

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING
Minutes of August 29, 2018
Held at the Whitman-Hanson Regional High School
600 Franklin Street, Whitman MA

Meeting convened: 7:00 p.m.

Meeting adjourned: 8:25 p.m.

Members present: Robert Hayes, Robert Trotta, Frederick Small, Robert O'Brien, Jr., Michael Jones, Daniel Cullity, Christopher Howard, Christopher Scriven, Steve Bois, and Alexandria Taylor (arrived 7:05 p.m.)

Members absent: None

Administrators present: Jeffrey Szymaniak, Superintendent of Schools
George M. Ferro, Jr., Assistant Superintendent of Schools

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

Approval of Minutes

Meeting Minutes of June 20, 2018

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the meeting minutes of June 20, 2018, as presented. The motion passed unanimously 9-0-0.

Meeting Minutes of August 15, 2018

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the meeting minutes of August 15, 2018, as presented. The motion passed unanimously 9-0-0.

Superintendent's Report

Opening of School for 2018-19 school year

Mr. Szymaniak reported on the opening of school. Opening Day for teachers and instructional aides on August 27 began with comments from the School Committee Chair, Bob Hayes, Whitman-Hanson Education Association (WHEA) union president, Kevin Kavka, and a presentation from the new Superintendent and new Assistant Superintendent, George Ferro, on expectations, goals and leadership roles.

In addition, the Dr. John F. McEwan "Do What's Best for Kids" award was presented to Grade 1 teacher at Duval School, Stephanie Powers, presented by Mrs. Margaret McEwan. Keynote speaker and author, Norm Bossio, spoke to the group about never giving up on a child, in an emotional and entertaining exhibition. A staff Bar-B-Que and ice cream truck vendor was sponsored by S. J. Services and Collegiate Press providing lunch for nearly 500 staff members.

Chair Hayes reported the leadership team had met and renamed the Employee Code of Conduct (ECOC) (an employee standards tool for assisting all staff in understanding and meeting professional expectations) to the Employee Code of Excellence. The only updates to the existing signature page, titled Employee Expected Actions and Behaviors, were the new title and leadership name changes. The School Committee Chair and Vice Chair also sign the updated binding document.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve renaming the Employee Code of Conduct (ECOC) to the Employee Code of Excellence (ECOE) and updating the signature page entitled "Employee Expected Actions and Behaviors" accordingly. The motion passed unanimously.

Mr. Szymaniak reported all students returned to school on August 29. All elementary open houses were held on August 28. The Superintendent and Assistant Superintendent visited all schools to greet students. Police and fire also greeted students with 'high fives' around the district. Overall, the first day of school went well, albeit the 90 degree weather created some issues with air conditioning units. Additional water was provided in schools for students. There were minor bus traffic issues at Indian Head and traffic patterns will be reviewed by administration and police officials.

Summer Impression of District Operations

Mr. Szymaniak reported on projects around the district. The Indian Head bathrooms are complete and the playground is nearly ready. The padding and fencing will be installed after Labor Day. In addition, security reconfigurations at the elementary school entrances are complete, with only Duval School requiring a new busser and camera. Mr. Szymaniak thanked Ernie Sandland, Director of Facilities, and his team for meeting the project deadlines over the summer and having the buildings ready to go for the first day of school.

Maquan Closing and Program Transitions

The Superintendent reported, initially, the Maquan School was to be turned over to the Town of Hanson on September 1, 2018. However, after meeting with the Hanson Town Administrator and Facilities Director, it was determined that extending the turnover date to accommodate preparations for the final clean up and yard sales during the month of September would be in the best interest of all parties. The Superintendent requested the Committee officially approve extending the turnover date to September 30, 2018.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to extend the Maquan Elementary School turnover date to the Town of Hanson from September 1, 2018 to September 30, 2018 to allow for final clean out and yard sales at the school. The motion passed unanimously.

The Committee briefly discussed obligations for insurance notice, maintaining utilities, and notification to the Hanson DPW of field maintenance. Mr. Szymaniak will follow up with a letter to the Town of Hanson. Mr. Ferro added the anticipated yard sale dates are September 19 for the town offices yard sale and September 22 for the general public yard sale.

Driver Education Survey

Assistant Superintendent, George Ferro, announced Mr. Cliff Zdenek is the new Driver Education Coordinator. Mr. Ferro reported Mr. Zdenek proposed administering a student survey to determine preferred class scheduling for high school students eligible for driving certificates.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to approve administering a student survey to determine preferred class scheduling for high school students eligible for driving certificates. The motion passed unanimously.

