

School Committee Members: Carl Stewart, Bonnie Silvers, Dennis Sears, Bob Law, Genis Melandez-Delaney, Fran Lartigue, MaryEllen Brown

Absent: David Travis, Marcella Bush, Art Batacchi

Administration: Superintendent Regulbuto, Christine Regan, Kerry Burke

Press: CTSB, Cory Wiley – Berkshire Record,

Student Representatives: None Present

Others: Marya Makuc, Mary Turo, Vito Valentini, Tom Scanlion, Dan Weston

1. **Call to Order:** Mr. Stewart called meeting #1528 to order at 3:03 p.m.
2. **Standing Reports**
  - a. *The minutes of School Committee Meeting #1527 were reviewed. Mr. Sears made a motion to approve the minutes as submitted. Ms. Silvers seconded the motion. There was no discussion and the minutes were unanimously approved.*
  - b. *The Executive Session Minutes of May 25, 2017, June 8, 2017 and June 19, 2017 were reviewed. Mr. Sears made a motion to approve the minutes as submitted. Ms. Silvers seconded the motion. There was no discussion and the minutes were unanimously approved.*
  - c. *Enrollment: Superintendent Regulbuto informed the School Committee that going forward enrollment figures will be reported at each school committee meeting.*
  - d. *Miscellaneous Correspondence: Superintendent Regulbuto explained that the purpose of this item was to allow any last minute items to be added for the school committee to review.*
3. Student Representative Report: None
4. Public Comment: None. Attached to the agenda is Policy BEDH-E which are guidelines and will apply to all subsequent meetings.
5. **New Business**
  - a. Report on Meeting with Adam Hinds – Vito Valentini, Special Legislative Liaison to SBRSD School Committee

Mr. Stewart introduced Mr. Valentini, who had met with Senator Adam Hinds in July regarding the inadequacies of the formulas used in the Chapter 70 and Foundation Budget with regards to SBRSD. (Handouts attached)

The case he made was that the foundation budget uses as a primary determining factor an assumed student teacher ratio. For FY17 they assumed 22 children for Elementary, 25 for Middle School and 17 for High School. A district of 750 or less will not be able to come near these numbers.

Senator Hinds said he would get back to us in September. Mr. Valentini also said he was going to follow up with a letter to Senator Hinds and meet with him again.

Discussion followed.

Ms. Silvers suggested that Mr. Valentini set up a meeting with the Superintendent and Chair of the School Committee to develop a plan on taking the next steps.

*Carl Stewart moved that item 5d FY16 Audit Report be next on the agenda. Ms. Lartigue seconded the motion. There was no discussion and the motion was unanimously approved.*

d. FY16 Audit-Scanlon & Associates

Mr. Thomas Scanlon, Jr., senior partner at Scanlon & Associates, presented highlights of the FY 2016 District audit which was conducted by his firm. He noted items in need of improvement, which included the following:

- Mr. Scanlon reported that the School Business Administrator reviewed all of the capital and grant accounts prior to closing the fiscal year 2016 books. As part of that process an analysis of the capital project transactions and energy grant was completed, which was used in making correcting entries in the general ledger. The district has taken significant steps and implemented procedures to improve the financial reporting of the District.
- Student Activity Funds: The district maintains student activity funds for its various school activities. Adjustments were made to the student activity ledger, and the District has appropriated and transferred from the general fund to the student activity fund \$21,160 to eliminate the variance between the general ledger and the student activity ledger. The recommendation was that the Management of the District review the new guidance issued by DESE and determine compliance with the student activity guidelines and MGL. Also, the student activity fund should be audited internally annually, with an outside independent audit done once every 3 years.
- School Lunch: The school lunch fund incurred an operating loss of \$45,643 for fiscal year 2015. Based on the prior year's audit the district has reviewed the school lunch program and has taken action during FY16. The District filed all the federal and state reimbursement requests on a timely basis. The District adopted a charge policy. The verification report for school lunch applications was filed timely with the State. The District has implemented procedures to monitor and review the school lunch program. Recommendation is that the District continue to monitor the school lunch program to ensure the program is operating properly and will not have a deficit at year-end.

