

**APPROVED MARCH 3, 2015**

**Dover-Sherborn Regional School Committee**

Meeting of February 5, 2015

Members Present: Dana White, Chair  
Michael Lee, Vice Chair  
Carolyn Ringel, Secretary  
Richard Robinson  
Clare Graham  
Lori Krusell

Also Present: Steve Bliss, Superintendent  
Karen LeDuc, Assistant Superintendent  
Christine Tague, Business Administrator  
Therese Green, Director of Special Education  
John Smith, Headmaster, DS Regional High School  
Brian Merringer, Headmaster, DS Regional Middle School  
Ms. Boland and Mr. Shue, Student Council Representatives

**1) Call to Order**

Ms. White called the meeting to order at 6:32 pm in the Middle School Library.

**2) Community Comments – None**

**3) State of the District**

- a) Middle School Updates - Mr. Kellett spoke of recent and upcoming events at the middle school.
- b) High School Updates - Ms. Boland and Mr. Smith spoke of recent and upcoming events at the high school.
- c) Superintendent
  - Administrators' Mid-cycle Formative Evaluations - All administrator's have undergone their mid-cycle formative assessment process.
  - NEASC Update - Mr. Bliss received a letter from NEASC detailing changes being made to the self-study process. Those changes include: revisions to two of the Indicators with the Standards, revisions to the Rating Guides, the adoption of a web-based tool for school's to use in their self-studies; and changes to the current Pre-Self-Study Report. DS not participate in the pilot NEASC program to test these changes.
  - Assistive Hearing System - the system will be installed tomorrow and will allow for assistive hearing to be used for School Committee meetings held in the MS library.
  - Extra Duty-Stipend Positions - A list of all positions was provided in answer to a request made by the Committee last month.
  - Grant Table - The table will be provided at the Joint meeting later this month.
  - Proposed 9C Cuts - The MA Association of Regional Schools (MARS) has requested an opinion from the Attorney General as to whether Section 15 of the 2010 Act limits the Governor's authority to reduce regional school transportation (Chapter 71) allotments under section 9c. Currently former Governor Patrick's cuts to Chapter 71 still stand and would result in a loss of \$128,000 in regional transportation revenue to the District for FY15. Those cuts would also effect revenue estimates included in the draft FY16 Budget. For the Regional meeting next week, Ms. Tague will prepare a best and worst case scenario analysis including the effect on E&D for discussion.
  - Food Service - Ms. Madden met with Mr. Bliss and provided her goals and Action Plan for the remainder of the school year including: continuation of the farm-to-school initiative with Vanguarden CSA and Powisset Farm; staffing level reviews and changes

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which resulted in the reassignment of an expert baker to the assistant manager post at the Region ; replacement of the POS management system; in-service staff development involving cooking demonstrations; changes to labeling of "to go" lunches at the Region, and taste testing in partnership with Whole Foods.

- d) Assistant Superintendent - Dr. LeDuc gave an update on the MA DESE Science and Technology/Engineering Standards, International Students and the Wellness Committee.
- e) Director of Special Education - Ms. Green provided an analysis defining the percent of students, by disability category, who are out-of-district placed from each member town.
- f) Business Manager - the Status of Appropriation as of January 31, 2015 was provided. The facilities reserve budget of \$86,490 has a balance for the remainder of the school year of \$737. The majority of expenditures (approximately \$48,000) was attributable to parts for repairs to existing HVAC roof top units.

Healthcare - The rate setting meeting for West Suburban Health Group is scheduled for February 12th. Based on the recent steering committee meeting, Ms. Tague is comfortable with her current 12% increase budgeted for FY16.

Transportation - The transportation bid came in \$62,000 lower than originally budgeted. The increase for the Region is 6.5%.

Credit Rating Report - S&P recently affirmed the Region's AAA credit rating. The report was provided for review.

Facilities/FY15 Capital Projects - Ms Tague clarified that Medfield Water is used for potable water needs in the buildings on campus as well as fire suppression and irrigation when well reserves are low.

The carpeting projects were completed over the holiday recess as planned. The Lindquist lavatory floor refinishing is scheduled for February vacation and the exterior entry & service doors will be replace in June. The HS main entrance concrete replacement is scheduled for April vacation.