Invitation to MMHG Breakfast Meeting 9/28/2018

Mr. Ferro announced School Committee members are invited to attend the Mayflower Municipal Health Group (MMHG) breakfast will be held on September 28, 2018 at 8:30 a.m. at the Monponsett inn in Halifax. There will be a discussion on important health insurance topics including but not limited to; Blue Vision 20/20, Health savings Account/High Deductible Plan Overview, prescription drug carve out and other strategic plan discussion for FY2020 and beyond.

Warrant Signatures – An Act Relative to Regional Schools

The Superintendent shared new legislation with Committee regarding the requirement of three signatures for warrants versus a new one signature requirement, which regional schools may adopt. The Committee may designate one School Committee member to sign all warrants going forward. House No. 271 Bill, An Act Relative to Regional Schools, petitions for regional school committees may designate one of its school committee members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks, provided, however that at its next meeting, a record of such actions.

The Committee briefly deliberated the benefits of continuing with three signatures. Several Committee members expressed their responsibility to the operating budget. Christine Suckow, Executive Director of Business Services, explained the Modernization Act passed last year neglected to include regional school districts for attaining one signature for signing warrants. In addition, it has been very challenging attaining three signatures in a timely fashion for the release of vendor payments.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to designate one of its school committee members for the purpose of signing payroll warrants and accounts payable warrants. The motion failed 3-7-0.

The requirement for three signatures on all warrants remains. School Committee members will make every effort to be available to sign warrants in a timely fashion going forward.

Budget FY2018 – Close-out/Line Item Transfers

Christine Suckow presented the FY2018 Close out/Transfer #2 for approval.

VOTE: Mrs. Taylor motioned; Mr. Small seconded; voted to approve Budget FY2018 Close-out/Line Item Transfers #2, as presented. The motion passed unanimously.

The Committee discussed Governor Baker’s final budget and unanticipated supplemental funding that may increase Whitman-Hanson transportation reimbursement/Circuit Breaker for FY2018 by \$100,000. Mr. Szymaniak added dissemination of any supplemental funding will be brought back to the Committee in October.

Old Business

FY2019 Budget Certification

Christine Suckow provided updated financials to certify the FY2019 School District Operating Budget at \$50,523,181.

GOVERNOR’S FINAL BUDGET			
REVENUES	Preliminary	Final	Net Change
Chapter 70	24,627,610.00	24,665,460.00	37,850.00
Charter Reimbursement	117,934.00	92,070.00	(25,864.00)
Transportation Reimbursement	718,838.00	823,284.00	104,446.00
			116,432.00

EXPENSES			
Sped Assessment -State	-	39,589.00	39,589.00
School Choice	40,815.00	75,608.00	34,793.00
Charter	736,462.00	713,597.00	(22,865.00)
Net Increase			64,915.00
			116,432.00

	Preliminary	50,406,749.00
	Final	50,523,181.00

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to certify the FY2019 budget in accordance with the PK-12 Whitman-Hanson Regional School District Agreement, Section IV, Paragraph D and E and M.G.L. c70 §2 at \$ 50,523,181, as presented. The motion passed unanimously.

Amended Regional Agreement Update

The Superintendent reported the Town of Hanson notified his office in writing that the Hanson Board of Selectmen voted to approve the Amended Regional Agreement (dated June 6, 2018) on July 10, 2018 and place it as a warrant article, for a vote of the community, at the 2018 October Special Town Meeting. Chair Hayes reported that the Town of Whitman has not voted the Amended Regional Agreement to date and do not have a special town meeting planned for October. This may delay the approval of an amended agreement until May of 2019. Chair Hayes shared some of the postponement on approving the Amended Regional Agreement (RA) is language pertaining to Board of Selectmen not having the ability to amend the RA without a petition of 10% of registered voters. Chair Hayes agreed to request the warrant article is passed over at the Hanson Special Town Meeting should the Town of Whitman delay voting until May 2019.

Green Community Fuel Efficient Vehicle Policy – Town of Hanson

The Committee was provided with information on the Fuel Efficient Vehicle Policy recently passed by the Town of Hanson for Green Communities.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to adopt the Fuel Efficient Vehicle Policy for the Town of Hanson, as presented. The motion passed 9-0-1. Mr. O'Brien abstained.

