

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING

Minutes of January 16, 2019

Held at the Whitman-Hanson Regional High School
600 Franklin Street, Whitman MA

Meeting convened: 7:00 p.m.

Meeting adjourned: 9:17 p.m.

Members present: Robert Hayes, Robert Trotta, Frederick Small, Jr., Michael Jones, Daniel Cullity, Christopher Howard, Steve Bois, Christopher Scriven and Alexandria Taylor

Members absent: Robert O'Brien, Jr.

Administrators present: Jeffrey Szymaniak, Superintendent of Schools
George M. Ferro, Jr., Assistant Superintendent of Schools
Christine Suckow, Director of Business Services

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

Chair Hayes announced upcoming dates to remember.

- January 21, 2019 – No School - Martin Luther King Day Observed
- January 25, 2019 – Early Release – PK-12 – Grading Day
- February 6, 2019 – Annual Budget Presentation – 7:00 PM – HS Library
- Polar Plunge is January 27, 2018 at 10:00 AM at Camp Kiwanee in Hanson
- Pizza Bowl is January 27, 2018 at 12:00 PM at the High School

Approval of Meeting Minutes

Meeting Minutes of December 12, 2018

VOTE: Mr. Cullity motioned; Mr. Bois seconded; voted to approve the School Committee meeting minutes of December 12, 2018, as presented. The motion passed unanimously.

Meeting Minutes of December 19, 2018

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the School Committee meeting minutes/summary of December 19, 2018 joint meeting with Town of Whitman Finance Committee, as presented. The motion passed unanimously.

Student Advisory Report

Marah Burt, School Council Student Representative, was not present to report.

Superintendent's Report

Auditor's Annual Report – FY2017-18

Dan Sullivan, CPA, Principal of CliftonLarsonAllen, LLP, auditors for the Whitman-Hanson Regional School District presented the FY2018 Governance Letter, Basic Financial Statements, and GAO and OMB Reports in the annual auditor's report for the year ended June 30, 2018. Mr. Sullivan explained how and why the District must have a single audit performed by an independent certified accountant (CPA) annually of financial statements, accounting principles and standards because it receives \$2,087,684 in federal grants and because bond ratings are issued based on those governance and to receive a bond rating.

CliftonLarsonAllen is responsible to provide an opinion of the financial statements and reported there were no instances of noncompliance or other matters that are required to be reported under Government Auditing

Standards. Mr. Sullivan reported that management and staff were responsive, there were no significant disagreements and the end result was a smooth audit process. 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, 2018, 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 liabilities and deferred outflows of resources of the District exceeded its assets and deferred inflows of resources at the close of the most recent fiscal year by \$40,239,189 (Net Position).
- Retroactive implementation of GASB 75 resulted in the restatement of the District’s beginning net position by \$59,101,255.
- The District’s total net position decreased by \$4,726,170.
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$994,676, or 1.7% of total general fund revenues and other financing sources.
- The District redeemed \$615,000 of long-term debt during the fiscal year.

Ratification Vote Collective Bargaining Unit B – Administrators and Dept. Directors

Ratification of Collective Bargaining Agreement Units B

Chair Hayes announced Town Administrator Michael McCue, the appointed Municipal Representative, was present to vote on the School District’s collective bargaining agreements. Mr. Trotta, a member of the Negotiations Subcommittee, recommended ratifying the Memorandum of Agreement (MOA) as presented. Mr. Szymaniak highlighted the restructuring of the curriculum director’s roles as part of the MOA.

Unit B Collective Bargaining Unit (CBA) for Administrators

VOTE: Mr. Trotta motioned; Mr. Small seconded; voted to ratify the July 1, 2018-June 30, 2021 Collective Bargaining Agreement for Unit B – Administrators, as presented. The motion passed 9-0-1. Mr. Howard abstained. Vote includes yay vote of Michael McCue, Town Administrator and Municipal Representative.

Treasurer’s Report

Treasurer’s Report/OPEB

The School Committee Treasurer, David Leary, provided a brief financial state of the district report for the last school year. The Whitman-Hanson Regional School District maintains a strong debt position and Double A (AA) Bond Rating. After the payment on January 1, the balance of the high school debt remains at \$4,785,000 in principle. There is also a \$245,000 short term note on Technology. Other than those items, the District is debt-free. There is a solid cash flow month to month to meet obligations. The investment income estimate for FY2018 was \$30,000; the actual investment income was \$85,589. In FY2019, the District estimated \$50,000 in investment income and has surpassed that figure, with six months remaining already earning \$51,589. Last year, the District moved funds out of very low interest earning in checking accounts (for scholarships and such) into secure, but more aggressive investment opportunities. FY2018 total investment income was \$2,426. In the first six months of FY2109, investment income is \$3,427 up 41% as of December 31, 2018.

