

Southern Berkshire Regional School Committee
Mt. Everett Regional School Library
Sheffield, MA
June 30, 2016
Meeting #1510

School Committee Members: Carl Stewart, Bonnie Silvers, Kristin Sparhawk, Francois Lartigue, Charles Flynn, Vito Valentini, Dennis Sears, Marcella Bush, Maria Rundle

Absent: Arthur Batacchi, Kristin Sparhawk arrived at 6:10 p.m.

Administration: Superintendent Hastings, Christine Regan

Press: CTSB, Julie Ruth-Berkshire Record (arrived at 6:46 p.m.)

Student Representatives: None

Others: Mr. Tom Scanlon - Scanlon & Associates, Michelle Shallaby

1. **Call to Order:** Mr. Stewart, Chair, called the meeting to order at 6:03 p.m.

Mr. Stewart informed the committee that on Friday, June 24th at 11 p.m. Linda Higgins, the Administrative Assistant to the Superintendent who had retired last November passed away after her battle with cancer. There was a short moment of silence before the start of the meeting.

2. **Approval of Minutes:** *Mr. Sears moved, seconded by Ms. Silvers, to approve the minutes of meeting #1509 with the correction of Maya Neski's name. Mr. Flynn abstained, rest of the committee voted yes. Motion to approve the minutes were approved with the correction.*

3. **Communications from the Audience Pertaining to this Evening's Agenda Items:** Nothing to report

4. **Updates/Presentations:** Superintendent Hastings informed the School Committee that Asha VonRuden was going to address the present condition of the tennis court, but will now bring her concerns to the Building, Grounds and Technology subcommittee at their next meeting.

5. **Business:**

A. Review of the FY15 Audit – Tom Scanlon

Mr. Tom Scanlon from Scanlon and Associates presented the District's FY15 audit report. He reviewed the Management Letter with the current year comments and recommendations and noted the following:

- The District did not maintain proper subsidiary ledgers providing a detail of the individual project balances for the appropriated capital project account. Proposed adjustment to the general ledger for the appropriated capital project account \$112,623.
- A receipt of \$22,253.79, which was a refund of a prior year overpayment, was posted to the HVAC system capital project. It was not related to this project and should have been posted to the general fund (excess and deficiency. Proposed adjustment to the general ledger.
- The district received an energy resources grant for related projects. In FY15 received \$97,500 and in FY16 \$140,000. The account on the District's general ledger has no expenditures posted and the balance is the revenue received (\$237,500). Recommend an adjustment be recorded on general ledger to allocate the related expenditures associated with this project.
- Student Activity Accounts. In prior years it was noted that there were areas that need improvement. The District has implemented procedures to rectify the items noted in prior audits. The variance is approximately \$21,033 which has reduced the District's excess and deficiency fund. Recommendation is that the district appropriate this amount to eliminate the variance.

In addition, Mr. Scanlon, stated that the Massachusetts General Laws and guidelines issued by MASBO, require that the student activity funds have an annual audit conducted in accordance with procedures as agreed upon by the school committee and auditor. Per MASBO the audit can be performed internally by a responsible and qualified individual who is independent of the student activities with a caveat that at least once every three years the audit is done by an outside independent audit firm. Business Manager, Chris Regan, will monitor the account internally for two years (FY16, FY17) and the third year (FY18) will require an outside audit.

- School Lunch Account: Mr. Scanlon went on to report that in the prior year the big issue was the school lunch account. There is still a deficit of \$194,714 as of end of FY15. It was recommended that the District provide for the school lunch fund balance deficit. A transfer request to eliminate any June 30, 2016 deficit in this fund will be presented to the School Committee once E&D has been certified for FY16 year-end. A discussion ensued regarding the school lunch deficiency fund and solutions to the problem.
- Overpayment of a Vendor: It was discovered that a vendor had been overpaid by \$22,254. The situation is being rectified. The recommendation is that the District review the procedures and policies for payment of invoices to ensure that this situation does not happen again.

The School Committee members thanked Mr. Scanlon for his presentation. Mr. Scanlon invited members to call him directly, should further questions arise.

B. Superintendent's Report – Dave Hastings

1. Community Outreach

- Class of 1966 50th Reunion:** Members of the Mount Everett class of 1966 met for brunch last Saturday in the Eagle's Loft. Sue Petrucci catered the event. Wendy Casey and Dave Hastings served as tour guides bringing the class members through Undermountain Elementary (formerly Mount Everett), the current Mount Everett, and the Yellow House, finishing up at the Paul O'Brien outdoor classroom. The class members wanted to see their old classrooms, especially Mr. Chamberlain's Science classroom. They were impressed with the Robotics and Technology lab. They were disappointed that the athletic trophies from the 1960's were not on display. We fear that the trophies may have been discarded during the move.
- Linda Higgins Funeral:** Many of our staff and school committee members were able to attend the funeral and wake. It was a sad week for our district. The family has asked people to donate to an SBRSD Fund, specific purpose yet to be determined. I request that the School Committee vote to accept the Linda Higgins Memorial funds donated now and in the future and to establish a gift account to hold the funds.
- Physical Plant:** Workers will wrap up the work on the Fire Suppression System next week. The pump house alone is 12 X 20 feet and the massive diesel-powered pump will deliver 95 gallons per minute for about an hour through a 6-inch pipe.