High School Scoreboard Update

Athletic Director, Bob Rodgers, presented information on the new scoreboard and donation of sponsorships. In addition, Mr. Rodgers updated the Committee on the Premium Parking initiative for athletic events. Mr. Rodgers reported the new scoreboard will be installed on Tuesday, September 4. Previously, the Committee voted to allow for a lease of the scoreboard. Mr. Rodgers reported given the sponsor backing and anticipated fundraising events, the scoreboard may be purchased outright instead. A list of anchor sponsors was provided illustrating \$45,000 in donations for the new board which include the JJ Frisolo Foundation, Richard Rosen, and Mutual Bank. Two advertising panels are still available at \$10,000 each, but may be subdivided. Mr. Rodgers proposed the below advertising rates for the current school year with subsequent reviews and will report out at year end. In addition, other related school messages may also be posted on the board.

2018/2019 Advertising Rates Outdoor Scoreboard and Indoor Jumbo Screens

- 1) **Non Profit Shout-Out:** Want to wish someone happy birthday? Good luck in the game? Congrats on some other accomplishment or well wish? We will display your shout-out 4 times during the game (for approximately 10 seconds each time). We will even include a picture on your shout-out. You may design your own ad with multiple pictures and send it to us as a JPEG or fill out our online form and provide the information to us.

Cost: \$25 Shout-Out Ads are due 2 days before the game.

- 2) **30 second video commercial with audio:** We will air your commercial during a timeout in the game. We will only accept a limited number of commercials per game.

Cost Per Game: Regular season Football \$250, Thanksgiving Football \$400, All other sports \$100

Cost Entire Season: Regular season/Playoff football not including Thanksgiving \$1000, All other sports \$750 (Includes Playoffs)

- 3) **Digital Full Color Display:** Your full color advertisement with whatever copy you wish to share will be displayed 4 times per game for 10-15 seconds each time. Businesses may choose to purchase multiple bundles of 4 displays. If a business purchases four bundles, they get the 5th free.

Cost Per Game: Regular season Football \$50, Thanksgiving football \$100, All other sports \$25

Cost Entire Season: Regular season football not including Thanksgiving \$250, All other sports \$200

- If the team or school club/activity sells the advertising package, their student activities account will receive 50% of the proceeds. If the Athletic Department sells the ad, the entire amount will be collected to go toward the cost of the scoreboard. Once the board is paid off, the proceeds will be dedicated to purchase team uniforms.
- Both Whitman and Hanson Youth sports programs that utilize our field will be given the option to sell advertising packages numbers 1 and 3, the rates will be the same as we charge for football. We may sell advertising during their events if we so choose. If they sell it, they retain 50% of the proceeds.

VOTE: Mr. Trotta motioned; Mrs. Taylor seconded; voted to approve the 2018-19 outdoor scoreboard and indoor jumbo screens advertising rates, as presented. The motion passed unanimously.

It was the consensus of the Committee to review rates annually and allow the Athletic Director to negotiate sponsor paid advertising. Mr. Rodgers reported the flagpole on the football field will be relocated so there is not obstruction to the scoreboard from any angle.

Premium Parking proposal update

Mr. Rodgers announced that on Tuesday, September 4, 2018, parents and community members will be invited to purchase a reserved parking spot in the lower lot for all home football games including playoffs and Thanksgiving at a cost of \$100 per permit. The spots will be sold only online and will only be available for 48 hours or until 125 spots are sold, whichever comes first. All of the proceeds from the premium parking program will go to the football boosters.

New Business

Warrant Articles – October/Special Town Meetings

Chair Hayes presented a warrant article for the Town of Hanson for the 2018 October Special Town Meeting to eliminate the lift/elevator and installing a handicap ramp, there will be less maintenance and inspection costs.

VOTE: Mr. Cullity motioned; Mr. Small seconded; voted to see if the Town will vote to transfer a sum of money from the amount appropriated at the May 2016 Annual Town Meeting, Article 12, Item 3 Lift for High School Bleachers and/or raise and appropriate or transfer from Free Cash and/or available funds to construct a handicap ramp to the existing press box at the high school or take any other action in relation thereto. The motion passed unanimously.

State funding (Unrestricted General Govt. Aid) Amendment for Whitman-Hanson Schools for Technology

The Committee learned about recent anticipated increase in the Unrestricted General Government Aid, Chapter 70 amendment for Whitman-Hanson School (#7010-1192) filed to provide an additional \$35,000 for technology related expenses. Mr. Small added State Representative filed the amendment in the house budget and was passed through, but is also subject to 9c cuts.