Kathryn Cannie, a senior consultant at PARS (Public Agency Retirement Services), presented a client review of the Whitman-Hanson Regional School District Plymouth County OPEB (Other Post-Employment Benefits) trust portfolio. The Whitman-Hanson Regional School District adopted the program in September 2016 with an investment of \$100,000. The total investment to date is \$175,000. As of November 30, 2018, the total investment earnings is \$22,477.59 for an account balance of \$196,827.04. The three year rate of return is 8.43%.

Food Pantry Presentation

National Honor Society Advisor, Ellen Galambos, was pleased to present both Whitman and Hanson Food Pantries with checks in the amount of \$2,500 each from proceeds of the Miles for Meals 5k walk/run held in the fall. The President of National Honor Society, Katelyn Molito, presented checks to Bruce Perry from the Whitman Food Pantry and Christine Cameron from the Hanson Food Pantry. Mr. Perry and Ms. Cameron commented on the hard work and dedication shown by the Whitman-Hanson students in their support for the community through fundraising.

FY2020 Budget Discussion

Mr. Szymaniak announced that any families affected by the government shutdown contact their principal so that parents on furlough may be assisted so students do not miss out on school events.

Mr. Szymaniak reported on the current status of the FY2020 school budget. The Superintendent reported he had recent meetings with the Town of Whitman Finance Committee and Town Administrators and appreciates all of their feedback. Mr. Szymaniak reported he is concerned about the revenue base. He presented a chart of costs representing both unfunded and underfunded state mandates. Complying with these mandates is the responsibility of the District. Of the \$8,131,147 cost of items mandated, only \$2,110,957 is reimbursed by the state. The mandates include but are not limited to special education, transportation, homelessness under McKinney-Vento, services to English Language Learner students, etc.

The total cost of unfunded and underfunded mandates is \$5,067,542.

An increase of 5% in health insurance costs has been projected in the budget. Of late, discussions about adopting tuition-free full day kindergarten in this budget have been circulating within the community. Although full day kindergarten is not in the current FY2020 budget proposal, the Superintendent would like to include it in the future. Mr. Szymaniak discussed the budget concerns in the Town of Whitman and the impact a level-funded assessment would have on the delivery of services to students. A level-funded budget deficit of \$2.9 million or a level-service budget deficit of \$3.7 million would devastate the School District. Budget cuts will not be discussed prior to presenting the budget proposal to the School Committee. The Committee engaged briefly in further budget discussion.

Budget FY2019 Update – Christine Suckow

YTD Budget Reports

The Executive Director of Business Services, Christine Suckow, presented the year-to-date encumbrances and revenue. Of note, the encumbrances report itemizations listed on page 9 for Special Education, Transportation, Out-of-District costs and McKinney-Vento are over budget and of concern.

Line Item Transfer #1 January 16, 2019

Mrs. Suckow presented a request for the first line item transfer of the current school year. The transfers are a result of factors including personnel movement and ratification of collective bargaining from the salary reserve line. There is no change to the bottom line of the budget.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve Line Item Transfer #1 January 16, 2019, as presented. The motion passed unanimously.

North River Collaborative

The Superintendent presented the North River Collaborative Annual Report of 2018. The report includes information about North River's progress toward goals set in their strategic plan, programs and services offered, the cost effectiveness of our programs and services, and the Collaborative's purpose and objectives. Financial information includes the Collaborative's revenue and expenses, grants, and contracts. In addition,

findings from the Independent Auditor’s Report were included. Reportedly, "based on the results of the fiscal year 2018 audit, no management letter has been issued nor are there current year comments or findings".

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the North River Collaborative 2018 Annual Report as presented. The motion passed unanimously.

NRC Amend Agreement to add Holbrook Public Schools

Chair Hayes reported the North River Collaborative requested to amend the current Agreement and add Holbrook Public Schools to the North River Collaborative Membership. A letter of intent was provided to the Committee.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the North River Collaborative amended Agreement adding Holbrook Public Schools as a member. The motion passed unanimously.

