

**TOWN OF LAKEVILLE
SELECTMEN'S MEETING MINUTES
Assawompset School Cafeteria
Wednesday, March 28, 2007**

On March 28, 2007, the Board of Selectmen held a Special Meeting at 7:12 PM with the Local School Committee at the Assawompset School Cafeteria. The meeting was called to order by Chairman Yeatts at 7:12 PM. Selectmen present were: Selectman Yeatts and Selectman Evirs. Also present: Rita Garbitt, Town Administrator, and Christine Weston, Recording Secretary.

Also present: Gordon Goodfellow, Cindy McRae, Bob Hill, Martha Weeks-Green, Members of the Local School Committee (David Goodfellow, Charlene Shea, Lorraine Carboni, Carolyn Gomes, Phil Oliveira), Louis Rodriguez, Laurie Hunter, Anne St. Pierre, Megan Beaubien, Dr. Stephen Furtado, School Committee candidate David McQueeney.

Appointment of Old Colony Regional Vocational High School Representative

Town Moderator Gordon Goodfellow explained that when a position falls vacant for the Old Colony Regional Vocational High School Committee, the Town is required to nominate a person to be appointed or for a person to take office. The Local School Committee and the Board of Selectmen are being called together at this time in order to do this. Is there anyone that will be presented for appointment or re-appointment? A motion was made by Ms. Carboni to nominate Robert Marshall (current member of the Old Colony Regional School Committee) to be appointed to the Old Colony Regional School Committee. This motion was seconded by Mr. Goodfellow (David). There were no further nominations so nominations were declared closed by Mr. Gordon Goodfellow. Mr. Gordon Goodfellow asked for a raise of hands to nominate Robert Marshall to the Old Colony Regional School Committee. All members of the Local School Committee and Board of Selectmen raised their hands in favor of Robert Marshall to be appointed to the Old Colony Regional School Committee.

Review Local School Budget

Discussion and explanation then took place on the needs for Assawompsett and GRAIS. The prioritization lists were distributed for both schools as follows:

Assawompset Items

1. Additional SPED Paraprofessionals. Need to increase two (2) part time aides to two (2) full time aides for hearing impaired children going to grade one; child with cerebral palsy in grade one needs 1:1 paraprofessional; resources in other areas all stretched. - \$50,370
2. General Supplies Need for purchase of updated maps to complete replacement process, instructional supplies from EDM program, Houghton Mifflin and to align social studies materials - \$55,000.
3. Building Maintenance Regular maintenance to include painting of rooms, bathroom hardware as needed, door handles and locks as needed, based on capital needs not yet addressed - \$40,000
4. Special Needs Teacher Support is needed for the first grade inclusion class we created this year. This has also left our resources for kindergarten stretched very thin - \$68,179.
5. Reading Tutor Need for additional reading support as can be provided by certified reading specialist; currently - \$71,588

6. MCAS Tutor Support reinstated November of 2006, remediation for grade 3 students at risk - \$5,000
7. Substitutes Professional Development Need to support time for teachers to meet as teams, school wide assessments, curriculum writing - \$10,000
8. Instructional Technology Training Need to train technology support staff in various areas in order to support teaching staff - \$3,000
9. Sup Admin Technology Need to purchase laser ink cartridges for laser printers purchased in summer of 2005 - \$5,000
10. Professional Development Need to support literacy efforts through consultants, workshops as well as need to insure new staff trained in Open Circle, Everyday Math - \$14,000
11. Curriculum Writing Need to review and update curriculum documents in ELA, Math and Science - \$6,000
12. Grounds Maintenance Need to seed field, update to beds and courtyards with ground cover, planting, etc - \$8,000
13. Tech Specialist Need for curriculum support to provide both direct instruction and resources to classroom teachers - \$48,600
14. Assistant Principal Request for Assistant to help with evaluation and other administrative duties - \$65,000
15. Additional Custodians Need for custodian to help cover school day needs and regular maintenance by working 12-8 pm - \$33,366
16. Textbooks Need to replace science texts, purchase Everyday Math game kits - \$12,000
17. Kindergarten Supplies Need to restore to previous levels for purchase of materials as part of developmental program - \$4,000
18. Maintenance of SPED Vans Increased costs based on actuals of previous years - \$12,000
19. Field Trip Transportation Need to cover cost of shuttles to Ted Williams due to insufficient parking on site - \$2,000
20. Equipment Custodial Need for new scrubber, leaf vacuum, mower, etc. - \$10,000
21. Hardware Rotating replacement of computers \$30,000
22. Supplies Custodial Previous inventory limited spending needs in 06-07, inventory now depleted - \$16,000