Carl Stewart asked if it would be okay to submit questions through Chris Regan regarding the audit. Mr. Sears recommended a change on page 22 to reflect: as last revised on May 20, 2010.

b. Approval/Signing of Documentation for a Bond Anticipation Note – Chris Regan

Ms. Regan informed the School Committee that because the MSBA was not able to review the project on time to get a bond issued, we had to reissue a bond anticipation note for \$4,125,000.00.

This was put out to bid and Eastern Bank got the bid at a 1.25% interest rate. The Chairman and Clerk of the School Committee is required to sign this document. (Copy attached)

- c. Use of Stabilization Funds for Boiler at New Marlborough - \$35,000 (Report Attached)  
Chris Regan explained that \$37,000 was deposited into the Stabilization Fund in FY11 for the purpose of replacing the boiler at New Marlborough Central. Chris Regan informed the school committee that this would require a 2/3 vote of total members.

*Ms. Lartigue made a motion to use the \$35,000 deposited into the stabilization fund to replace the boiler at New Marlborough Central School. Mr. Law seconded the motion.*

Ms. Silvers brought up the topic of ownership of buildings. Chris Regan reported that we gave the Town of Monterey \$10,000 (matching funds) and the Town of Egremont \$25,000 (matching funds). Further discussion ensued on whether the buildings are the responsibility of the towns or the district and whether the district should spend money as such. The district has historically invested money in the outlying schools building projects. Ms. Lartigue stated that the district needs to redo the regional agreement to make it clear for everyone.

Ms. Silver stated that Monterey and Egremont have both matched the funds given by the district and that it was a question of equity.

Superintendent Regulbuto stated that we have put money into the stabilization for this purpose and we need to vote to take it out of stabilization. It is critically important to look at equity across the board.

Dan Weston, Building Leader at New Marlborough and Teacher, introduced himself to the school committee. He reiterated that the boiler at New Marlborough Central needed to be replaced. When he spoke with Fred Finkle, the goal was to get the job done over the summer, before the start of school.

Mr. Sears stated that when the Regional Agreement was first developed the plan at the time was that the outlying schools would not be open long and that they would be consolidated here at the Sheffield campus.

Ms. Silvers reiterated the question of equity.

There was further discussion on the clarification of the 2/3 vote required to approve the motion.

Ms. Silvers - Abstain, Ms. Melendez-Delaney – Abstain

Mr. Law – Yes, Mr. Sears – Yes, Ms. Brown – Yes, Mr. Stewart – Yes, Ms. Lartigue – Yes

Motion fails 5 Yes, 2 Abstain

Ms. Silvers would like to know what the exact cost would be to replace the boiler at New Marlborough Central.

- e. Approval of Warrants: June 16, 2017, June 20, 2017 and July 7, 2017 (Attached)  
*Mr. Law moved to approve the warrants of June 16, July 20 and July 7 as submitted. Ms. Silvers seconded the motion. There was no further discussion and the motion was unanimously approved.*
- f. Discussion of Handbooks  
Mr. Stewart informed the school committee that there was not enough time to get the handbooks ready for this meeting. They will be sent to the school committee members at least one week in

advance of the next meeting for review. Superintendent Regulbuto also stated that she would like to combine the elementary and high school handbooks to create one parent/student handbook. She is looking at forming a committee to look at this for next year.

g. School Committee Subcommittees

Superintendent Regulbuto proposed adding a curriculum subcommittee. The curriculum subcommittee will provide the initial review and recommendation on new and substantially revised curriculum. The committee will review reports from the curriculum and instruction director on the status of the curriculum development and changes to be implemented in previously approved curricula. This committee will meet to talk about items of interest around curriculum development and implementation in the schools.

Mr. Stewart suggested that a motion be made to create the committee.

*Ms. Silvers moved that a Curriculum Subcommittee be formed. Ms. Melendez-Delaney seconded the motion. After further discussion, the motion was approved unanimously.*

h. Appointment of Public Records Access Officer

There was a lengthy discussion on who should be the Public Records Access Officer for the Southern Berkshire Regional School District.

