewed the footnotes of the financial statements, highlighting unfunded pension OPEB liabilities. The District is running operations balanced. Of the two major reports, there were no findings in Internal Control on Compliance and no findings in Audit of 50% of major grants. There were no auditing difficulties at all.

In summary, Chair Hayes confirmed CliftonLarsenAllen LLP is an outside auditing firm that audits the school district and findings indicated the audit was clean with no findings anywhere. The Committee discussed the unassigned fund balance or “E&D” Account, allowable amount and purpose of its use.

SUPERINTENDENT’S REPORT

Dr. Whitner reported that high school English teacher, Ellen Galambos, is the recipient of the VFW Citizenship Education Teacher Award for the local VFW Post 697 and for the VFW District in this area. Ms. Galambos will be recognized this evening at the local VFW meeting at 95 Essex Street in Whitman.

Dr. Whitner commended Christine Suckow and the Business Office staff on their work in Central Office and to have an annual audit performance with no findings. Dr. Whitner reported that last year’s audit had no findings as well.

North River Collaborative Report

Dr. Whitner reported that Mr. Steve Donovan was recently appointed to the position of Executive Director of the North River Collaborative. The 2017 North River Collaborative Annual Report was included in the School Committee packet for this evening. Dr. Whitner asked the Committee to direct any questions about the Annual Report to her or Mr. Donovan.

Retirement Letter - Superintendent

The Superintendent previously announced her retirement and submitted a formal letter to the School Committee with an anticipated date of September 15, 2018 as the retirement date. Dr. Whitner indicated the date is flexible if needed. Chair Hayes genuinely thanked Dr. Whitner for all of the work she has done for the students and staff over the years.

Mid-Year Goals Report

Dr. Whitner expressed the challenges in the first semester of the 2017-18 school year. With the unanticipated resignation of Assistant Superintendent, Patrick Dillon, the commitment of the regional agreement update, negotiations with collective bargaining units, and the closing of a school building, she is grateful for the support of Interim Central Office Administrator, Rosamond Dorrance.

Dr. Whitner presented her mid-year goals report. The report indicated updates to the four goals and associated pillars.

Leadership Goal – Student Learning

SMART Goal 1: To monitor and evaluate the accomplishments of Pillar #2: A Cohesive PreK-12 System of Teaching and Learning in the context of the Curriculum Directors' instructional leadership at the elementary, middle, and high schools. Specific Areas: Professional Development, Atlas Rubicon, OECD, Reading, Student Achievement.

Mid-Year Update

- Format: Elementary Teacher Leader meetings
- Middle Schools – Vertical/Horizontal Meetings
- High School – Curriculum/Assessment Planning
- Updating of Atlas Rubicon
- OCED Assessment Report
- Elementary Literacy Focus
- Two Year Implementation- Full Day K

Dr. Whitner will provide a full report of the PISA assessment which fifteen year old students took last year.

Leadership Goal – Professional Practice Goal

SMART Goal 2: To provide leadership in the transitions involved in the closing of the Maquan Elementary School. Pillar #2 A Cohesive PreK-12 System of Teaching and Learning and Pillar # 3 Safe and Secure Schools

Mid-Year Update

- Transition Plan/Meetings
Weekly Meetings, Visits to Pre-Schools, October 19 meeting at HMS, Updates via Newsletters
- Special School Committee Meeting
- Project Funding for Transition
- Special Town Meetings

More detailed information on the closing of the Maquan Elementary school will be discussed later in the meeting. The Hanson Board of Selectmen supported the closing of the school and approved the return of the building in May 2017. The District anticipates the current timeline of September 2018 will be maintained.

Leadership Goal – District Improvement Plan

SMART Goal 3: To improve our capacity to use academic and behavioral data to design and implement a sustainable system focused on social and emotional learning. Pillar # 1: Every Child, Every Day with Healthy Minds and Healthy Bodies

Mid-Year Update

- ExSEL Learning Network
- Dr. Deni Howley
- Wellness Committee
- WH WILL
- South Bay Pilot

Work in social and emotional learning is being addressed here. Students are coming to school with many more social and emotional challenges. Exsel learning network one of nine districts asked to participate by DESE.