X Are the items that are not optional for Assawompset

1. Exp Computer Attendance Integration of report card using Grade Quick - \$5,500
2. Sub Secretaries Request is based on actual costs over past two (2) years - \$3,000
3. Principal Software Increase to cover online subscriptions to Star Math, Curriculum Mapper, Email/Phone Service - \$6,000
4. Workbooks Increase cost of Everyday Math workbooks - \$10,000
5. Instructional Software Cost to cover on-line subscriptions to United streaming, Study Island and three (3) reading web sites - \$4,500
6. READS Independent Evaluations Based on actuals to cover costs of collaborative support for evaluations and consultations - \$7,000
7. Homeless Transportation Funds to cover cost of any required transportation of homeless students - \$2,000
8. Asbestos Inspection 2007-2008 due for required 3-year re-inspection - \$1,500
9. Equipment General Replacement of two (2) copy machines - \$12,000
10. Substitutes Sick Leave Increase of sub pay to \$75 per day for all subs - \$22,000

Discussion took place on the capital needs aspect for the buildings. Mr. Rodrigues stated that it depends on how the Town looks at and categorizes Capital Needs. Is it \$10,000 for one item or

\$10,000 for multiple items? Ms. Garbitt responded that for the Park Department, there were several items that were lumped together which then totaled over \$10,000. The Town will combine capital items that are similar to meet the \$10,000 minimum. Ms. Hunter mentioned that there is a need for maintenance of the Special Education vans, however, there is a new van on the Capital Plan, so the maintenance could be of lower priority for this year. There is the Field Trip transportation, the shuttles to Ted Williams during events at Assawompset since there is not adequate parking at the School, yet there may be other options to help in this area so this may be a lower priority now. The text books are needed for Science, the Kindergarten supplies need to be restored and the Computer Hardware is needed. The Custodial Supplies do need to be increased since the supplies are significantly low from what has been available in the past.

Ms. Carboni asked how having the teachers purchase supplies and then reimbursing them had worked out? Ms. Hunter responded that the process worked out very smoothly and even just having the acknowledgment by the School Committee that the teachers could make their own purchases, since they could at lower prices, was positively received and beneficial for all. Ms. Hunter explained that now that the process is set and in place, the teachers will be able to utilize it and plan more and more for their purchases. Ms. Carboni stated that the amount had been set for \$100, should this be increased to \$200? Ms. Hunter responded that all depends on what the bottom line looks like. The School does get more for the money when this process is used.

Mr. Oliveira explained that just adding the page with the X's, the items that are optional, if that number was taken and added to the fixed cost number, is that the number that is the non-optional number? The Superintendent responded in the affirmative. Mr. Oliveira stated that there are two (2) pages to Ms. Beaubien's list and three pages to Ms. Hunter's list. Ms. Beaubien mentioned that her lists are not listed as optional, they are prioritized.

GRAIS Items

1. MCAS Teachers-Maintain position created in November for remedial reading ELA teacher and additional remedial Math teacher. Provide support for student in W and JI range of MCAS through small group instruction and support to classroom teachers - \$24,764
2. Curriculum Leaders-currently grade 4 and 5 have separate curriculum leaders. It is essential to have curriculum leaders in the school to support consistency across the curriculum within and between grades - \$5,202
3. Supplies General-Supplies for GRADE reading assessment, replacement bulbs for LCD projectors, laser ink cartridges. PE and Art department supplies. Instructional supplies for EDM program - \$14,660
4. Additional subject teachers-Full-time Art and Music teachers - \$25,920
5. Adjustment Counselor-Services are currently contracted out for one (1) day a week. Provide individual and small group counseling, as well as school and classroom interventions for social-emotional needs. Current staff in place are unable to meet the needs of IEP counseling and preventative services - \$14,400
6. School Secretary-Support for front office to address the needs of a student body that has increased by over 100 students over the past three (3) years. Support guidance dept. with registration/withdrawal of students and student records \$11,600
7. Exp Library books-Collection development, print books, audio books and periodicals - \$1,260
8. Inst. Hardware Library-Library printer ink cartridges, projector bulbs, replacement batteries for COWS - \$854

9. Exp Instr. Tech. Software-Study Island, Accelerated reader, United Streaming, renewal of library software - \$2,620
10. Extracurricular Activities-After-school clubs, choir, band - \$2,489
11. Additional Custodian-Need for custodian to help cover school daytime needs and regular maintenance. Allow for head custodian to focus on preventative maintenance - \$49,693
12. Sal Specialist Teachers-no new positions. Actual teacher salaries - \$45,667