2. Staff

a. **Departing Staff:**

- Deanna LeBlanc, Resigned to accept a Principal position in the Pioneer Valley Regional School District.
- Jess Murtagh – Resigned
- Erica Ide, Spanish, Resigned to accept a position in Springfield
- Kelly Milan – Notice of retirement in June 2017

b. **Newly Hired Staff:**

- Joanne Duval, Elementary Resource Room
- Jane Schur, Grade 3
- Cara D'Amico, School Psychologist

3.

Students

- a. **Enrollment** – At this time, compared with the end of July last year, the district is down by 51 students, but it is still early and more students could enroll before the start of school.
- b. **Career and Vocational Training Meeting:** The **Career/Vocational Technical Education (CVTE)** unit administers the state law governing vocational technical education programs in public school districts. The unit also administers the federal **Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV)**. Last week, Glenn, Kurt and I met with **Jim Brosnan** (Supt of McCann Tech) and **Lisa Sandler**, of the CVTE unit in Malden. Also present were administrators from Berkshire Hills (Marianne Young) and Lee (Gregg M. Brighenti). We discussed possible paths forward in Career and Vocational training. Although Chapter 74 vocational programs are difficult for a district to establish because of special teacher certifications and other details required, Perkins programs are more flexible. All agreed that the starting point should be a Labor Market Analysis, and I have contacted the Southern Berkshire Chamber of Commerce to request support in this. We also discussed setting up a Lee-BHRSD-SBRSD consortium that could take better advantage of 405 grants. It is possible that Perkins programs could eventually develop into Chapter 74 programs. Our Culinary Arts program is a Perkins Program. Careers fields that we discussed included Hospitality, Landscaping, Horticulture (including turf management and arboriculture), Property Management, Sheet Metal Fabrication, Certified Nurses' Assistant, Medical Assistant, and other Health-Related fields. Jim Brosnan and Lisa will provide ongoing assistance and advice.
- c. **Summer Programs:** We have several summer programs involving our students, to include:
 - i. **Special Education Programs**, some in cooperation/collaboration with Berkshire Hills. The Special Education summer programs will begin **on July 5th and run through the first week of August. Forty-six students will be participating (grades PK to age 20), some on our campus and some at the shared services program housed at Monument Valley.** Twelve staff members, including teachers, education support personnel, and specialists will be providing the support to students, per their individual education plans. We have also procured grant funds to **provide summer tutoring services to identified English Language Learners, which is happening for the first time this year.**
 - ii. **Mount Everett Robotics Camp, July 5-9:** Students will build a basic robot from Tetrix parts and materials and learn some basic programming. The goal of this week is to prepare students for the upcoming FIRST Tech Challenge (FTC) competition season.
 - iii. **Mount Everett Summer School:** We have 10 students (5 middle school and 5 high school) in summer school. We also have 2 students taking Edgenuity enrichment classes.
 - iv. **Athletic Programs.**
 - **Soccer Camp (Ages 6-14):** July 11-15, 9 AM-3 PM
 - **Baseball Camp (Ages 8-14):** July 25-29, 9 AM-Noon
 - **Morgan DeGrenier, Chandler DeGrenier, Marion Devoti, and Gwendolyn Carpenter** were all selected to play in the **Berkshire County softball all-star game**, held a few weeks ago. North County won.
 - **Gwendolyn Carpenter** was selected as a member of the **West Girls Basketball Team** (comprised of players from all over Western Massachusetts) that will compete in the Bay State Games in July.
 - **Dan Litchfield** was named **Masslive's Mount Everett Male Athlete of the Year.**
 - **Gwendolyn Carpenter** was named **Masslive's Mount Everett Female Athlete of the Year** for the second consecutive year.

C. School Committee Meeting Schedule 2016-2017 (copy attached)

Ms. Lartigue moved, seconded by Ms. Silvers, to accept the 2016-2017 School Committee Calendar as submitted. It was so voted unanimously.

D. Town of Egremont Board of Selectmen Meeting on July 11, 2016

Mr. Stewart referred to the letter from the Town of Egremont inviting the School Committee, BG&T and Superintendent Hastings to a meeting in July at which time there will be a discussion on the plans for renovation of the South Egremont School. Mr. Stewart, Mr. Valentini and Mr. Hastings are planning on attending.

There was a discussion on whether a Building, Grounds & Technology Meeting should be posted for that day because they might be a quorum present. Mr. Flynn advised the committee that since it is an advisory meeting the BG&T do not need to post a meeting and that the Town Clerk records all meetings which are available to the public.