Leadership Goal – District Improvement Plan

SMART Goal 4: To develop a long-term financial plan that extends funding for schools beyond level services.

Mid-Year Update

- Negotiations – in progress
- Regional Agreement Meetings
- One-to- One Devices Budget Plan
- Implementation of Safety & Security Plan –
Drills, Training for Active Shooter, Table-Top Exercises
- October Meeting with Town Officials

Work being done to continually develop a financial plan. The towns have become too dependent on state aid funding through Chapter 70. Budgets are tight and challenging in residential communities and need to look at local contributions. Superintendent Whitner was encouraged by the town support of an 8.5% assessment last year. Dr. Whitner emphasized that more work needs to be done to reach out and communicate with the community and garner support. Dr. Whitner discussed safety and security exercises with the point people in District.

One to One Device Proposal – Chad Peters, Director of Technology

Dr. Whitner indicated that at the last director’s meeting, options to furnish all students with the electronic tools they need were discussed. Currently, the district has 1,500 chrome books for student use. Chad Peters, Director of Technology was charged to look at programs for one to one (1:1) devices for students.

Mr. Peters presented a handout overview of three considerations as options for a 1:1 Chromebook Initiative.

- **Consideration #1: District owned 1:1 or BYOD**
 - District 1:1
 - Everyone has the same device.
 - Management of the device is controlled by district for security, usage and application deployment.
 - Teachers can develop curriculum around one specific device and apps.
 - BYOD - (Bring your own Device)
 - Less investment by district.
 - Student currently have lots of different devices (tablets – MacBooks).
 - “Haves and Have-nots”.
 - Need a supply for students that do not have a device.
 - Device management is difficult on personal property.
- **Consideration #2: Who is going to get a device?**
 - Grade levels for Chromebooks
 - Grade 2-12 (3200 students)
- **Consideration #3: Device per student or classroom sets?**
 - Current deployment is based on classroom sets.

- Number of Chromebooks needed for grades 2-12- classroom sets
 - 3500 Chromebooks (currently have 1500)
 - Additional 2000 needed
- Number Chromebooks needed for every student, grades 2-12
 - 3200 Chromebooks (currently have 1500)
 - Additional 1700 needed

Mr. Peters recommended Consideration # 3 based on classroom sets a proposal for classroom based Chromebook sets for grades 2-12. The cost is estimated at \$475,000 for 2,000 Chromebooks, licenses and carts. Payment options presented were 3-year least Fair Market Value (FVM) \$160,000/year, or 4-year FMV \$125,000 – turn back device after use. Mr. Peters recommended a four year lease although other options are available depending on budget, or the District can buy the Chromebook outright and stage out and refresh year to year.

- **Proposal for classroom based Chromebook sets, grades 2-12**
 - \$475,000= 2000 Chromebooks, licenses and carts
 - Payment options
 - 3 year lease FMV \$160,000/year
 - 4 year lease FMV \$125,000/year

Mr. Peters discussed other considerations when supporting devices, such as maintaining the infrastructure, upkeep of networks and wiring, and taking advantage of e-rate funding. He will know more once a review of the current infrastructure is determined. More information may be available at the next meeting. Dr. Whitner reported at the next meeting, which is the Budget Hearing meeting on February 7, 2018, the District will have a good sense of what a level service is and what the current anticipated revenue is. The next challenge would be how to implement a 1:1 Initiative and how much can be done. If the District can expand the capacity of the wireless, e-rate funds can be used to expand wireless connectivity. This initiative, the need for social emotional learning, and setting other district priorities for the FY2019 budget were the major topics for discussion at the leadership meeting on January 9. The Committee discussed challenges and timelines of a possible implementation if the initiative were to be cost effective as well as prioritized.

Re-use of old turf field materials

Upon the recommendation of legal counsel, a waiver and release of claims will be required of the Whitman Youth Baseball Association and Daniel Driscoll, President of WYB, for the donation of the old high turf field. A copy of the waiver and release of claims was provided to the full Committee.