Ms. Beaubien then went over her list. She explained that the Curriculum Leaders were important. They drive the leadership in the building. It is necessary for the teachers support and also the Principal. With respect to supplies, it is getting to the point of having to replace items over the past two (2) years. The Adjustment Counselor is a priority right now since she is only available on Tuesdays. This is tough for a student if they are having a crisis on any other day. It is necessary to have this support in place for the students on a regular consistent basis. Also, the Art and Music teachers are just being pieced together, shared, and it would be preferable to have a full time Art and a Full time music teacher. It would also be better to have a school secretary. If this position could not start full time, then part time would be better than no time since it is a lot for the current secretary to handle the phones, work, doors, etc. Right now the PTO really supports the library in terms of books, yet this needs to be enhanced with also hardware for the library. We need up-to-date materials in the library. With respect to the extra curricular clubs, some teachers are paid and others are not. The discrepancy should be made up for all teachers. Teachers are paying out of their pockets for items, and they should get a stipend for their time. The Additional Custodian is for the additional maintenance throughout the school. Right now not all of the bathrooms are opened. There is one (1) girls restroom and one (1) boys restroom that are closed. It had been two (2) sets each that were closed, but there was the ability to get one (1) additional set opened. The additional custodian would help maintain the restrooms so that they could all remain open.

Mr. Oliveira spoke with Ms. Beaubien regarding the supply items, specifically the \$854 that was needed for projector light bulbs. Ms. Beaubien explained that there is a need for ink cartridges and bulbs, but only if there is money left over to make these purchases. The items that are needed are being tracked more specifically in each area where they are used, such as the library, etc. This way the categories can be better accounted for. It would be beneficial to make some pre-purchases of supplies, however, this may not be the case. It has been difficult having line items that read zero when they really are not zero and the items need to be tracked in all categories for all areas. Mr. Rodrigues stated that he cares about the bottom line, but if there is a want to spend money from another account in order to purchase necessary supplies and materials, that was fine with him. The budget is the Principals' budget, and the money can be placed wherever they want it. Dr. Furtado stated that the \$854 should be spent this year and also be in the budget for next year, yet it depends if the line item will hold. There are many line items in the budget that need to be made whole since they have been zero for too long. The school has been making do for too long. It is also not a General Supply item for many of the items, they are part of Technology Supplies since they are laser cartridges for the printers and batteries for the computers on wheels. If this is not categorized properly then the line item is not accurate. Ms. Beaubien explained that the school has been working with a recycling company for the ink cartridges and this has helped. The school can get by in this area. There was more difficulty in this area for the Assawompset budget since they had changed over from ink to laser cartridges and they are more expensive. Ms. Shea mentioned that the COWS (Computers on Wheels) with their batteries, they are all working at the present time, but the length of time that they are viable is not all the same. The projection for the COWS is that they will all need a new battery next year.

Mr. Goodfellow stated that the School Committee has identified some items that would not be part of the operating budget, but would be capital expense items since it would be a one (1) time basis. Ms. Garbitt responded that it would depend on what it is for. Mr. Goodfellow responded that it would be maintenance items for the facilities such as a leaf blower, mower and replacement computer. Ms. Garbitt stated that the Town approved new guns and ammunition for the Police Department for one year since this was needed. Then there was the turnout gear for the Fire Department. It depends on the dollar amount. Mr. Oliveira stated that the only difference would be that if a warrant article was provided for just those items, then it limits the money to those things. However, if that money stayed in the budget, it could be moved to other areas/items. Prior to the Board of Selectmen arriving at the meeting, the School Committee was discussing how to fund these items since they were just identified this evening. Does the School Committee vote a warrant article for the items, and if it is purchased through the Capital Plan, then the Operating Budget is reduced? Ms. Garbitt explained that the Capital Plan was just approved this evening. The Committee would have to be asked if they wanted to reconsider those items. Mr. Oliveira explained that it would be \$30,000 for the computer lab, \$12,000 for two (2) copiers and then a leaf blower and mower for \$10,000 which would total \$52,000 for everything.

Ms. Garbitt stated that the \$30,000 for the computer lab was definitely a capital item. The Capital Plan would then need to be approved by the Board of Selectmen and the Finance Committee. Mr. Oliveira stated that the items could remain in the budget for this year, and the School Committee would then know what to do in this area for future years. Ms. Garbitt stated that the School Committee is free to submit a request to the Capital Expenditures Committee. Would the best approach be to send a request or let this go another year? Ms. Garbitt asked if they could get by another year with the copiers. Ms. Hunter responded that they could not. Ms. Shea stated that the School Committee could send a letter to the Capital Planning Committee. Mr. Rodrigues stated that he would revise the budget and draft a request for the Capital Expenditures Committee's consideration. Ms. Weeks-Green stated that it was her understanding that the School Committee could put its own funding articles on the Town Meeting Warrant, but it was preferred that these items were on the Capital Plan since the committee just went through the requests for the next five (5) years. So it would be better if these items are presented separately this year and then next year explain that these items could be wrapped into the Capital Plan. This could all be done on Town meeting floor as long as it is in written form.