School Committee News and Updates

Chair Hayes announced a Charting the Course Workshop presented by the Massachusetts Association of School Committees (MASC) that provides training for school committee members will be available at the Reginal High School on Saturday, February 2, 2019. Both new and veteran members are encouraged to register. Mr. Trotta, Mr. Scriven and Mr. Small will be registered.

Building Improvements

Mr. Szymaniak reported on facilities projects across the District. The Whitman Middle School boiler stack needs to be repaired. The chair lift at the Duval Elementary School is in need of replacement or repair. The Town of Hanson has earmarked funds to install a ‘school zone’ flashing yellow light at the Indian Head School on Route 58 in Hanson. Ceiling tiles are being repaired at the Indian Head School. Mr. Szymaniak reported that capital items will be reported as they arise. Mr. Small requested the Facilities Subcommittee meet more frequently.

Mr. Szymaniak discussed the new budget group committee initiated by the Town of Whitman. It was reported that this group is meeting to discuss how Whitman develops its’ budget and consideration of a long-term plan. Mr. Szymaniak reported he was invited to attend a meeting in December, but was unaware of a meeting held this evening, prior to the School Committee meeting, posted at the high school, until this morning. This is of concern not only to the Superintendent but to the entire Committee, and the purpose and scope of the Whitman Budget Group as it pertains to the school district and the Districts role and governance of representation. The Superintendent will work with the Town of Whitman to notify the Superintendent and School Committee of any future Budget Group meetings. Chair Hayes will place the discussion of a representative to Town of Whitman on the next School Committee agenda.

Old Business

Vendor Contract Extensions

Christine Suckow recommended contract renewals for bus transportation with First Student and custodial services with S.J. Services. Efforts to request the vendor consider a reduced extension rate, as requested by the Committee, were unsuccessful.

S.J. Services – Custodial Contract: July 1, 2019 – June 30, 2021

| | | | | CONTRACT |
|-------------|-------------------|---------------|--|-----------------|
| YEAR | % INCREASE | AMOUNT | | TOTAL |
| 2020 | 3.0% | \$ 29,000.00 | | \$ 1,188,884.00 |
| 2021 | 2.0% | \$ 29,000.00 | | \$ 1,217,884.00 |

VOTE: Mr. Cullity motioned; Mr. Jones seconded; voted to extend the contract with S. J. Services through June 30, 2021, as presented. The motion passed unanimously.

First Student Contract

First Student Transportation: July 1, 2019 – June 30, 2021

| YEAR | % INCREASE | AMOUNT | CONTRACT TOTAL |
|------|------------|--------------|-----------------|
| 2020 | 3.5% | \$ 60,128.00 | \$ 1,668,881.00 |
| 2021 | 2.5% | \$ 41,630.00 | \$ 1,708,490.00 |

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to extend the contract with First Student Transportation through June 30, 2021, as presented. The motion passed unanimously.

Equipment Purchase Proposal - Front End Loader

Chair Hayes reported on the current leasing of a front-end loader and consideration to purchase as brought before the Committee at the November 14, 2018 School Committee meeting. The Committee reviewed the proposal handout and discussed warranty, maintenance needs and service inspections. The current annual cost to lease is \$22,500. The purchase amount (plus maintenance) through a five-year payment plan is \$21,735.

VOTE: Mr. Hayes motioned; Mr. Bois seconded; voted to purchase Milton CAT Compact Wheel Loader (front-end loader) as presented. The motion passed unanimously.

Safety & Security

Mr. Szymaniak reported he has been working with elementary principals and safety officers to produce an elementary student friendly presentation of A.L.I.C.E. training to be implemented by February of this year. The contents of the presentation illustrated the use of common terms and how to be prepared for situations. A copy of the final presentation was distributed to the Committee.

Academic School Calendar 2019-20 SY

Mr. Szymaniak reported he has developed a preliminary academic school year calendar for the upcoming 2019-20 school year. The first day for teachers to return will be August 26, 2019. Students first day will be August 28, 2019. The last day of school is scheduled as June 16, 2020. Scheduling considerations include a two-week holiday recess in December 2019/January 2020, due to the days which holidays fall. In addition, shutting down of buildings on weekends is being considered in an effort to save on utilities costs. Also under consideration is a request from the Town of Hanson to designate March 3, 2020, Presidential Primary Election Day, as a no school day.