VOTE: Mr. Trotta motioned; Mrs. Taylor seconded; voted to accept Unrestricted General Government Aid, Chapter 70 amendment for Whitman-Hanson School (#7010-1192) filed to provide an additional \$35,000 for technology related expenses. The motion passed unanimously.

Job Descriptions 1st Reading

Mr. Ferro provided a brief history of the positions and responsibilities in the Transportation Department. In an effort to become more efficient, the Director of Transportation was revised with the current position responsibilities and the Transportation Support Specialist job description was developed from previous job descriptions in Transportation.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to waive the first reading for the Director of Transportation and Transportation Support Specialist job descriptions, as presented. The motion passed unanimously.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to approve the Director of Transportation and Transportation Support Specialist job descriptions, as presented. The motion passed unanimously.

Handbooks – Faculty and Student

The 2018-19 SY Faculty Handbook and 2018-19 SY student handbooks for all levels were presented for the Committee's approval. Dr. Jones presented the high school student handbook changes indicating the consequence for vaping in school is an important issue, now with a heavier consequence. Changes to elementary and middle school handbooks were included in memo form.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the 2018-19 SY Faculty Handbook, 2018-19 SY Elementary Student Handbook, 2018-19 SY Middle School Student Handbook, and 2018-19 SY High School Student Handbook, as presented. The motion passed unanimously.

Acceptance of Gifts

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to accept the donation of 100 kindergarten chairs and nine tables from the Salem Public School District (surplus), as presented. The motion passed unanimously.

Subcommittee Reports

Warrant Sub-Committee

Warrant Sub-committee minutes from the summer months were submitted for approval.

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the Warrant Subcommittee minutes of June 27, 2018; July 19, 2018; and, August 2, 2018. The motion passed unanimously.

The following warrants were signed at the August 29, 2018 School Committee meeting

Accounts payable:

082218AP	\$286,366.60
082718AP	\$665.00
082918AP	\$886,016.98

Payroll:

P83018	\$1,208,398.30
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Policy Sub-Committee

Mr. Ferro reported all policy updates voted approved by School Committee during the last school year have been successfully updated to the Online Policy Manual.

Facilities and Capital Improvements Sub-committee Report

The Facilities and Capital Improvements Subcommittee will schedule meetings as needed.

Legislative Update

Mike Jones reported on recent legislative FY2019 funding increases were higher than anticipated and highlighted the student per pupil cost minimum increase to \$30, Chapter 70 overall increase of 3.4% and unrestricted aide increase was 3.5%. Mr. Small added the increases are not proportionally distributed

throughout Massachusetts school districts and that the Whitman-Hanson Regional School District may realize approximately \$100,000 in supplemental funding.

Pilgrim Area Collaborative Representative Report

Mr. Bois reported the current Pilgrim Area Collaborative operating budget is \$8.5 million. The next meeting will be held at the Hatch Building in Pembroke.

Negotiations Sub-Committee

Chair Hayes reported Memorandums of Understanding for Units C and D have been developed and near ratification. Unit B negotiations are being scheduled.

Meeting Adjournment

VOTE: Mr. Cullity motioned; Mr. Small seconded; voted to adjourn the meeting at 8:25 p.m. The motion carried unanimously.

Minutes respectfully submitted by Michelle Lindberg

Signature of School Committee Secretary

Meeting Materials and Handouts:

Meeting Agenda August 29, 2018

Meeting Minutes June 20, 2018 and August 15, 2018

An Act relative to Regional Schools Section 16A of Chapter 71 MGL

Letter from State to Town of Hanson Board of Selectmen regarding funding amendments

Amended Regional Agreement dated June 6, 2018

Copy of Town of Hanson vote to approve Fuel Efficient Policy

Letter to Town of Hanson regarding FY2019 state budget update W-H School Technology Grant \$35,000

Job Descriptions: a) Director of Transportation; b) Transportation Support Specialist

Memos related to Student Handbook Changes for 2018-19 school year – All Handbooks e-copy only

E-copy of Student Handbooks (elementary, middle and high school)

E-copy of Faculty Handbook

Donation letter from Salem Public Schools

Warrant Sub-committee minutes of June 27, 2018; July 19, 2018; and, August 2, 2018

Notification email from MASC all recent WHRSD policy changes complete

Thank you letter to Sue Moss for camera donation

Selected MGL for School Committee (Provided at SC meeting)

Athletic Department Proposals/Anchor Sponsors/Advertising Rates/Premium Parking Memo