

Minutes of Meeting
June 26, 2014
Frederick Hartnett Middle School

The Blackstone Millville Regional District School Committee met in the library of the Frederick W. Hartnett Middle School at 6:30 p.m. with the following members present:

William F. Chaplin, Chairman
Steven J. Tringali, Vice Chairman
Wendy L. Greenstein, Treasurer (arrived at 7:45 p.m.)
Erin P. Vinacco, District Secretary
Diane C. Robin, Member
Brian T. Faulkner, Member
Georgette A. Jarret, Member
Jane C. Reggio, Member

Superintendent, Dr. Perry Davis was also in attendance along with incoming Superintendent Allen W. Himmelberger.

Mr. Cameron spoke on the DC trip. Some students were able to get a tour of the White House West Wing. He feels it is important to get preliminary support for next year's trip. It is not too early to start saving for next year. He sent out a survey with about 2/3 of the grades responding. They would like to take the trip a little later in December next year. Fifteen families who responded to the survey may need some trip assistance. It could be a large amount of money for the families. The price point will always be around \$600.

A one night Natures Classroom trip is \$110 dollars. For 2 years he has had a concern with those students who stay behind. He wants to do something nice for those who stay behind. About 45 students stayed behind. Most did not come to school on those days. He would like to offer the trip during the first half of the April vacation. He does not see a concern with the availability of hotels during that time. If you do move to April vacation it is critical to get the word out now. Mrs. Reggio wonders if Nature's Classroom should not be moved to April. Mr. Cameron does not see both trips happening in April. Natures Classroom would be more of a May trip and he is looking for an approval from the Committee.

Motion: It was moved by Mrs. Robin, seconded by Mrs. Jarrett and unanimously voted to approve the moving forward of the Washington, DC trip for next year.

Motion: It was moved by Mrs. Robin, seconded by Mrs. Reggio and unanimously voted to approve the Consent Agenda with the addition of a home schooling application.

An independent audit was completed by Mr. Dan Haynes, CPA and lead auditor for fiscal 2012 and 2013 for the Blackstone-Millville Regional School District.

Dan Haynes presented a PowerPoint presentation and some comparative numbers – they would like to add value, satisfy applicable standards, accountability to School Committee (the governing body).

The point of an audit is to test transactions and to focus on the financial statements. It keeps the financial management team motivated to follow processes throughout the year.

Internal control – monitors effectiveness and efficiency of operations.

Presently use the Gasb 34 financial reporting model which is useful to the managing and governing body, citizens and public bondholders and creditors.

The auditor's opinion is new in 2013 – unmodified replaces unqualified, net position replaces net asset.

Financial summary – unassigned fund balance – general fund – reserve position decreased this year.

They have a great debt position – 1.3 percent of budget – very manageable debt –

Unrestricted net deficit – increased by \$1,306,163 from last year-

Peer comparative data – identified 3 school districts with similar characteristics –

We are very low in our school choice funds – be sure to keep an adequate reserve balance.

Need to have the reserve because of its impact on bond ratings – E & D is a critical number for the bond agencies to look at – the variance could be a whole percent – they are going to permanently bond the District's bond anticipation notes in the fall.

The management letter – There are 11 action items. This is the key to internal control. It helps the governing body make decisions on a cost effective basis.

One person should be assigned as a procurement officer.

Look at areas of risk within your financial statement –

Every expenditure needs a funding source. Since 2 out of 4 buildings have asbestos this must be maintained. We had a visit 6 weeks ago at the High School. Tighe and Bond comes out to assess the integrity of the asbestos in the High School. This needs to be in the budget.

They must also train all custodians in an asbestos awareness training each year. Two custodians must take a longer training so they can deal with the asbestos. They do have a management plan for this. They need to budget an adequate amount.

There are changes to the role of the school District Treasurer. He stated that Donna is one of the best that he has worked with. She is currently Office Manager/ Assistant Treasurer.

She does collect the receipts and make the cash deposits. There needs to be a control on this as well as ongoing testing. Donna reconciles the books. It takes a wealth of knowledge to keep it all in order. We need to add some monitoring procedures there. Someone should review the ledger book.

Officially assign the Superintendent to review all of the accounts payables and payrolls. It is just not written down but it would cover the internal control.

Mrs. Vinacco asked for a workshop to review all of the items on the auditors list and the action steps.

They are looking for another independent auditor since Dan Haynes is now a Business Manager in another district.

Motion: It was moved by Mrs. Robin, seconded by Mrs. Vinacco and unanimously voted to accept the independent audits for FY12 and FY13.

Fiscal budget and assessment – A copy of the warrant for the town of Millville will be available Monday at the Millville Town Meeting. Millville has come up with a strategy to fund our assessment by doing transfers from other line items and not from their stabilization account. It appears that all transfers will be done by majority vote. They could go line by line for each of the transfers. Dr. Davis has not heard yet how they plan to do this. This appears to be a compromise. The District decided to fix the MES kitchen floor themselves this year in order to free up funds for Millville's assessment by using the funds not used to cover unemployment claims.

If the Millville vote happens successfully it will not save positions moving forward but will keep things the way they are now. A "no" vote would trigger a super town meeting which we would have to move forward on.