VOTE; Mr. Small motioned; Mr. Bois seconded; to donate the old turf field to the Whitman Youth Baseball Association contingent upon signing a waiver and release of claims to the Whitman-Hanson Regional School District. The motion passed unanimously.

Budget Report: FY2017-2018

Christine Suckow, Executive Director of Business Services, presented year-to-date January 2018 revenue and expenditure reports. Mrs. Suckow reviewed line items in anticipated revenue, noting two of the four structured payments of the operating assessment have been received. No transfers from circuit breaker or E&D account have been made to date. Mrs. Suckow reviewed the expenditures report noting that due to a shift in DESE account number reporting, some line items will be changed to be in alignment and transfers will be necessary. Those accounts will offset each other. The Out of District placement line showed its volatility indicating a deficit adjustment due to the moving of a student. Mr. Riley spoke to trying to keep

students in district to learn within their community but can change with the move of one student out of district.

Budget Projection: FY2018-2019 – Christine Suckow

Dr. Whitner discussed the work in progress with the leadership team to put forth a budget proposal for next year. She discussed the current challenges with budget for insurance costs, level revenue sources, regional transportation reimbursement, and Chapter 70 funding issues. The Committee will be presented a level service budget as well as considerations for social emotional learning needs, 1:1 devices and other considerations in the proposal. Christine Suckow reported the insurance rates will not be set until the spring 2018. Dr. Whitner reported the goal of the leadership team meeting was to set the priorities of the budget proposal. The budget increase is about 3-4% based on priorities and considerations. The Public Hearing on the FY2019 Budget is February 7, 2018

OLD BUSINESS

Maquan Closing

Chair Hayes reported that at the Hanson Board of Selectmen meeting on January 9, 2018, the Board voted to hold a Special Town meeting on February 5, 2018 in order to present a warrant article to fund associated costs with the closing of the Maquan School as presented by the School Committee. In addition, the Town of Whitman anticipates holding a Special Town Meeting in March to present a warrant article to fund the associated costs to close the Maquan School as they pertain to the Town of Whitman. The Chair asked the Committee to vote on the warrant article for the Town of Hanson Special Town Meeting Warrant Article for February 5, 2018.

VOTE: Mr. Small motioned; Mr. Bois seconded, voted to submit a warrant article for the Town of Hanson Special Town Meeting Warrant Article for February 5, 2018, To see if the Town will vote to transfer from available funds \$ 555,095.13 for costs related to closing the Maquan Elementary School as follows: \$189,901.88 (\$472,627.50 x 40.18%) to fund the capital costs associated with moving the Pre-Kindergarten districtwide program from the Maquan School to the Whitman-Hanson Regional High School and \$ 365,193.25 to move the K-2 grades to the Indian Head Elementary School, moving grade 5 to Hanson Middle School and moving special education programs to the Duval Elementary School, or take any other action relative thereto. The motion passed unanimously.

Chair Hayes announced an information night will be held for parents and the community on the closing of the Maquan School at the high school on January 31, 2018. Additional information on the event is forthcoming.

Mr. O'Brien discussed possible construction issues and unanticipated costs which are not included in budget for timeline. Mrs. Suckow will bring unanticipated asbestos abatement costs for reimbursement separately after discussions with the Town Administrator and will report back to the Committee in February.

Superintendent Search Update

Chair Hayes reported a Superintendent Search Sub-committee has been empaneled and will hold their first meeting on January 17, 2018 to review nineteen applications received. The Subcommittee will recommend finalists to the full School Committee to be interviewed. Chair Hayes anticipates a fairly aggressive schedule to conduct the search. Dr. Whitner added packets for the Screening Sub-committee executive session are being assembled.

Dr. Whitner reported an additional application was received past the posting closing deadline of January 5, 2018. The newest application was posted after January 5, and received by mail on January 8, 2018. The Committee voted to determine if the late application would be considered.

