PEMBROKE SCHOOL COMMITTEE MEETING  
Tuesday, April 2, 2019  
North Pembroke Elementary School Library  
7:00PM

Call to Order
Mr. Chilcott called the meeting to order at 7:00pm.

Present from Administration: Mrs. Erin Obey, Superintendent; Marybeth Brust, Assistant Superintendent; Jessica Duncanson, Director of Student Services.

Present from Committee: Patrick Chilcott, Chair; Suzanne Scroggins, Vice Chair; James Agnew, Secretary, David Boyle  
Michael Tropeano arrived at 7:19pm.

Acknowledge & Schedule Visitors
Mr. Chilcott welcomed the visitors.

Adjustments to the Agenda
None

Approval of Bill Schedule
Bills were circulated electronically for committee approval.

Communications
None

Consideration of Approval: School Committee Meeting Minutes of March 5th and 19th, 2019

VOTE: On a motion made by David Boyle and seconded by James Agnew, it was unanimously voted to approve the school committee meeting minutes of March 5, 2019 as presented.

Voting Yes: Patrick Chilcott, James Agnew and David Boyle  
Voting No: none  
Abstaining: Suzanne Scroggins  
Absent: Michael Tropeano

VOTE: On a motion made by James Agnew and seconded by David Boyle, it was unanimously voted to approve the school committee meeting minutes of March 19, 2019 as amended.

Voting Yes: Patrick Chilcott, James Agnew and David Boyle  
Voting No: none  
Abstaining: Suzanne Scroggins
Superintendent’s Report
FY20 Budget Update

Maintenance Budget Presentation
Mrs. Obey presented the Maintenance Department budget in Mr. Domingos’ absence. She said one goal for FY20 is to get the custodial staff training and certification through MA Facilities Administrator Association program by the end of FY20. She said the escrow project was six years ago and the district hasn’t kept up with building controls up to date, so another goal is to better control energy consumption. She said the last goal is to evaluate all exterior doors and replace failing systems with properly working units. Mrs. Obey said the committee has discussed security concerns and as a result had decided to lock the buildings. She informed the committee that a grant for $60k has been applied for and it will cover a big chunk of these costs.

Mrs. Obey said the Facilities manager position is shared with the Athletics Director position as of three years ago. She said the department budget is made up of custodian salaries, contracted services, the annual collaborative buy and substitute coverage, totaling $1,489,703. Mr. Chilcott asked if it would be possible to eliminate one of these roles and Mrs. Obey said district is at the minimum requirement for cleaning and she would not advocate to go below that. She went on to explain what makes up the Contracted Services costs and explained that repairs are a big part of that. She explained the function of the Waste Water Treatment facilities. She said there have been about $154k of repairs and the bulk, $87K, was on HVAC which included roof top units, univents in classrooms and HVAC controls. She said the plan is to phase in a replacement cycle for the units. She said the Green Communities grant .... PC said when the roofs were done couple years ago the units had to be removed and then put back. Mrs. Obey said the MSBA would not allow changing the footprint of what was on the roof as a condition of the funding.

Mrs. Obey said it is important to highlight the community use of the district facilities and said it adds to wear and tear on the buildings. She said the community events hosted by PPS totaled 1138 hours. She said the district doesn’t charge community groups because PPS wants to have a community feeling.

Mrs. Obey went on to talk about the major upcoming and ongoing projects. She said the exterior camera project at PHS was completed. She said upcoming is the replacement of the phone system at North Pembroke due to a stretch of time of them not working. She said this cost will be an article at Fall Town meeting. She said another upcoming project is the replacement of the HVAC units at PHS and the district is waiting on Green Communities. She informed the committee that Phase I of the irrigation project at PHS and North drilling is going to begin soon. She explained that Phase I includes the well, sprinkler system and fencing.

Fee Discussion
Mrs. Obey said as part of the budget process the committee reviews existing fees and potential new fees. She presented the transportation fees for surrounding districts and said that the district has not raised the transportation fees in many years, and 8 years ago eliminated the elementary bus fee. Mr. Tropeano said the Budget Subcommittee had a lengthy meeting and their recommendation is to increase the bus fee by $20 to $200, with a $300 family cap while still maintaining the $30 early discount. Mrs. Obey explained how the bus tiers work.

