

**Monomoy Regional School Committee  
Monomoy Regional High School Library  
Meeting Minutes Thursday, October 13, 2016  
6:30 pm**

Members Present: Brian Widegren, Chairman; Terry Russell; Nancy Scott; Steve Davol; Donna Richardson; Sharon Stout; Jackie Zibrat-Long; and Karen Ryder.

Administrators Present: Scott Carpenter, Superintendent; Carla Blanchard; Katie Isernio; Don Mercure; Melissa Maguire; Jim Birchfield; Robin Millen; Bill Burkhead; Mark Wilson; Sam Hein and Mary Oldach.

**A. Call to Order** – The meeting was called to order at 6:37 pm.

**B. Approval of Minutes** –

**Motion:** Steve Davol moved to approve the minutes of September 22, 2016, as amended; seconded by Nancy Scott

**VOTE: UNANIMOUS.**

**C. Public Comment** – John Malone, volunteer for the construction of the MRHS concession building, asked the committee if some of the costs for materials could be paid from building project funds. The building needs to be made weather-tight before winter sets in. Approximately \$22,000 in materials is needed. There is a sufficient volunteer labor force to do the work.

**D. Recognitions** – the Superintendent thanked John Malone for coordinating the volunteer labor force for the construction of the concession building. The Superintendent thanked Cape Cod Five for their participation in the “Savings for Life” program held for high school seniors. Over 60 community volunteers and Cape Cod Five employees participated in the event.

**E. Reports and Discussions**

**1. MCAS and PARCC** – Curriculum Director Carla Blanchard presented the 2015 Spring MCAS and PARCC data to the committee. The data has identified areas for student improvement in ELA and math. Appropriate professional development has been scheduled to attain improved student performance. Dr. Blanchard advised that approximately 41 parents attended the Math In Focus presentation held October 12. The representative from Houghton Mifflin showed parents a series of math steps that their children are experiencing in the classroom. It was exciting to see the parents’ enthusiasm for the new math program. Parents have been providing positive feedback to the district. Supports for struggling learners have been implemented (i.e. the academic support program at the high school). Teachers have been utilizing the new benchmark assessment tool to implement plans for students’ academic growth. The committee will be provided with an update in January.

**2. Bus Routes and Ridership** – The committee reviewed the bus information provided by the business manager. There have been complaints of buses taking over an hour to complete a route. The business manager will ask the bus company to compile data on the actual length of time for bus runs. The cost of adding additional buses for the district is approximately \$69,000 per bus.

**3. District Enrollment and Class Size** – The committee received the October 1, 2016 enrollment figures, class size averages, maximums and minimums for each grade level and core academic subjects. The October 1 numbers do not include resident students attending other public schools, private and parochial schools, or charter schools. Those numbers will be available after the

first of the year, when the annual School Attending Report is submitted to the DESE. The state's foundation enrollment is based on the total of resident students enrolled in Monomoy and elsewhere.

**4. Bond Anticipation Note Award** - At the September 22, 2016, school committee meeting Treasurer Don Mercure outlined the financing schedule for the \$2 million payment of BAN #6 which is due October 16, 2016. Mr. Mercure recommended the committee award BAN #7 in the amount of \$1.7 million to Cape Cod Five, currently the holder of BAN #6. As such, there will be no transfer fees for the transaction. In addition, no fees will be charged if the district pays off BAN #7 before October 16, 2017. The building committee is hopeful the final audit and reimbursement from MSBA for the high school project will be completed before BAN #7 is due. An early reimbursement from MSBA will reduce the amount of interest owed on BAN #7. Mr. Mercure outlined the bid process for the new BAN, and identified the district's new financial advisor, First Southwest. Ban #6 will be paid with \$1.5 million from BAN #7 and with \$500,000 from building project funds. The BAN #7 interest rate is 0.8997% with prorata interest of \$14,958.33. The committee accepted Mr. Mercure's recommendation pursuant to the following vote:

**Action Item #2, Taken out of order:**

***MOTION: Steve Davol moved that the Monomoy Regional School District Committee approve the District Treasurer's award of the \$1,500,000 General Obligation Bond Anticipation Note (renewal) dated October 21, 2016, and payable on October 20, 2017 to Cape Cod Five Cents Savings Bank in accordance with the terms set forth in the Notice of Sale dated October 6, 2016, and:***

***Further voted: that each member of the Committee, the District Secretary and the District Treasurer be, and hereby are, authorized to execute and deliver such documents necessary to carry into effect the provisions of the foregoing votes, and;***

***Further voted: that the Monomoy Regional School District Committee, approves First Southwest, a Division of Hilltop Securities Inc., Boston, Massachusetts, to serve as the financial advisor to the Monomoy Regional School District.***

***The motion was seconded by Karen Ryder.***

***VOTE: UNANIMOUS.***

**5. FY17 Quarterly Financial Report** – Business Manager Katie Iernio presented the FY17 quarterly financial report. All but \$2.2 million of the total budget is encumbered. The deficit in the District Leadership & Administration Salaries & Wages is due to a sick day buyout for a recent retiree. A future budget transfer will be requested to bring that line item into balance.

The business manager recommended the committee approve the payment of a prior year invoice with FY17 funds. She also recommended the committee approve two budget transfers, as follows:

- Transfer \$6,000 from the Virtual High School (VHS), tuition account to the instructional software account. The district will no longer use VHS in connection with its new summer school/credit recovery program.
- Transfer \$151,000 from the special education transportation account to the special education teachers/professional salaries account. The special education transportation account will be funded by the FY17 94-142 Special Education Federal grant monies. Salaries were previously

funded by the grant. This will allow the district to keep the full amount of the grant, rather than reducing the grant amount for deductions to Mass. Teachers Retirement.

**6. Norms and Protocols** – During the committee’s MASC workshop, facilitator Dorothy Presser recommended that the information presented in the workshop be developed into a “Norms and Protocols” document for the committee’s use. Nancy Scott, Sharon Stout and Karen Ryder recently drafted a Norms and Protocols document and presented it to the committee for their review.

7. Future Agenda Items – Future agenda item requests will be made the Chair. Donna Richardson volunteered to review the strategic plan to identify items for future agendas or schedule them for workshops.

#### **F. Subcommittee Reports –**

Chairman Widegren announced that Terry Russell has been named as the committee’s representative to the Cape Cod Collaborative.

1. Policy Subcommittee Bullying Policy Draft – Sharon Stout presented the draft of the proposed bullying policy which is based on the MASC template. Karen Ryder will provide the committee with a red-lined version, showing the changes recommended by the policy subcommittee.

#### **G. Superintendent’s Report**

1. HVAC – the Superintendent met with the HVAC representatives. A final solution has been determined and corrective parts will be installed within the next few weeks.

2. Athletic Director Update – The Superintendent updated the committee on the hiring of the athletic director, Karen Guillemette, who replaces Brendan Case. Ms. Guillemette has a Masters in Physical Education from Bridgewater State and has been teaching and coaching for the last ten years at Bishop Fenwick High School. She will join Monomoy at the end of November.

3. IRS Audit and DESE District Review – The district received notice that the IRS will conduct an audit beginning October 18, 2016. The auditing process will last for several months, focusing on calendar year 2014. The Superintendent and administrators have been working to compile documentation in preparation for the Massachusetts DESE Comprehensive District Review, which will begin the week of November 14, 2016.

The Superintendent recently attended a FEMA multi-hazard response training. Melissa Maguire, Sam Hein, and Kathy Andrews also participated in the training which was held at Dennis-Yarmouth High School. It was a good opportunity to compare the district’s crisis plan with the FEMA training.

The Superintendent gave an update on the concession building project and challenged the committee members to find community partners for funding the project. He also announced that the All Sports Booster program has elected their officers and will be moving forward with fundraising for the concession building.