Dr. Furtado asked if the letter should be sent to the Board of Selectmen for discussion at their April 9th meeting to place on the warrant for Town Meeting? Ms. Weeks-Green stated that another article would take care of this as an interim step and then it would be done properly next year. Mr. Goodfellow stated that then there would be two (2) warrant articles to submit to the Town on April 9th for the Board of Selectmen to discuss. Dr. Furtado asked if the separate warrant article of \$52,000 would be supported by the Selectmen? If it was approved, then the budget could be reduced by the same amount. Mr. Oliveira stated that he wanted to make sure that the Capital needs of the Schools were taken out of the budget and submitted for the Capital Plan in that fashion. Mr. McQueeney asked what would happen if it got voted down? Ms. Carboni responded that the article would be done first and if it was voted down, then it would be put back in the budget. Mr. McQueeney asked why these items were not on the radar before as capital expenditures? Mr. Rodrigues explained that it comes back to the floor of \$10,000. If there are two (2) items that are only \$6,000 each, then it doesn't qualify. Ms. Hunter explained that there are four (4) copiers at the Assawompset School, and there is always one in need of repair. Mr. Oliveira asked if a copier is needed next year. Ms. Hunter responded that it would

be part of the Capital Plan for two (2). Mr. Oliveira stated that \$6000 should be put in each year, like what is done with the SPED vans. They are put in every year or every other year.

Dr. Furtado mentioned that with the new staff that has been identified as not new staff, and without dealing with the capital items, reductions have been made but nothing else has been touched. The \$111,765 drops the request down to \$5,379,469. If the \$52,000 can be taken off since it will be part of the Capital Plan, then that would be another reduction. Mr. Oliveira stated that the Administration has done an excellent job in prioritizing their needs. There is now until Town Meeting to continue reworking this. No one can foresee what is going to take place in a month or two. Dr. Furtado stated that if the School Committee wishes to go with a number then the School Department can continue to work. At least this is a number and as it gets closer to Town Meeting and since the heating bills are over and the encumbrances are known, the School Department will have a much better idea of knowing where they stand.

Upon a motion by Ms. Carboni and seconded by Ms. Shea, the Committee

VOTED: To put forth for the FY 08 budget for \$5,379,469.
Unanimous in favor.

Upon a motion by Mr. Goodfellow and seconded by Mr. Oliveira, the Committee

VOTED: To draft a Warrant Article in the amount of \$52,000.
Unanimous in favor.

Ms. Garbitt stated that she noticed under the Assawompset budget that there was the replacement for the SPED Vans and then only \$2000 for their maintenance, could this be discussed again? Ms. Hunter explained that the SPED Van was one of the lowest priorities since it was not to be taken for granted that a van would be approved. Ms. Garbitt stated that the Capital Expenditures Committee approved the new SPED van this evening. Ms. Hunter stated that the amount can be re-looked at then. Mr. Oliveira stated that focus really needs to be on the actuals so that everyone knows where they stand. Ms. Garbitt asked about Special Education since it appeared that it was decreased by \$100,000? Ms. St. Pierre then reviewed this information with Ms. Garbitt.

Mr. Evirs stated that of the \$52,000, \$12,000 was for the copiers, \$10,000 was for outside items and then \$30,000 for the computer updates. Since this was on the other list, could it be moved? It was also low on Ms. Hunter's priority list, #18 and #19. Ms. Hunter stated that these items are always competing with the students and the building. Mr. Evirs recommended leaving these items out completely this year since maybe they could be handled better in the next fiscal year. Ms. Hunter responded that the computers maybe, but not the copiers and outside maintenance items. Mr. Evirs suggested that maybe a leaf blower could be rented for a small money.

Ms. Shea asked when the water bill would start kicking in again? Ms. Hunter responded that she felt there was still another year before that needed to be budgeted again. Ms. Shea stated that a water increase has been discussed and this may affect the line item sooner. Ms. Garbitt mentioned that she does not receive any information with respect to the water billing or credits.

Any other business that may properly come before the meeting.

At this time Ms. Carboni turned to Mr. Oliveira and stated that since it was his last meeting, the School Committee could not allow him to leave empty handed. Therefore, she wanted to present

him a little something for him from the schools as well as the Committee. The gift should be a nice token to remember the schools always. The gift presented to Mr. Oliveira was a green school back pack, a polo golf shirt, a pen and a mug. Mr. Oliveira thanked everyone for the gifts.

Adjournment

Upon a motion made by Mr. Oliveira and seconded by Ms. Shea, it was

VOTED: To adjourn the School Committee meeting at 8:15 PM.
Unanimous in favor

Upon a motion made by Selectman Evirs with Chairman Yeatts stepping down to second and stepping back up to vote, it was

VOTED: To adjourn the meeting at 8:16 PM.
Unanimous in favor