Mrs. Obey said the Athletics fees vary widely when looking at surrounding districts. She said Pembroke charges $225/$385 and the Budget Subcommittee recommendation is to not increase it. Mr. Boyle confirmed that families get the fee back if their student doesn’t make the team.
Mrs. Obey said the committee passed a policy for Advertising. She said it is logical to start with banners around turf field and numerous districts already do this. She presented two proposals for different sized banners and said the sponsors would pay for the banner the first year. She explained the other options for sponsorship of the gym scoreboards and sponsorship of the scoring table at PHS. Mrs. Scroggins asked for an estimation of the number of banners able to be put on the turf field and Mrs. Obey said possibly 30 large ones. Mr. Tropeano said the cost may be difficult for small businesses and Mrs. Scroggins suggested a declining price if the sponsor signs on for three years. Mr. Agnew said he likes the idea of having options for the banner prices. Mr. Tropeano suggested giving the first year sponsors a price lock for two years. Mr. Boyle confirmed there is a PPS staff member that will handle the advertising workload. MT suggested the corporate sponsorship cost be $3000. Mr. Chilcott suggested $900-$1700 for regular sponsorship based on banner size. The committee agreed to both. Mrs. Scroggins confirmed that the banners will last three years.

Mrs. Obey reviewed the current fee structure for facilities usage. She said the Budget Subcommittee recommended increasing to $55/hour for categories 4, 5 and 6. The committee agreed.

Mrs. Obey said the recommendation from the Budget Subcommittee was to not institute an additional fee for co-curriculars as it may box out some students. Mr. Chilcott asked Mr. Talbot his thoughts on charging a $50 fee and he agreed there is a risk to alienating some students. Mrs. Scroggins said it is alluring to bring in money to help the budget gap but at the end of the day the clubs are important to kids. Mr. Chilcott said so many of the fees are around high school students and the committee is sensitive to that. Mrs. Scroggins suggested that next year the Budget Subcommittee review clubs and fine arts to see if any should be charged a premium. Mr. Tropeano said everything the committee is talking about is mainly affecting grades 9-12. He went on to say that committee must look broader if going down this path.

Mrs. Obey said PPS does not currently charge a parking fee and Mr. Chilcott said the Budget Subcommittee recommendation is to not institute a parking fee. Mr. Agnew added that a lot of kids are paying for their car insurance, gas etc. Mr. Chilcott said the committee will vote on all fees after the Administration recommended budget is established.

VOTE: On a motion made by David Boyle and seconded by Michael Tropeano, it was unanimously voted to create an advertising fee at three tiers of $900 for a small banner, $1700 for a large banner and $3000 for corporate sponsorship.

Voting Yes: Patrick Chilcott, Suzanne Scroggins, James Agnew, Michael Tropeano and David Boyle
Voting No: none
Abstaining: none
Absent: none

Administration Recommended Budget
Mrs. Obey said the historical budget picture slide is presented every year. She said the Chapter 70 increase for FY20 is .43% and the school budget is 53.44% of the Town budget. She said Representative Cutler and Senator deMacedo are working to get $100 per pupil and hope to land at around $50. She said as of January the MOE budget is $34,831,669. She said retirements this year will save $67k, the transportation offset will provide $125k and the enrollment driven reductions will save $330k. The brings the FY20 MOE $34,309,669, resulting in a budget gap of $1,050,317.
Mrs. Obey said to help with the gap is the increase in Chapter 70 of $58k, the increase in the Town contribution of $633,151. This bring the budget gap to $359,166.

She said the Administration recommendation is to move forward with the level 1 priorities of $68k, which is the addition of a social worker. She said the conversations had were around adding a social worker at the elementary level and PCMS but instead one will be split between them. She said there was discussion about adding an additional teacher for the Compass Program but instead there is a proposed restructure of the ARC and Compass Programs so that Compass is staffed by teacher and ARC by a para. She added that the curriculum materials funding was found through building budgets and the needed software will be funded through grant.

