

REVISED

10:27 am, Feb 14, 2023

REVISED AGENDA
Maynard School Committee
Thursday, February 16, 2023, 7:00 pm
Hybrid Meeting (in person and remote access)
Fowler School Library and via Zoom

(The School Committee may vote on all items listed on this agenda)

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held in person and virtually (internet) using Zoom Technology.

All members of the public are invited to join the meeting virtually or in person, either by computer (internet) or phone as noted below or at the Fowler School Library

Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: maynard

Choose to use Computer Audio, or join by phone at the number below:

Phone Option: 1-646-558-8656

Meeting ID: 915 7287 5882

Password: 448260

View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/37KasFh>

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

Allotted times within the agenda are intended to account for presentations and discussions

- I. Meeting Called to Order via Roll Call
- II. Public Comments (15 min)
- III. Urgent Business
- IV. Student Representative Report (10 min; IO)
- V. Superintendent's Report (20 min; IO)
 - A. General Update
 - B. Bleacher Update
 - C. GM MSBA Update
 - D. Solar Update
- VI. Superintendent Mid-Year Evaluation (30 min; IO/D)
- VII. Policy – second reading (15 min; D/VR)
 - A. DBJ – Budget Transfer Authority and DBJ-E Cost Centers
 - B. DD – Grants, Proposals, and Special Projects
- VIII. Committee Updates on Community Outreach (10 min; IO/D)
- IX. Chair's Report (10 min; IO/D)
 - A. General Updates
 - B. Town Budget Review Recap
- X. Subcommittee Reports & Members' Comments (12 min; IO)
 - A. Elizabeth Albota
 - B. Maro Hogan
 - C. Mary Brannelly
 - D. Hilary Griffiths
- XI. Consent Agenda (5 min; VR)
 - A. Approval of Minutes
 - B. Acceptance of Warrant(s)
- XIV. Executive Session under MGL; CH30A; § 21(a)(3) to discuss strategy with respect to collective bargaining with the Secretarial Union; AFSCME Local 1703, State Council #93; and § 21(a)(2) to conduct strategy session in preparation for negotiations with nonunion personnel (Superintendent); since an open meeting will have a detrimental effect on the bargaining of the public body and the chair so declares. The School Committee will return to open session.
- XV. Vote on Contracts (5 min; VR)

***IO [Info Only], P [Presentation], D [Discussion], PV [Possible Vote], VR [Vote Required]**

Chairperson: Natasha Rivera
Posted by: Colleen Andrade
Date: 2/14/23

Maynard School Committee Meeting Public Comments Guidelines

The Public Comments agenda item is a devoted time for the School Committee to hear from the public. As such, its structure primarily supports a unidirectional recording of public comments, rather than a bidirectional conversation. Here are the general rules for any form of Public Comment period:

1. Any person wishing to speak and make a comment during a meeting may do so by:
 - a. If Virtually- Sign up to speak publicly in advance and up until the Public Comment agenda item at <https://bit.ly/mps-public-comment>. Please have your zoom name match so we may be able to unmute you to speak.
 - b. If in person- Sign up in advance and up until the Public Comment agenda item. Once recognized by the Chair, state your first name, last name, and town.
 - c. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
 - d. No person may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing a person to comment a second time, especially if it is related to a topic that has not yet been brought up.
2. Email comments in advance and up until the Public Comments agenda item to comments4SCmeeting@maynard.k12.ma.us.
 - a. **You must state in the subject line “Public Comment”** and include your first and last name and town to ensure your comment can be read.
 - b. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
 - c. To ensure all comments are able to be read in their entirety, it is suggested that you keep them to approximately 350 words. However, submitted comments longer than 350 words will be included in the public record in their entirety.
3. **Note**- Anyone can submit comment(s) for the public record after the Public Comments agenda has passed by providing an email copy to comments4SCmeeting@maynard.k12.ma.us up until the end of the meeting, specifically stating their desire to have these additional comments included.