E. Subcommittee Reports:

1. Executive Evaluation Subcommittee

- a. Presentation of Final Evaluation Report. Mr. Stewart stated that the evaluation report is available and part of the minutes (copy attached)

Vito motioned to amend the agenda to include the possibility of a motion concerning the Executive Evaluation Sub-Committee.

Ms. Silvers stated that there were no minutes from the last meeting because there wasn't a quorum. Nine out of the 10 school committee members responded. Ms. Lartigue and Ms. Silvers worked together to synthesize all the totals and the draft became the basis of Mr. Stewart's report of the SBRSD School Committee's Evaluation of Superintendent David Hastings.

Ms. Silvers also mentioned that the other topic of discussion was the cost involved with obtaining a search company to do handle the Superintendent search. The Executive Evaluation Subcommittee believes that they have the expertise to do the search without turning it over to an outside company. They are seeking approval to not hire a search firm. With that approval they will move ahead during the month of July with creating a time line and more specific details.

Mr. Valentini stated that he has a file from when the last superintendent search was done. He was Chair of the Liaison Committee and worked closely with Pat Correra from MASC. We need someone to do the leg work and come before the committee.

Mr. Valentini moved that the Executive Evaluation Subcommittee steer the full committee to lead the Superintendent Search.

Mr. Sears moved that the Executive Evaluation Subcommittee take on the function of the Superintendent Search Committee, seconded by Mr. Valentini.

There was a discussion regarding the timeline, creating a search committee, and planning for the make-up of the search committee. Mr. Flynn would like to see a timeline, and a detailed proposal presented to the school committee. Ms. Silvers mentioned that the Executive Evaluation Subcommittee will be meeting in July to address these issues.

Mr. Sears then moved to amend the motion that The Executive Evaluation Subcommittee be charged to come back to the School Committee with a plan on how the search will be handled. Seconded by Mr. Flynn.

Mr. Sears then withdrew his amendment and all prior motions were withdrawn.

Mr. Sears moved that the School Committee appoint members of the Executive Evaluation Subcommittee to act as the Superintendent search committee. Seconded by Mr. Valentini. Mr. Flynn opposed. Rest of the school committee voted yes. Motion carries.

Mr. Flynn would like to see a plan in place. Mr. Sears noted that the district should seek outside help when needed. Mr. Stewart stated that this is an attempt to streamline the process and needlessly spend money that does not need to be spent. Mr. Valentini also stated that the school committee is only involved after the candidates have been selected.

Ms. Sparhawk left the meeting at 7:35 p.m.

Mr. Stewart presented his final report on the evaluation of Superintendent David Hastings. Ms. Rundle brought to attention a correction on page 4 of the report.

Ms. Rundle moved, seconded by Ms. Lartigue, to accept the report of the SBRSD School Committee on Evaluation of Superintendent David Hastings with changes. Mr. Flynn abstained. Rest of the School Committee voted yes. Motion Carries.

Discussion ensued.

2. Policy Subcommittee

Mr. Flynn moved, seconded by Ms. Rundle, to approve the Policies as submitted. It was so voted unanimously

Instruction – Technology Group

IJND – Access to Digital Resource

IJNDB – Empowered Digital Use Policy

IJNDB-R – Technology Policies for Students

IJNDC – Internet Publication

IJNDD – Policy on Social Networking Sites

Support Services – Food Service

EFA – Food Service Policy – Delinquent Accounts

Community Relations

KF-R – Community Use of District Owned Facilities

F. Financial Updates and Transfers (as needed) – Christine Regan.

Mr. Flynn moved, seconded by Ms. Lartigue, to approve the transfers as per FY16 Budget Transfer Request presented (copy attached). It was so voted unanimously.

Acceptance of Memorial Gifts:

- a. Asha VonRuden’s father requested that donations be made in his memory to the tennis team.

Mr. Flynn moved, seconded by Ms. Silvers, to accept the establishment of a gift account in memory of Asha VonRuden’s father. It was so voted unanimously.

- b. Establish an account in memory of Linda Higgins.

Mr. Flynn moved, seconded by Ms. Silvers, to establish an account in memory of Linda Higgins. It was so voted unanimously.

6. **Communication From the Public/Requests for Future Agenda Items:** Nothing to report

7. **Adjourn**

Mr. Valentini moved, seconded by Mr. Flynn to adjourn the meeting at 8:00 p.m. It was so voted unanimously.

Documents Presented at this Meeting:

- *Agenda, School Committee Meeting #1510*
- *Minutes of Meeting #1509*
- *Scanlon & Associates FY15 Audit Reports*
- *FY15 Budget Transfer Request*
- *SBRSD School Committee Evaluation of Superintendent David Hastings*
- *School Committee FY16 Calendar of Meetings*
- *Policies*