

APPROVED MARCH 16, 2018

Sherborn School Committee
Meeting of February 13, 2018

Members Present: Greg Garland
Kate Potter
Scott Embree
Jennifer Debin
Angie Johnson

Also Present: Dr. Andrew Keough, Superintendent
Elizabeth McCoy, Assistant Superintendent
Dawn Fattore, Interim Business Manager

1) Call to Order

Mr. Garland called the meeting to order at 6:32 pm at the Town Hall.

2) Community Comments - None

3) Reports

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Assistant Superintendent Report - Ms. McCoy's spoke of the work done on the English Curriculum review to date as part of the year long process.
- Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
 - Security - Synergy Solutions has been hired to conduct a safety audit of all four schools within the district. The audit will be conducted this spring and safety training and upgrading of emergency protocols will take place during the 2017-18 school year.
 - Professional Development Conference - Dr. Keough will be attending the American Association of School Administrators National Conference in Nashville, TN next week. The theme of the conference is "Educating in the Digital Age".
 - Retreat - The Leadership Team summer retreat date has been set for July 10th and 11th at the BC Connor Retreat Center.
 - Quarterly Visits with Building Administrators - Dr. Keough conducts quarterly visits with each of the building principals where they visit classrooms and then discuss the strengths and weaknesses of the lessons observed. The meetings also provide opportunities to process current issues and real time challenges collaboratively

4) FY18 Monthly Report

The Status of Appropriations as of January 31st was provided.

- Salaries - The substitute line item now reflects the cost of three maternity leaves and shows a negative balance of \$21,415. This variance will continue to increase as additional substitutes are utilized for other absences during the remainder of the school year. However the Administration expects to realize salary savings in the classroom teacher line item to offset the negative variance in the substitute line as those on leave extend beyond their paid leave. The projected positive variance for all salary line items is approximately \$50,000.
- Operating Expenditures - There are no unexpected expenditures to report.
- OOD Expenditures - There are no changes since last month's report.
- Special Revenue/Revolving Funds - The activity in all Special Revenue/Revolving accounts through December 31, 2017 was provided.

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5) FY19 Capital Budget - The Capital Budget projects have been further refined and prioritized for the Sherborn Capital Budget Committee. Proposed projects include: replacement of phone system \$35,000; replacement of walk-in fridge box \$11,000; repairs to concrete walkways \$35,000; replace hallway flooring with vinyl plank flooring \$55,000; and overlay installation of new vinyl plank flooring in cafeteria \$25,000 for a total of \$161,500. The Auditorium flooring will also be replaced using funds from the Building Rental Revolving Fund.

Mr. Embree made a motion to approve the FY19 Capital Budget request in the amount of \$161,500. Ms. Debin seconded.

18-02 VOTE: 5 - 0

6) Proposed FY19 Operating Budget - Ms. Fattore presented three proposed reductions: salary impact of Business Office Staff reduction from full time to part-time (\$13,000); non-recurring Science Kit purchases funded through REAP grant (\$14,000); and reduction of one classroom section based on enrollment (\$50,000) for a total reduction of \$77,000. The FY19 Operating Budget amount is \$7,118,347 or \$171,319 (2.47%) over FY18. The In-District increase is \$74,914 or 1.26% and the Out-of-District increase is \$96,405 or 9.45%. Ms. Potter made a motion to approve the FY19 Operating Budget request in the amount of \$7,118,347. Mr. Embree seconded.

18-03 VOTE: 5 - 0

7) Consent Agenda

- Approval of Minutes: January 16, 2018

Ms. Potter made a motion to accept the Consent Agenda. Mr. Embree seconded.

18-04 VOTE: 5 - 0

8) Communications

- Regional School Committee minutes of January 9, 2018
- Dover School Committee minutes of November 21, 2017
- Middlesex Savings Bank Charitable Foundation letter

9) Future Meetings

- Meeting with Advisory Committee on February 21, 2018
- Meeting on March 13, 2018 - Annual Budget Hearing, send other agenda item topics to Greg

10) Adjournment at 7:45 pm.

Respectfully submitted,
Amy Davis