*Ms. Lartigue moved that Lynette Gagnon be appointed as the Public Records Access Officer for the SBRSD. Ms. Silvers seconded the motion. There was no further discussion and the motion was approved unanimously.*

*Mr. Sears moved that Beth Regulbuto be appointed as the backup Public Records Access Officer. Ms. Lartigue seconded the motion. There was no further discussion and the motion was approved unanimously.*

i. Request for Information from the Town of Monterey

Superintendent Regulbuto informed the school committee that the district had received an email from Carol Edelman, Monterey Select Board, on July 7, 2017 requesting if the Monterey School Building had been inspected for lead and asbestos and if it had been certified as acceptable for school use.

Superintendent Regulbuto stated that she did not feel comfortable responding directly and was asking permission from the school committee to respond to this request.

Carl stated his concern about the superintendent coming to the school committee for permission to respond to requests from the towns. He recommended for this time to bring forward a motion.

*Ms. Silvers moved that the school committee authorize Superintendent Regulbuto to respond to the request from the Town of Monterey. Ms. Lartigue seconded the motion. There was no further discussion and the motion was approved unanimously.*

Ms. Silvers mentioned that the Town of Monterey had also had an independent study done by EDM in December of 2014. This report was distributed at a Building, Grounds & Technology meeting.

## 6. **Unfinished Business**

### a. MASS/MASC Conference in November

The District will probably have 5 members attend the Fall MASC conference from November 1 – 4, 2017. Superintendent Regulbuto requested she receive confirmation from the members who wish to attend.

### b. School Committee Dates

Superintendent Regulbuto explained the revised calendar of school committee dates. The change made was moving the meeting from September 14<sup>th</sup> to September 7<sup>th</sup> and adding a meeting on September 28<sup>th</sup>.

*Mr. Sears made a motion to change the school committee meeting from September 14, 2017 to September 7, 2017. Ms. Lartigue seconded the motion. There was no further discussion and the motion was approved unanimously.*

*Ms. Lartigue made a motion to adopt the school committee calendar for the 17-18 school year as presented with the understanding that the dates are subject to change. Mr. Sears seconded the motion. There was no further discussion and the motion was approved unanimously.*

## 7. **Subcommittee Reports**

### a. Policy Subcommittee – Dennis Sears

The Policy subcommittee have had several meetings. The following four policies are presented for first reading:

BEDB – Agenda Format

BEDH – Public Comment at School Committee Meetings

BEDH – E Guidelines for Public Comment as revised at June 14, 2017 meeting

Mr. Sears mentioned that for an annual fee of \$950 MASC will host our policies on their website and assist with changes.

*Mr. Sears moved that the SBRSD policies be maintained on the MASC website. Ms. Lartigue seconded the motion. There was no further discussion and the motion was approved unanimously.*

### b. Transportation Subcommittee

Superintendent Regulbuto informed the school committee that Mr. Batacchi had resigned from his position on the Transportation Subcommittee because of a conflict of interest. (Letter attached)

Ms. Lartigue volunteered to be on the Transportation Subcommittee, and agreed to meet with Ms.

Regan and Superintendent Regulbuto to go over the issues with some of the bus routes.

### c. Secretary of School Committee

Mr. Davis Hastings, who retired in June, had been appointed as the Secretary of School Committee.

The District Policy states that the Superintendent of Schools is Secretary of the School Committee.

Superintendent Regulbuto was appointed the new Secretary of the School Committee.

## 8. **Chairman's Report**

Mr. Stewart informed the school committee that he had attended a Berkshire Education Task Force meeting. There will be an article in the next issue of the Berkshire Record and Eagle that the recommendation of the task force is that sometime in the future there will be one county wide school district. Discussion ensued.

9. **Superintendent's Report** (Report attached)

Superintendent Regulbuto conveyed her thanks to everyone who has made her feel welcome at the district. She informed the committee that Kerry Burke and Sandra Hubbard will be joining the school committee meetings going forward. She has also been working with Chris Thompson, Technology Coordinator to determine if there is the possibility of setting up power point presentations.