VOTE: Mr. Small motioned; Mr. Bois seconded, voted to accept the late application for superintendent of schools received post the closing date of January 5, 2018. The motion did not pass at 0-8-1. Mr. Trotta abstained.

The late application will not be considered.

The process of the Search Screening Sub-committee in executive session was discussed. Dr. Whitner reported on the parent members of the Screening Sub-committee. Mr. Dan Farrell of Whitman has been appointed; however the parent from the Town of Hanson will be named on January 11, 2018.

NEW BUSINESS

Policy Recommendations

The Policy Sub-committee provided a statement of recommendations dated January 10, 2018 for SC approval w/ back up meeting minutes of September 6, 2017 (contents for policy removals voted at September 13, 2017 regular School Committee meeting) minutes of October 4, 2017, and November 15, 2017.

VOTE: Mr. Small motioned; Mr. Bois seconded; vote to accept the recommendations of the Policy Subcommittee as follows:

GENDER IDENTITY POLICY

It was the consensus of the Subcommittee to submit the revised Gender Identity Policy to counsel for final review and upon approval, recommend to the School Committee to vote to approve the new policy.

VOTE: Mr. Small motioned; Mr. Trotta; seconded; voted to recommend the approval of the Gender Identity Policy to the School Committee for approval, as discussed. The motion passed unanimously.

Note: A policy classification number under the NEPN Policy Classification Index will be assigned once approved.

Policy ADC – Replace with MASC’s add tobacco/nicotine

Policy BBA – Add MASC Personnel Matters and update sources as well as legal references.

Policy BEDA- Add “However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.”

Policy BEDB – Agenda format – 4th sentence – “during the course of the meeting”

**Policy BEDH- a) Change “at the start” to “during the course of the meeting”
b) Change participation in title to comment**

Policy BHE – Electronic messaging services and social media – remove examples

Policy BIA – Update sources and cross references

Policy BIBA – Update: 1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system.

Policy CBI – Change to MASC: “Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Policy CE – Correct spacing issues throughout the policy.

Policy CHA – Change regulations to “procedures throughout”

Policy CHC – Change regulations to “procedures throughout”

DB – Change first paragraph to remove financial policy subcommittee

Policy DBJ – Add third paragraph: “All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.”

Policy DJE – Update to MASC’s: File: DJE - PROCUREMENT REQUIREMENTS

Policy DK – Update second paragraph and legal references “As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee or by a subcommittee of no less than 3 members. Actual invoices, statements, and vouchers will be available for inspection by the School Committee. LEGAL REFS.: M.G.L. 41:41; 41:52 41:56; 71:16A”

Policy DKC - Update to MASC’s with noted language:

Adopt MASC Policy - EBB – FIRST AID

Adopt MASC Policy FA - FACILITIES DEVELOPMENT GOALS

Adopt MASC Policy GBA - EQUAL EMPLOYMENT OPPORTUNITY

Adopt MASC Policy GBEA - STAFF ETHICS / CONFLICT OF INTEREST

Adopt MASC Policy GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Adopt MASC Policy GBGB - STAFF PERSONAL SECURITY AND SAFETY

Adopt MASC Policy GBGE DOMESTIC VIOLENCE LEAVE POLICY

Adopt MASC Policy GBGF FAMILY AND MEDICAL LEAVE

Adopt MASC Policy GCF - PROFESSIONAL STAFF HIRING

Adopt MASC Policy GDQD SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Adopt as a new Policy for the Whitman-Hanson Regional School District MASC Policy IB – ACADEMIC FREEDOM

Adopt as a new Policy for the Whitman-Hanson Regional School District MASC Policy ID - SCHOOL DAY

Adopt/Updated MASC Policy IE – ORGANIZATION OF INSTRUCTION -and update to reflect local configuration as needed.

Adopt MASC Policy IHB SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

Adopt MASC Policy IHBEA ENGLISH LANGUAGE LEARNERS –to reflect legislative changes

Adopt MASC Policy IHBH ALTERNATIVE SCHOOL PROGRAMS – with the updated language

Policy IJ Instructional Materials – Add legal reference “LEGAL REFS.: M.G.L. 30B:7;”

Policy IJLA Library Resources – No action taken. It was the consensus of the Sub-committee not to add this policy.