New Business

Capital Projects Warrant Articles

Christine Suckow presented a number of capital project warrant articles to be voted as placeholders on the Town of Whitman May 2019 Annual Town meeting. It was the consensus of the Committee to vote the entire list of capital project warrant articles, as placeholders, as a blanket vote.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to place the following Capital Project Warrant Articles as warrant article placeholders for the Town of Whitman May 2019 Annual Town Meeting:

Warrant Articles for the Town of Whitman Annual Town Meeting on May 6, 2019 proposed by the Whitman-Hanson Regional School Committee:

Article S1

To see if the Town will vote to raise an appropriate \$45,000 to install thumb piece latches to all

interior classroom and office doors at Whitman Middle School , Conley and Duval Elementary schools or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Article S2

To see if the Town will vote to raise an appropriate \$ 25,000 to replace exterior doors as follows: (2) at Whitman Middle School, (3) at Conley Elementary School and (2) at Duval Elementary School, or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Article S3

To see if the Town will vote to raise and appropriate \$14,000 to install a motorized physical education curtain for educational purposes to increased class size, or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

W-H Regional High School

Article S8

To see if the Town will vote to raise and appropriate \$ 41,874 to pay Whitman's share of the projected cost at the Regional High School to construct a handicap ramp to the existing press box at the high school (estimated to cost \$ 70,000) or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

Article S9

To see if the Town will vote to raise and appropriate \$ 20,937 to pay Whitman's share of the cost to add thumb piece latches to all interior classroom and office doors: the current locking system requires a key to lock the door from the inside. (Estimated costs \$35,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

Article S10

To see if the Town of Whitman will approve the amended Whitman-Hanson Regional School District Regional Agreement dated June 6, 2018, which is on file in the Town Clerks' Office or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Article S11

To see if the Town will vote to raise an appropriate \$ 14,955 to pay Whitman's share of the cost to Repair the existing fire lane going around the high school. The existing roadway/drainage is becoming more of a hazard due to increased groundwater shedding across the roadway. We are seeing increased ice conditions during winter weather (estimated costs \$25,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment: Whitman's enrollment is presently 59.82% of the student body for the region.

Article S12

To see if the Town will vote to raise and appropriate \$ 44,865 to pay Whitman's share of the cost to Purchase and install solar powered site lighting. Security lighting is needed for the recreation area and other parking lot areas where trenching and access is limited to underground utilities (Estimated costs \$75,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

Article S13

To see if the Town will vote to raise and appropriate \$125,622 to pay Whitman's share of the cost to Repair/replace sections of the main roadway into the WHRHS (estimated costs \$210,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region

Article S14

To see if the Town will vote to raise and appropriate \$ 59,820 to pay Whitman's share of the cost to replace roof top units ERU 1 continues not to be dependable (located above the performing arts center) (estimated costs \$100,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee *Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.*

Article S15

To see if the Town will vote to raise and appropriate \$ 44,865 to pay Whitman's share of the cost to replace (2) facilities vehicles. Existing vehicles 2007 and 2008 Chevy vans are beyond their life expectancy. (Estimated costs \$75,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

Article S16

To see if the Town will vote to raise and appropriate \$134,595 to pay Whitman's share of the cost to spray/resurface the outdoor track. The current 400 meter track was built in 2005 and is starting to show wear on the corners and spider cracking on the surface. Because this track has been well maintained, we were able to exceed its life expectancy of 8 to 10 years. It is important to point out that we are trying to prevent the need of full replacement (estimated costs \$225,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

Article S17

To see if the Town will vote to raise and appropriate \$ 17,946 to pay Whitman's share of the cost to resurface the gymnasium floor after 15 years of use. This will completely sand and refinish floor to prevent to need of a complete gym floor replacement. (Estimated costs \$30,000), or take any other action relative thereto.

Proposed by the Whitman-Hanson Regional School District School Committee

Note: all expenses for the Regional High School are assessed based on student enrollment; Whitman's enrollment is presently 59.82% of the student body for the region.

The motion passed unanimously.

MA Youth Health Survey – WMS

Mr. Ferro reported the Whitman Middle School was selected by the MA Department of Public Health to participate in the 2019 MA Youth Health Survey. In previous years, typically 50 students participate in the voluntary, anonymous survey. Families may opt out of the survey.

VOTE: Mr. Small motioned; Mr. Bois seconded; vote to approve the Whitman Middle School participate in the MA Department of Public Health Youth Health Survey in 2019, as presented. The motion passed unanimously.