The towns of Chatham and Harwich have provided the committee with their FY18 budget calendar timeline and meeting schedule. The committee discussed the timelines, the school committee’s receipt of information prior to the Board of Selectmen and Finance Committee meetings. Whenever possible, information will be presented to the school committee in advance of BOS and FinCom meetings.

The Superintendent invited the committee to attend the Mass CHPs presentation on Tuesday, October 18 at the high school. The presentation will highlight the green initiatives incorporated in to the new building. The presentation will be at 4:30.

**H. Action Items**

**1. Approval of Prior Year Invoices** –The business manager presented a prior year invoice for approval and authorization to pay it with FY17 funds. The invoice is for spring high school sports officials in the amount of \$1,420.50.

**MOTION:** Steve Davol moved to approve payment of the prior year high school sports officials invoice in the amount of \$1,420.50 with FY17 funds; seconded by Sharon Stout.

**VOTE: UNANIMOUS.**

**2. FY17 Budget Transfers**

**a. MOTION:** Steve Davol moved to transfer \$6,000 from the Virtual High School tuition account 1000.30.9400.970.663.001.1820 to the Instructional Software account 1000.22.2455.600.925.005.3555; seconded by Sharon Stout.

**VOTE: UNANIMOUS.**

**b. MOTION:** Steve Davol moved to transfer FY17 funds as follows:

FROM: 1000.30.3300.440.331.002.1464 Transportation Special Education	<u>\$ 151,000.00</u>
TO: 1000.11.2305.110.600.002.3450 Teachers Special Education	\$ 26,929.00
1000.22.2305.110.600.002.3450 Teachers Special Education	\$ 48,800.57
1000.22.2320.110.600.002.3465 Professional Salaries	\$ 72,116.47
1000.30.2320.300.600.002.3467 Medical/Therapeutic Other Salaries	<u>\$ 3,153.96</u>
Total	\$ 151,000.00

**Seconded by Terry Russell.**

**VOTE: UNANIMOUS.**

**3. Theater House Manager Job Description and Stipend** – The Superintendent explained the necessity for the increase in the stipend and change in duties for the theater house manager job. The position will now be based on a calendar year, rather than a school year; and the stipend has increased from \$3,000 to \$5,000.

**MOTION:** Steve Davol moved to approve the change in the job description and stipend increase for the theater house manager job; seconded by Terry Russell.

**VOTE: UNANIMOUS.**

**4. Election of Vice Chair** – Chairman Brian Widegren asked the committee to vote on a vice chair. Karen Ryder and Nancy Scott had been nominated previously and have not withdrawn their names for consideration. A ballot vote was taken and the results were:

Karen Ryder received 2.5 votes: Karen Ryder (.5); Sharon Stout (1); and Donna Richardson (1); for a total of 2.5 votes.

Nancy Scott received 3.5 Votes: Brian Widegren (1); Terry Russell (1); Steve Davol (.5) Jackie Zibrat Long (.5); and Nancy Scott (.5) for a total of 3.5 votes.

Nancy Scott having received the majority of votes was elected vice chairperson for the 2016-2017 school year.

**I. Adjournment to Executive Session pursuant to MGL 30A, Section 21, to discuss strategy with respect to collective bargaining units for certain non-union contracts, coming out for adjournment only.**

**MOTION:** Nancy Scott moved to enter into Executive Session at 9:30 pm, coming out for adjournment only, by roll call vote; seconded by Donna Richardson. **VOTE: UNANIMOUS ROLL CALL VOTE.**

Respectfully submitted,

Barbara Susko  
Recording Secretary

Documents Used at Meeting and Available For Review

MCAS and PARCC Presentation  
Bus Routes & Ridership  
2016-2017 Enrollment Information  
FY17 Quarterly Financial Report  
BAN #7 Award Information  
Prior Year Invoices  
FY17 Budget Transfers