**4) Presentation, Discussion and Action**

- a) MASS Award Presentation - Mr. Bliss presented the award to Ms. Sarah Stevens.
- b) Bond Refunding - The bids for the bond refunding have received and the lowest TIC (Total Interest Cost) is \$1.3167% which will result in a total interest cost savings over the remaining 10 years of the bonds of over \$1.65 million. The Debt Assessments for Dover and Sherborn will decrease by 12.1% or \$103,668 for Dover and \$87,303 for Sherborn.

Ms. Ringel made the following motion: I, the Secretary (the "District Secretary") of the School Committee (the "Committee") of the Dover-Sherborn Regional School District, Massachusetts (the "District"), certify that at a meeting of the Committee held February 5, 2015, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Committee in my custody:

Voted: that the sale of the \$8,380,000 General Obligation Refunding Bonds of the District dated February 15, 2015 (the "Bonds"), to FTN Financial Capital Markets at the price of \$8,686,972.84, plus accrued interest, is hereby approved and confirmed. The Bonds shall be payable on May 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
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2016	\$870,000	2.00%	2021	\$845,000	2.00%
2017	925,000	2.00	2022	815,000	2.00
2018	905,000	2.00	2023	790,000	2.00
2019	890,000	2.00	2024	760,000	2.00
2020	870,000	2.00	2025	710,000	2.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 20, 2015, and a final Official Statement dated February 2, 2015 (the "Official Statement"), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Dover and Sherborn, Massachusetts (together, the "Town Clerks") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended. Ms. Graham seconded.

15-08 VOTE: 6 - 0

- c) Minuteman Technical-Vocational High School - Mr. Bliss updated the Committee on the Inter-Governmental Agreement (IGA) that is being negotiated between the Town of Dover and Minuteman. The IGA would allow students from Dover to attend Minuteman by paying a tuition and possibly a pro-rata per pupil "capital use" fee. The Dover Board of Selectmen will be making the final decision with support of the Dover School Committee.
- d) Business Office Task Force - The Task Force has met to review positions within the Business Office given that they are preparing for a full search for the next Business

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Manager and also seek to fill the recently vacated regional accounts payable position. In the course of reviewing and revising job descriptions the original regional accounts payable position has been re-named Business Office Associate. In addition to accounts payable this person will also be responsible for food service financial oversight, capital plan management, and human resource compliance.

- e) Fiscal Year 2016 Budget: Capital - the Capital requests will be further discussed at next week's meeting.
- f) Fiscal Year 2016 Budget: Intermunicipal Agreement (IMA) - The IMA has been signed by both Boards of Selectmen.
- g) Fiscal Year 2016 Budget: Operating - Mr. Bliss reviewed the changes to the "Proposed FY16 Operating Budget Discussion Points": the District Food Service POS Management System (\$20,000) was removed from the budget as FY15 monies will be used so that the system is fully operational for the opening of the 2015-16 school year; the Transportation contact result were and additional \$46,283 under forecasted the amount; the Longevity function code was reduced by an additional \$10,000 to more accurately reflect expected retirements during the 2015-16 school year; savings due to known retirements at the end of this school year resulted in a reduction of \$30,000; the establishment of the Fine Arts Department Chair increased the budget by an additional \$2,632; \$10,000 was added to the ACED budget line; and an additional Tier 3 Educational Assistant required at the MS added \$36,694 to the budget. In total, the revised FY16 Operating Budget is \$23,241,501 or an increase of \$1,097,627 (4.96%) over FY15.

### **5) Consent Agenda**

- a) RSC Meeting Minutes of 01/06/2015

Ms. Graham made a motion to approve the Consent Agenda. Mr. Lee seconded.

15-06 VOTE: 6 - 0

### **6) For Review**

- a) Sherborn School Committee minutes of 12/09/2014
- b) Dover School Committee minutes of 12/16/2014
- c) Draft 2015-16 School Year Calendar
- d) Items for the March Regional School Committee Meeting: Public Hearing on FY16 Budget

### **7) Adjournment at 8:29 pm**

Respectfully submitted,  
Amy Davis