



organization has been around since 1991 and is family owned. This fundraiser would be advertised by flyers sent home in back packs. Member Hinchliffe asked what would happen if other items not recyclable were to be left at the bins, and Ms. Allen responded that the company has agreed to dispose of anything left at the bins. Superintendent Jacobs asked if any additional fundraising would be done and Ms. Allen added that in addition to this fundraiser, they are also planning on having a bake sale at the election in November, sell sweatshirts to the graduating class with the logo class of 2025 and Georgetown on the back, have a Bingo fundraiser for Valentine's Day and also a dance where an entrance fee will be collected.

**MOTION:** Barbie Linares (M. Hinchliffe second) to approve the request by the parent committee at Penn Brook to place a bin on the grounds of the Penn Brook School as a fundraiser for the 6<sup>th</sup> grade as presented. So voted (4-0). Motion carried.

### **Administrative Reports**

#### **FY19 Superintendent's Recommended Budget 7:15 start, 8:10: end**

Superintendent Jacobs announced that at the town administrator asked for every department to come in with a level services budget, which is what we did. The Superintendent said that they tried to keep in mind what the School Committee and each administration team identified. There are things that were identified, but are not in this budget. They wanted to add back one 4<sup>th</sup> teacher at Penn Brook (since this was previously cut). They were also looking for a Special Education teacher and also for a social emotional support person at the Middle School to help with transition, but none of these are in the budget. \$15,090,202 is proposed for the FY19 operating budget, which represents 4.45% increase over the FY18 budget. The original budget just to keep what they had was a 6.7% increase. With that in mind, they decided to go in and try to bring that number down without cutting staff or sacrificing the quality of program or services. What is not in this budget is \$144,000 for staff members that we mentioned previously, \$25,000 for the athletic budget, (we did not want to increase user fees, but need to cover a deficit in the athletic budget at the end of the year), \$20,000 for one para which was transferred to the IDEA Grant, and finally \$136,000 Special Education expense for a student who no longer lives in the district, but in the process of discussing who is financially responsible for her. That brings it down to a 4.45% increase. This is the 3<sup>rd</sup> year in a sequence which we have reduced our request and have made cuts from \$200,000-\$400,000 and by doing that we have shifted things to revolving accounts and other sources that will make those things unsustainable in a few years. Therefore, we would like to begin taking a look at a longer range vision. This will leave us with a problem in a few years. We are looking at about 50% of school choice students will be leaving in the next couple of years. Preschool revolving account is currently based on 128 students, and although we do not have a count for this year yet, based on initial counts this number could be lower. By 2020 unless enrollment changes, we will need to add teachers back at Penn Brook to have 5 for each grade or we will need to increase class size. The Superintendent is hopeful that the town is looking at funding sources, other than raising taxes. So with that being said, she would like to thank everyone involved in putting together this budget, School Committee Chairman Linares and Member Hinchliffe, all the administrators and the Director of Finance & Operations, Suzanne Sutherland. Our goal is to be as transparent as possible and a lot of work went into this.

The budget was built on a level service, and there were no new positions. We have paid attention to contractual obligations, which some are set already and did not help the situation on our revolving accounts, except for the para's salary transferred to the IDEA grant. For tuition and transportation, we usually budget 4% but, this budget is based on 3% based on the actual number of Special Education students. Non salary lines have increased 1%. Technology is up 3%, due to hardware, software and subscriptions that need to be kept. We are keeping reasonable class size, no more than 25 in Elementary and Middle School and no more than 28 for the High School. No additional positions were added, even though they were requested. Also, no new programs or curriculum were added. As you can see, last year there was more detail, but the main changes this year is in salaries of the current staff. At the Perley School we changed the lines to reflect contractual obligations. Penn Brook and Middle High School are up 4.5% in salaries. There is one change reflected in the Middle High School Principal retiring and a

very talented art teacher is also retiring and also the change in cost since we hired an in-house athletic trainer rather than using an outside agency. Curriculum instruction is a 3% increase, as you can see there is a salary adjustment line for salaries that still needs to be negotiated. District technology has an increase for computer support. The bus transportation bid is out, but will probably not be lower. It is budgeted at 3%. Long term subs and regular subs are underfunded. Athletics \$122,517 fund includes lights on the turf field and maintenance, athletic transportation, salary of part time athletic director, and salary of part time athletic trainer. As mentioned before, \$33,000 continues to come from school choice. There is an increase in building and grounds because the staff is paid for the full year. Special Education tuition increased and there is also an increase to Special Education contracted services by 4%. Therefore, Superintendent Jacob's recommended budget is \$15,090,202. There is \$195,000 projected in school choice based on the current 39 students with no seniors. The circuit breaker reimbursement rate is 65% right now and hoping that Legislature will make some adjustments on that. Superintendent Jacobs added that \$397,669 is what we are looking at for circuit breaker.