**Communication:**

- Some form of weekly communication from the Superintendent to the School Committee.
- Immediate communication from the Superintendent to School Committee on issues of safety and wellness.
- Working on updating the website with current information.
- Working on new signage for the Central Office and throughout the building (hopefully to be designed and made by students)
- Have had meetings with Superintendent's Office Staff, Administrators, Secretaries and a few teachers. Looking at areas where we can streamline and open the lines of communication.
- Would welcome opportunities to be introduced to members of all communities, meet stakeholders, tour the communities.

**MASBO Opportunity:** Superintendent Regulbuto has been asked by the MASBO Board to be the Superintendent Representative on the Strategic Planning Committee this year. This is a great opportunity for our district to highlight items of importance to SBRSD as part of this project.

**DLS at the State Auditor's Office:** Superintendent Regulbuto was connected with Ben Tafoya, Director of Local Services Office, by her former district. The State Auditor's office is doing a study of Regional Schools and looking into the issues that have been challenging our Districts. She had a long interview with Mr. Tafoya, and he will be sharing his findings with us when the report is completed.

**Visioning/Goal Setting Project:** Superintendent Regulbuto updated the School Committee on the project. The committee will be made up of 15 to 16 people.

Five school committee members; 6 teachers/parents; 1-3 community members who do not have children; 3-5 elected or appointed officials to represent the towns; and a student representative. Dr. Paul Gagliarducci of Ridgetop Associates, the facilitator of this process, would like to meet with this committee and the superintendent sometime in August to plan the project and set a time line, mark calendars, discuss logistics, materials needed and venue.

10. **Curriculum & Professional Development Coordinator's Report**

Kerry Burke gave an update on the Title I Summer Reading Program and the Opening Days of School Planning (Report attached)

11. **Director of Student Services Report**

Sandra Hubbard was not present. Report attached.

12. **Business Manager's Report** (Report Attached)

Carl Stewart apologized for asking for the authority on the vote requiring a 2/3 vote of the full committee. Ms. Regan informed the school committee that she had attended a workshop by DESE on the end of year report.

Ms. Silvers asked if the \$100,000 for the tennis courts had been brought to the school committee for approval. Ms. Regan stated that the Building, Grounds and Technology Subcommittee on May 7, 2017 had approved a total of \$390,000 in general fund expenditures for the FY18 Capital Projects. The

\$100,000 is the total project cost approved, including any grants and contributions. Any funds remaining would return to the Capital Projects Fund for reconsideration for other projects.

Further discussion ensued regarding this.

*Mr. Sears moved that a detailed discussion of the building and grounds spending plan be presented at the next meeting. Ms. Silvers seconded the motion. There was no further discussion and the motion was unanimously approved.*

**13. Future Agenda Items**

Mary Ellen Brown would like the status of the Monterey School addressed at the next meeting.

Ms. Silvers would like a preliminary agenda of the August 22<sup>nd</sup> School Committee retreat.

**14. Executive Session:**

Ms. Silvers moved to enter into Executive Session to discuss strategy with respect to litigation (Egremont V. SBRSD) if an open meeting may have a detrimental effect on the litigation position of the public body and the Chair so declares and not to return to open session. Ms. Lartigue seconded the motion.

Roll Call Vote:

Ms. Silvers – Yes; Ms. Brown – Yes; Mr. Sears – Yes; Mr. Law – Yes; Ms. Lartigue – Yes;

Ms. Melendez-Delaney – Yes; Mr. Stewart - Yes

Ms. Silvers moved to adjourn the open session at 5:35 p.m. Ms. Lartigue seconded the motion. The motion was approved unanimously.

***Documents Presented at this meeting:***

- *Agenda #1528*
- *Minutes of School Committee Meeting #1527*
- *Report on Meeting with Adam Hinds*
- *Bond Anticipation Note*
- *FY18 Capital Projects and Request to use Stabilization Funds*
- *Auditor's Report*
- *Request from Town of Monterey*
- *Calendar of School Committee Dates*
- *Policies: BEDB; BEDH, BEDH-E*
- *Resignation Letter from Mr. Batacchi*
- *Superintendent's Report*
- *Curriculum & Professional Development Report*
- *Director of Student Services Report*
- *Business Manager's Report*
- *Warrants*