Policy IJNDD Social Media – The Sub-committee discussed contacting legal counsel to draft a social media policy for review at the next meeting.

Policy IJOA Field Trips – update policy to remove “All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.”

Policy IJOB – Community Resources - Remove “human” and use the word “community”.

Policy GCGA – Substitute Teacher and Nurse

It was the consensus of the Sub-committee to eliminate the current policy “GCGA” due to the inconsistency with current procedures & programs, and short and long term substitute salaries.

The motion carried unanimously.

Dr. Whitner added that the Policy Sub-committee has met frequently to work on policy updates. Another meeting will be scheduled soon to review the remaining recommended updates of MASC.

Field Trips

High School Student Council overnight field trip request for MASC State Student Council Conference in Hyannis March 7-9, 2018

VOTE: Mr. Small motioned; Mr. Bois seconded; to waive the nurse requirement and approve the overnight high school Student Council field trip request to attend the MASC State Student Council Conference at the Hyannis Conference Center in Hyannis, MA from March 7-9, 2018. The motion passed unanimously.

Subcommittee Reports

Warrant Sub-Committee

VOTE: Mr. Cullity motioned; Mr. Small seconded; voted to approve the Warrant Subcommittee meeting minutes of January 4, 2018, as presented. The motion carried unanimously.

Warrants presented and signed at the meeting as follows:

Accounts Payable:

| | |
|------------|----------------|
| WARRANT ID | WARRANT AMOUNT |
| 011018FS | \$13,813.83 |
| WARRANT ID | WARRANT AMOUNT |
| 011018AP | \$74,779.17 |

Negotiations Sub-Committee

The Superintendent reported the next Negotiations Subcommittee meeting is scheduled for January 11, 2018 at 5:00 p.m.

Regional Agreement Amendment Committee

The next Regional Agreement Amendment Committee meeting is scheduled for January 29, 2018 at 6:00 p.m.

Policy Sub-Committee

Items were reported out earlier in the meeting.

Facilities and Capital Improvements Sub-committee Report

Mr. Small reported the Facilities Subcommittee has not met this month. At the next meeting in February, air and water reports will be available as well as information on rooftop units. An updated Facilities Report for January 2018 was distributed.

Legislative Update

There was nothing new to report.

Pilgrim Area Collaborative Representative Report

Mr. Bois reported the Pilgrim Area Collaborative Board did not meet this month. Mr. Bois reported Kendrick Campbell stepped down as chair to pursue the executive director position.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to adjourn the meeting at 8:54 p.m. The motion carried unanimously.

Minutes respectfully submitted by Michelle Lindberg

Meeting Materials and Handouts:

- Meeting Agenda for January 10, 2018
- Meeting minutes of December 13 and December 19, 2017

- Retirement notice from Dr. Ruth Gilbert-Whitner
- Superintendent's Mid-year goals update
- Letter from CliftonLarsonAllen LLP and Financial and FY2017 Financial Statements
- YTD January 10, 2018 Encumbrances and Revenue reports
- Town of Hanson - Special Town Meeting (February 5, 2018) Maquan School closing Warrant Article
- Waiver and Release of Claims – Whitman Youth Baseball for section of old HS turf field
- Field Trip Request – High School Student Council March 7-9, 2018 for Student Council MASC Conference in Hyannis, MA
- Warrant Subcommittee Meeting minutes of January 4, 2018
- 1:1 Chromebook Initiative proposal – Chad Peters
- North River Collaborative cover letter (annual report paper copy only)
- Facilities Report dated January 10, 2018 from Ernie Sandland
- Policy Sub-committee statement of recommendations dated January 10, 2018 for SC approval with back up meeting minutes of September 6, 2017 (contents for policy removals voted at September 13, 2017 regular School Committee meeting) minutes of October 4, 2017, and November 15, 2017