Chairman Linares stated that she is concerned with the Special Education number regarding the out of district student tuition. The Superintendent explained that Jack Tiano is working with other districts trying to find opportunities for tuition. Chairman Linares is also concerned about Athletics and asked what do we have for options? Superintendent Jacobs explained that the Assistant Athletic Director, Ryan Browner is working on different ways to bring in money. Member Hinchliffe asked if the revenue for the sports camps was included in the budget, and the Superintendent answered no, but if there was any it would help. Member Hinchliffe also asked are the turf use fees any revenue to us and, and the Superintendent again answered no. The Superintendent added that our coaches have not received a raise and she wants to be able to keep them and be competitive with salary. Chairman Linares asked who determines which sports have a gate fee. She noted that our JV games are charging a gate fee, but other districts do not. The Superintendent answered that the MIAA sets the rules, but the gate fee is usually a local decision. Member Hinchliffe added that athletics is looking at \$20,000 deficit. Chairman Linares added that it looks like we are cutting these numbers to get to a number, but then will be eventually need to add in again. Superintendent Jacobs said she is also concerned and if we need to we can make a case for a bigger number. Member Lundquist added that we consistently have cut teachers in the years past and if there any more cuts now it will be to programs. She is also concerned about the Penn Brook teacher. Principal Margaret Maher added that she would like to add back in a 4<sup>th</sup> grade teacher. If a teacher is taken from another grade, then the class size goes up and it would be problematic for another grade. Member Hinchliffe is concerned that Penn Brook afterschool program is running a deficit of \$17,000 and the preschool revolving is even worse. We are currently budgeting at 138 students and he asked when can we address staffing if the enrollment numbers are not up. Principal Maher explained that the lottery in March will give us a first look at enrollment numbers. She added that they have projected with students leaving to go to kindergarten; it opens up 12-13 slots per class. Member Hinchliffe said we don't want to wait until August to let teacher know if not renewed and the Superintendent responded that teachers would know by June 15<sup>th</sup> if they are not renewed. As far as retirement, the amount of savings we received when a veteran teacher left is smaller now. Teachers are coming in now and they have masters degrees, which start at a higher level. Member Hinchliffe asked a question regarding the 1-1. Curriculum Director Collin MacDonald said that we would be adding grades 7 & 9 next year. In addition, we need to consider the cost of scholarships, loaners and Ipads that will need licenses. Chairman Linares asked if we are doing a Budget Forum for the public and the Superintendent said that we would and, in addition, we have discussed having a podcast, which may be more convenient for the public. The Superintendent said we would also post the budget book online.

Document Referenced: Superintendent's Recommended FY19 Budget

Superintendent Jacobs announced that we have started working on a new format for the 2018-2019 School Calendar and we will add it to the meeting of 2/15/18 for discussion.

Chairman Linares commented that the new scoreboard looked great and there would be a dedication ceremony on Tuesday before the varsity basketball game at 6:20 pm.

### **Superintendent's Information for the Committee**

#### **Nancy Weiss Resume**

Chairman Linares called for a vote for the appointment of the new School Committee Secretary. Michael Hinchliffe (C. Lachendro second) made a motion to appoint Nancy Weiss as School Committee Secretary and District Keeper of Records. So voted (4-0). Motion carried.

Document Referenced: Nancy Weiss Resume

### **New Business**

#### **Acceptance of Donation for School Lunch**

Chairman Linares called for a vote to accept the generous donation of \$100.00 that Jill Shaul and her husband have given to be used for the school lunch program.

**MOTION:** Cheryl Lachendro (M. Hinchliffe second) to accept the generous donation in the amount of \$100 from the Shaul family with gratitude. So voted (4-0). Motion carried.

Document Referenced: Donation Letter and Check.