Field Trips

Student Council Annual State Conference, Hyannis

VOTE: Mr. Small motioned; Mr. Bois seconded; vote to approve the overnight field trip request for Student Council to participate in the Student Council Annual State Conference in Hyannis from March 6, -March 8, 2019, as presented. The motion passed unanimously.

Subcommittee Reports

Warrant Subcommittee

Warrant Subcommittee minutes of December 20, 2018

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the Warrant Subcommittee minutes of December 20, 2018, as presented. The motion carried unanimously.

Warrant Subcommittee minutes of January 3, 2019

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the Warrant Subcommittee minutes of January 3, 2019, as presented. The motion carried unanimously.

Warrants signed at the meeting were as follows:

| <u>Warrant #</u> | <u>Amount</u> |
|------------------|----------------|
| 010819AP | \$3,465.00 |
| 011619AP | \$489,168.94 |
| 011619FS | \$37,287.29 |
| M12208 | \$1,886.48 |
| P10319 | \$1,196,951.54 |

Policy Subcommittee

There was nothing new to report.

Facilities Subcommittee

The next meeting was scheduled for February 27, 2019 at 6:00 p.m.

Legislative Update

Mr. Small reported he has had conversations with Senator Brady regarding per pupil expenditure and pushing legislation for an increase. Also, supplemental state funding for safety/security resources officers has not been realized to date. The Committee discussed endorsements of the School Committee to legislators be as a group rather than individually. It was proposed the Committee to draft a letter to state legislators to support the formula for per pupil expenditure as a minimal increase by percentage rather than a flat dollar amount, such as 3% as opposed to \$20 increase per pupil.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to draft a letter to state legislators to support the formula for per pupil expenditure as a minimal increase by percentage rather than a flat dollar amount, such as 3% as opposed to \$20 increase per pupil. The motion passed unanimously.

Pilgrim Area Collaborative

Mr. Bois reported the January meeting was cancelled and the Board will meet in February.

Negotiations Subcommittee

Chair Hayes reported negotiations with all WHEA collective bargaining units are complete.

Executive Session

Chair Hayes announced the Committee will go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. No votes will be taken except to adjourn.

VOTE: Mr. Small motioned; Mr. Bois seconded; roll call voted to go into Executive Session at 9:01 p.m.

Robert Hayes - Yes

Robert Trotta - Yes

Fred Small – Yes

Michael Jones - Yes

Daniel Cullity - Yes

Christopher Howard - Yes

Alexandria Taylor - Yes

Christopher Scriven - Yes

Steve Bois - Yes

The motion carried unanimously.

VOTE: Mr. Small motioned; Mr. Bois seconded; roll call voted to come out of Executive Session at 9:17 p.m.

Robert Hayes - Yes

Robert Trotta - Yes

Fred Small – Yes

Michael Jones - Yes

Daniel Cullity - Yes

Christopher Howard - Yes

Alexandria Taylor - Yes

Christopher Scriven - Yes

Steve Bois - Yes

The motion carried unanimously.

Meeting Adjournment

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to adjourn the School Committee meeting at 9:17 p.m. The motion passed unanimously.

Minutes respectfully submitted by Michelle Lindberg

Signature of School Committee Secretary

Meeting Handouts:

- Meeting Agenda for January 16, 2019
- Meeting Minutes of December 12 and December 19, 2018
- Auditor's Report 2018 – attached electronically (separate files)
- MMHG health overview for budget discussion
- NRC Annual Report
- NRC new member request (Holbrook Schools) and agreement
- MASC Charting the Course information (2/2/2019)
- Memo from Executive Director of Business Services regarding contract extensions for custodial and student transportation
- Quote for equipment purchase front end loader
- MA Youth Health Survey information WMS selected to participate

- Town of Hanson request for no school on March 3, 2020 (presidential primary)
- Field Trip Requests – High School Student Council Annual State Conference
- Warrant Subcommittee Minutes for approval: December 20, 2018 and January 3, 2019 (w/revised end time)
- Letter to Families RE: Grade 5 Report Card grading format
- Thank you letter to State Representative Cutler
- MASC special message to Membership regarding equity lawsuit
- Unit B MOA for Vote to Ratify
- YTD Budget Report
- Line Item Transfer #1 January 16, 2019
- Review of Underfunded and Unfunded Mandates
- Elementary School A.L.I.C.E. handout