Superintendent's School Committee Report

February 16, 2023
(Submitted 2/10/23)

School NEWS

- Fowler School:
 - Selection of screening committee members
 - Candidate application deadline - Feb 3, 2023
 - Screening of applications has happened
 - First round of interviews is

- Bleacher update -
 - Community Preservation Committee (CPC) Public Hearing on February 15, 2023 reviewed the bleacher application.
 - We are working on a timeline once we have confirmation of funding.
 - I have met with the Athletic Director and MHS Principal and we agree that we need to have at least on large set of bleachers for the spring season and graduation.

FY24 Proposed Budget

The school department proposed FY24 budget is **\$22,845,577**

Town Administrator shared highlights concerning the town budget including the school budget:

Highlights:

- Revenue conservatively estimated for local aid from the state budget, set at 2% (new Governor's budget not expected till March 2023)
- New Growth of revenue from property taxes is set at \$300,000
- Health insurance at 8% increase, which is about \$470k over current FY23
- Most departments level funded and meeting contractual obligations, and no hirings
- Maynard Public Schools allocation is **\$514,843 under level funded.**



FY24 Proposed Budget Update

- ❖ If the Maynard Public Schools receives a 2.6% or \$563,327 increase over FY23,
- ❖ Then the school department will need to reduce the FY24 operating budget by \$514,843.
- ❖ Explanation: The recommendation from the town administrator is of significant concern, as the FY23 operating budget was \$21,666,407. An additional \$563,327 (or 2.6%) brings our FY24 budget to \$22,229,734.
- ❖ **This requires a SIGNIFICANT reduction of \$514,842 from a level service budget.**

FY24 - Budget Impacts



With an allocation of \$22,229,734, which is **\$514,843 below a level service budget**, we are considering the following possible reductions for the 2023 - 2024 school year:

- No added support to the superintendent's administrative assistant, student services or athletics
- No addition of instructional time for students at Green Meadow
- Decrease staff at Green Meadow
- Decrease staff at the Fowler School
- Decrease staff at Maynard High School
- We are reviewing extra-curricular programs and transportation
- Additional reductions will be necessary

Green Meadow Building Project

- ❖ The link to the presentation provides updated information ~
<https://drive.google.com/file/d/1MSfN8HuiK5mKtEATBaRXmLplWbdactLq/view?usp=sharing>
- ❖ MSBA Board of Directors approved the below revisions to their project funding limits:
 - Construction cap went from \$360/SF to \$393/SF
 - OPM (3.5% of construction) and Designer (10% of construction) caps is based on \$550/SF from the previous \$500/Sf
 - Site cost is capped at \$39/SF instead of the 8% of building cost
- ❖ We are continuing to meet and work on creating a recommendation that does the following:
 - Meets the education programming needs of the district
 - Is affordable to the town
 - Is as sustainable as we can afford to be
 - A site design that also meets the needs of the town

Solar Project Update

- ❖ Please note the update regarding the High School's solar system below. The process is going well, and Byron from Solect Energy will report back with updates on each of the items as they are completed.
- ❖ The High School's canopy and rooftop systems development is making significant headway. We have filed the SMART incentive application with ClearResult / DOER and submitted the interconnection application with Eversource. In terms of site diligence, the structural review is currently underway, and they anticipate receiving confirmation this month. Regarding the Geotech studies, they have marked/identified the locations of the footings and completed the GPR scanning. The boring tests are currently scheduled for this weekend on Feb. 11 – 12th.
- ❖ In terms of Zoning, they understand that the solar system would be allowed by right as an alteration of the structure. They will submit the permits and review the final design with Zoning as part of the process. We are confirming that no additional action is required from the school or town's perspective. They are currently reviewing and finalizing the PPA and Lease and will be returning them for Maynard's review and confirmation this week.
- ❖ Overall, the process is going well, and they will report back with updates on each of the items as they are completed.