Mrs. Obey said the Administration recommendation additional reductions include a wellness teacher and a SPED para. She added that an English teacher at PHS is taking a sabbatical and a foreign language teacher is reducing their schedule, so these will result in some savings.

Mrs. Obey presented additional areas for reduction that include: .4 fine and performing arts at PHS which will result in fewer elective offerings for students .2 social studies at PHS which will result in fewer elective offerings for students 2 additional elementary reductions which will increase class sizes by 4-6 students 1 foreign language teacher at PHS which will increase class sizes

Mr. Chilcott said he would accept the .4 fine and performing arts and foreign language teacher as reduction but suggests asking the Town for the funding of the social studies and elementary teachers. Mr. Tropeano confirmed that a reduction of a PE teacher would not affect the PE state requirement. Mrs. Obey pointed out the that the two semester PE requirement is an unfunded mandate. Mr. Tropeano said he is comfortable adding the $130k for the two elementary teachers to the Town amount. Mr. Chilcott said there is a lack of budget capability at the Town level and the amount that has been provided to PPS is not balancing the budget. He said the amount from the Town is not covering the collective bargaining costs of $970k so the district is absorbing $337k. Mr. Tropeano added that the Athletics department got hit hard during last year’s budget, so the Budget Subcommittee did not look there this year. He said the impact was visible as heard from by parents.

Joint Budget Subcommittee Report Out
Mr. Chilcott said he and Mr. Tropeano will make the proposal tomorrow of fully funding the collective bargaining at $340k or $130k for the elementary teachers. Mrs. Obey said she will clarify the collective bargaining amount before then. Mrs. Scroggins said it pains her that there are only three people in the audience and she wishes more people would pay attend these meetings.

Future Meeting Dates and Topics
April 23rd, April 30th and May 7th

VOTE: At 8:54pm, on a motion made by David Boyle and seconded by Michael Tropeano, it was unanimously voted, by roll call vote, to enter Executive Session Pursuant to Chapter 30A, Section 21(a)(3) to discuss a legal matter since an open meeting may have a detrimental effect on the legal position of the School Committee, as declared by the Chair.

Voting Yes: Patrick Chilcott, Suzanne Scroggins, James Agnew, Michael Tropeano and David Boyle
Voting No: none
Abstaining: none
Absent: none
MOTIONS

VOTE: On a motion made by David Boyle and seconded by James Agnew, it was unanimously voted to approve the school committee meeting minutes of March 5, 2019 as presented.

Voting Yes: Patrick Chilcott, James Agnew and David Boyle
Voting No:  none
Abstaining: Suzanne Scroggins
Absent:  Michael Tropeano

VOTE: On a motion made by James Agnew and seconded by David Boyle, it was unanimously voted to approve the school committee meeting minutes of March 19, 2019 as amended.

Voting Yes: Patrick Chilcott, James Agnew and David Boyle
Voting No:  none
Abstaining: Suzanne Scroggins
Absent:  Michael Tropeano

VOTE: On a motion made by David Boyle and seconded by Michael Tropeano, it was unanimously voted to create an advertising fee at three tiers of $900 for a small banner, $1700 for a large banner and $3000 for corporate sponsorship.

Voting Yes: Patrick Chilcott, Suzanne Scroggins, James Agnew, Michael Tropeano and David Boyle
Voting No:  none
Abstaining: none
Absent:  none

VOTE: At 8:54pm, on a motion made by David Boyle and seconded by Michael Tropeano, it was unanimously voted, by roll call vote, to enter Executive Session Pursuant to Chapter 30A, Section 21(a)(3) to discuss a legal matter since an open meeting may have a detrimental effect on the legal position of the School Committee, as declared by the Chair.

Voting Yes: Patrick Chilcott, Suzanne Scroggins, James Agnew, Michael Tropeano and David Boyle
Voting No:  none
Abstaining: none
Absent:  none