The meeting in Millville is Monday at 6:30 p.m. and Dr. Davis will plan on being there at 6:00 p.m.

In early May, Dr. Davis gave notice to 58 non-professional status individuals. They have gone through the postings and we will be advertising for some of the positions they are able to bring back. Some of our staff who were let go have taken positions in other Districts.

They are currently working on projections for the budget and potential closeout projections for FY14. The projected balance to end the school year is \$196,379. There are some accounts we can't close out until the close of the fiscal year. On the revenue side the regional transportation aid is coming in higher.

The goal is to get our E & D back up.

We had savings this year by hiring Dr. Davis on a daily salary basis and not hiring an assistant superintendent. There was also a health insurance savings.

Motion: It was moved by Mrs. Robin, seconded by Mr. Tringali and unanimously voted to appoint Harold Gould as attorney in the Blackstone-Millville Regional School District for FY15.

There are a few changes to be made to the FY15 School Committee calendar as follows:
Change June 25th to June 24th meeting date.

All meetings should say public meetings. If you want a workshop it can just be scheduled.

Sub committees can figure out if they want to meet and when.

The general meeting will start at 7:00 p.m. On occasion they can make it earlier.

The budget meeting will be moved sooner. They have chosen February 26th for the budget hearing and March 12th as the adoption date.

Change march 18th to March 19th.

Dr. Davis recommends that the budget hearing be held in this school versus the auditorium at the High School.

Some of the selectman have alluded to the fact that the final budget number keeps changing. This happens because they keep taking things away and trying to lower the assessment. This is why the numbers keep changing. It is normal for the number to change.

Motion: It was moved by Mrs. Greenstein, seconded by Mrs. Reggio and unanimously voted to approve the School Committee meeting dates with the above changes made.

Mr. Chaplin wants to have a task force form in August.

Report of the Superintendent –

Circuit breaker for next year – they need money for any unexpected special education expenses that arise next year.

School staffing report is done by school and by grade level. They still have late resignations coming in. This report can be generated this summer as well with changes.

Mr. Tringali asked to get the same for the support staff. Dr.Haughey has a lot of movement here so it will probably be in August before that can be generated.

Mrs. Vinacco wants to keep our eye on the kindergarten numbers in Millville.

Roofing project updates-

JFK – experienced flooding in the nurse’s room at the JFK side of the building – They are addressing this problem – they will change the pitch of the gutter – they will also block a seam there. Greenwood Industries will take care of this and it should be complete by the middle of July.

HS roof project – first planning meeting – Rockwell will get underway in the 2nd week in July- start in the A wing, then the b and c wings and then the gym, cafeteria and auditorium last.

MES roof – general contractor bids on July 2nd – this will get underway in late August and completion will be in mid-September.

Transition plan – Mr. Himmelberger – Dr. Davis will work with him and be available on July 1st and 2nd and get the FY15 budget underway.

The principals will be allowed to bring Student handbook changes forward in September. There is state law dealing with the matter of discipline. Legal counsel is drafting how to go about maintaining our compliance.

MES kitchen floor- Under Chapter 149 they had to file for an emergency waiver to put the project out to bid. The issue is that it is cracking and the seam opens. They approved the emergency waiver request. They must comply with Chapter 149.

They will repaint the entire MES kitchen since everything will be out of the kitchen at that time.

JFK/AFM elevator lift – certification lapsed in 2011/12 – we were cited from the Department of Public Safety. We appealed the decision. We are still being assessed the fine in the amount of \$10,700 to be paid out of the FY14 budget.

Public Forum

Mr. Chaplin passed out a sub-committee sheet. In August these committees should give their concise plan for the year.

Mrs. Greenstein wants to be a part of the financial task force. Mr. Chaplin wants to make this task force with stakeholders as well.

The MASC conference is in November.

School Committee Forum

Mr. Tringali – looking forward to seeing people Monday, June 30th at 6:30 p.m.
He thanked Mr. Cameron for planning the Washington, DC trip – Said thank you to Dr. Davis for his hard work this year.

Mr. Faulkner - Wish all those that are not coming back good luck and thank you.

Mrs. Reggio- critical that people from Millville are at the meeting on the 30th to maintain the schools and be supportive.

Mrs. Jarret - thank you to Dr. Davis and welcome to Mr. Himmelberger.

Mrs. Robin – good luck to Dr. Davis and welcome Mr. Himmelberger-

Mrs. Greenstein – thank you to Dr. Davis - you have created the trust back and it has been a positive experience-

Mrs. Vinacco – schedule the workshop for ourselves for the audit – put it on our calendars – there are 11 action items that they need time to talk about –It may be more productive to defer this until August and give Mr. Himmelberger time to review it.

Thank you to all teachers this year. Have a safe and happy summer.

Mr. Chaplin – thank you. Go to meeting on Monday.

Dr. Davis – thank the residents for their continued support – people in the community who give of their time – we need the community to support us – thank you for all you do- he has enjoyed his time here – most of the hard work is done by all staff –

Motion: It was moved by Mrs. Robin, seconded by Mrs. Jarret and unanimously voted to adjourn the meeting at 8:55 p.m.

Respectfully submitted,



Monique F. Simard
Recording Secretary

ATTEST:



Erin P. Vinacco, District Secretary