School Committee Policy: DBJ

BUDGET TRANSFER AUTHORITY (replacing Policy 303, 304)

In keeping with the need for periodic reconciliation of the District budget, the School Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent or their designee.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between cost centers as approved during the annual budget deliberation must be submitted to the School Committee for approval as part of the School Business Officer's quarterly report at the business meetings of the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC Updated 2022

LEGAL REFS.: MGL [71:37](#)

DOR 94-660

CROSS REFS.: DBG, Budget Adoption Procedures

DI, Fiscal Accounting and Reporting

DBJ-E, Cost Center Exhibit

Cost Center Exhibit

Cost Centers	
GROUP CODE	Description
1000	ADMINISTRATION
2000	INSTRUCTIONAL
3000	OTHER SCHOOL SERVICES
4000	PLANT OPERATIONS & MAINTENANCE
5000	EMPLOYEE SEPARATION COSTS
6000	SYS-BUILDING MAINTENANCE
9000	PROGRAMS WITH OTHER DISTRICTS
<u>Group Code</u>	<u>Types of accounts included in this code</u>
1000	School Committee, Superintendent, Asst. Superintendent, legal expenses, IT (tech & admin)
2000	SPED Director & staff, IT Director, Instructional Staff, wages for Principals, Teachers, PD, Textbooks, Instructional Supplies
3000	Nurse wages, Health Services expenses, Transportation (GenEd & SPED), Athletics, Stipends
4000	Building Expenses (heating, gas, electricity), Custodial Salaries & Supplies, Building & Grounds Maintenance, Tech Infrastructure
5000	Employee Separation Cost
9000	Special Education Tuition and/or transportation Payments



School Committee Policy:

#303

School Committee Financial Actions

Warrants of Bills and Payrolls

The Superintendent shall submit periodically to the School Committee warrants of bills and payrolls for payment. Upon the approval and a minimum of three signatures of School Committee members, they shall be sent to the Town Accountant for payment.

Transfer of Funds

The transfer of funds from one major school operating budget category to another within the Maynard Public Schools operating budget will be accomplished only by a majority vote of the School Committee. A budget category, for the purpose of this policy, is defined as one of the four (4) major categories reported by the School Department to the Town Meeting and Town Accountant.

The Town Accountant shall receive written notice of such approved transfer from the Superintendent.

Current Version: 10/9/14

Earlier Version: 12/04, 6/99, 12/94, 1/72

Cross Reference: #304

Legal References: MGL 41:56; Town Charter



School Committee Policy:

#304

Transfer of Funds

The transfer of funds from one major account to another within the budget for the Maynard Public Schools will be accomplished only by a majority vote of the School Committee.

The Town Accountant shall receive written notice of such transfer jointly from the Superintendent and the business manager.

Date Approved: 4/11/13
Earlier Version: 10/03, 8/96, 12/72
Cross Reference: #301, 303

School Committee Policy: DD

GRANTS, PROPOSALS, AND SPECIAL PROJECTS (replaces Policy #351)

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children.
~~in alignment with district goals.~~ The Superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget along with measures for evaluating whether or not project objectives are being or have been achieved.

Comment [1]: on a timely basis before expenditure.

Comment [2]: This is from #2 in former policy 351

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. [44:53A](#); [71:37A](#)
2 CFR 200 Federal Uniform Administrative Requirements

NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.



School Committee Policy:

#351

Grants - Federal and/or State

The committee encourages the development of proposals to federal and state agencies, private foundations, and other sources of financial aid for subsidizing public school activities, including, but not limited to: innovative projects, feasibility studies, facilities development, long-range planning, and research and development. All such activities are to meet the following criteria:

1. They are based on a specific set of internal objectives that relate to the established goals of the Maynard Public Schools.
2. They are to provide measures for evaluating whether or not project objectives are being or have been achieved.
3. The execution of all projects is to conform to state and federal laws and to the policies of the committee.

All grant proposals are to be approved by the superintendent before being submitted to the funding agency.

Current Version: 11/13/14

Earlier Version: 10/06, 2/00, 12/94, 6/78

Legal References: MGL 44:53A, 71:37A