### **Subcommittee Reports**

**Budget and Finance:** Chairman Linares reported that Budget/Finance subcommittee was already addressed.

**Governance:** Chairman Linares requested that a Governance Subcommittee meeting be scheduled.

**Negotiating:** Chairman Linares reported that the Negotiations Subcommittee has met with the GEA and things are going well. Proposals have been given to both sides and they plan on meeting again next Tuesday to continue with the negotiation process. The Food Service's negotiations have been put on hold since the representative has left. The Superintendent said that she is waiting for them to reach out to reschedule the meeting.

**Public Relations:** Member Lachendro reported that the committee has met, but discussed Superintendent goals.

**Safety:** Member Lundquist reported that a parent contacted the Superintendent and suggested we use the McGruff Safety Kit. These kits teach kids about safety in a friendly way. There is also a fingerprinting kit included. These kits are free and Member Lundquist would like to bring them to the Health & Wellness Fair on April 14<sup>th</sup>. She added that this fair would be immediately following the Kiwanis Annual Pancake Breakfast.

Member Lundquist informed the committee that school bus drivers have noted that some neighborhood drivers are not respecting the flashing lights on the bus. North Reading Transportation has offered to give the Police Department license plate numbers and video of the cars. The Police Department may use unmarked police cars to follow drivers that are ignoring the flashing lights and will work with the bus company to issue citations.

Member Lundquist added that the Middle High School will be participating in a mock crash this year, which they haven't had in several years. It is planned for May 2<sup>nd</sup>, which would be right before the prom. Conte's Funeral Home, the Fire and Police Department will all be involved. There have been cars donated and student actors reenacting a crash. Following will be a debriefing session and discussion for the students.

Officer O'Shefsky conducted an ALICE Training with the Council on Aging staff . We will need to schedule one with the Penn Brook and the Middle High School.

Member Hinchliffe spoke of the Shared Maintenance meeting. Town Administrator Mike Farrell, Mike Anderson, Suzanne Sutherland and the Superintendent were all in attendance. He said that they are in the preliminary stage of planning. They need to first validate how much time and energy will be needed and then what resources do we need to allocate to those needs.

Member Lundquist gave an update on the Credit for Life Fair. She mentioned that it was very fun and interactive and was open to all the seniors. She explained that the students came in and were given a budget. They then walked around to 14 different tables and needed to imagine how their life would be at 25. They learned that they could make compromises, but needed to prioritize how to spend their money. The students really enjoyed it. There was also Officer O'Shefsky, giving out "tickets" for speeding or loitering if it looked like they weren't paying attention. Lunch was provided by Subway. Member Lundquist added that the fair was put together by Mary Lyon and Lisa Ryer, both business teachers at GMHS, with a \$5,000 grant they received from the Commonwealth of Massachusetts Treasurers Office Innovation Group. A lot of work was put into this fair and they did great job.

The Superintendent gave an update on the Principal search. She announced that they are down to two finalists. Originally 8 candidates were given interviews, but only 4 continued to the next round. Of the four, one candidate dropped out and the other was not asked to move forward. The two finalists are Bryan Lombardi and Dan Richards. Mr. Lombardi has been principal of the high school in Northampton for 5 years and was the associate principal before that. He is interested in relocating to this area. The second candidate is Dan Richards, who is the current Belmont principal. Mr. Richards was also the assistant principal in Belmont. Mr. Richards did spend one year in Melrose, but then returned back to Belmont. He is interested in a smaller school since Belmont is in the process of combining the middle and high school. The Superintendent added that there will be a site visit with both candidates tomorrow. She thanked Sandra Schwarzkopf , Liz Marchetti, Ally Viera, Peter Lucia and the students for having the site visit here and doing a great job scheduling. Sean Riley is preparing a buffet with the students and Heidi Mongeau and Guy Prescott are helping to navigate. On Monday there will be a group going to Belmont and on Tuesday to North Hampton. The Superintendent would like to make a decision by next week because she is afraid candidates are interviewing in other districts.

Member Lachendro asked for confirmation of the NEASC upcoming visit schedule. Superintendent Jacobs said that NEASC is scheduled to arrive the afternoon of Sunday, March 4<sup>th</sup>. The Superintendent said she would email the schedule to the members again.

**MOTION:** Barbie Linares (C. Lachendro second) to enter into Executive Session under M.G.L. Chapter 30A, Section 21at 8:45 PM for purpose of negotiations. So voted via role call vote (4-0). Motion carried.

*Respectfully Submitted,  
Nancy Weiss, School Committee Secretary*