

Ashburnham-Westminster Regional School District
JANUARY 8, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, J. Anderson, P. Janhunen, P. Brault
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of December 11, 2001 with the following corrections by P. Brault, seconded by G. Leger Y – 8 N – 0
 - B.1. – Add : Discussion Item/Field Trips – E. Holmes asked if the Policy Subcommittee had reviewed the funding procedure for field trips. G. Leger said “no.” E. Holmes asked C. Thibodeau if the process was the following: Teacher determines the total cost of the trip, then divides that figure by the total number of students in the class. C. Thibodeau said that was the process. C. Petti noted that some of his teachers felt the total cost of the trip should have an additional 5% added to it, then divide by the number of students in the class. This was to address the needs of students under “Free and Reduced.” E. Muserallo stated that there was funding in the principals’ budgets to cover “Free and Reduced” student needs. C. Thibodeau cited the example of the soda machine revenues at Overlook Middle School being used to fund trips.
 - B.2.#19 – E. Holmes asked why we are using the inflation figure for the state contribution rather than keeping it level funded for the purpose of projections.
 - B.2.#26 – E. Holmes asked why the District was adding the \$395,000 extra curricular fees back into the budget all at once.
 - B.2.#53 – E. Holmes said she regretted her vote for the reduced override figure. She believed that by not reducing the figure to a sum of approximately \$200,000 the students of the District were ultimately harmed.
 - F.1.c. – “Steve Deshayes lodged a complaint...”

C. PUBLIC PARTICIPATION

1. Ed Simoncini, a Westminster Advisory Board member, asked that the School Committee be invited to the Westminster Selectmen and Advisory Board meeting on 1/28/02 being held at 7:30.
2. L. Beaton informed the Committee that he had been researching the possibility of having the meetings videotaped and be broadcast specifically for Westminster residents who are not currently able to watch broadcasts. Gardner’s channel 43 said no, however C. Thibodeau will be in contact with Narragansett Superintendent, Steve Hemman, to ask about using channel 56 to have the meetings broadcast.

D. CORRESPONDENCE

1. Letter from WES/MHS School Improvement Council re: 01-02 Parent/Teacher conference concerns.
2. Letter from David Driscoll re: approval of the AWRSD Technology Plan 01-02
3. Letter to C. Thibodeau from PR&R Co-Chair, Jim Mullins, re: contract renegotiations and impact bargaining.
4. C. Gagnon’s FY03 budget recommendations.

G. Leger arrived at 7:12 PM

Ashburnham-Westminster Regional School District
JANUARY 8, 2002 MINUTES

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Reports were given by architects and the project manager; approved requisitions.
- b. Decided to replace the water line, which has broken three times since the start of the renovations, from Oakmont Regional High School to Maple Ave.

G. DISCUSSION ITEMS

1. Charles Packard – Ashburnham Sewer / Water Line

- a. Mr. Packard stated that he believed that the town would assume responsibility of the line in the future from the bottom of Overlook Drive to Maple Avenue.
- b. The town needs to make the top part of Maple Ave. a part of the town's road system.
- c. Although the line was originally installed for the school, it would become a town line.

W. Cooper arrived at 7:23 PM

2. Westminster Building Committee

- a. Issues with the boilers burning too hot; venting issues with hot water heater; lights put in parking lot.

3. Budget Subcommittee

- a. E. Muserallo informed the Committee that he has hired a new Food Service Director who will begin in February, however there are bills that he has not had time to review and may need to pay prior to the next meeting warrant. If this is the case, subcommittee members may need to go to the Superintendent of Schools Office to sign a warrant to release checks.
- b. **MOTION** to accept minutes of 12/11/01 by G. Leger, seconded by L. Beaton Y-10 N-0
- c. E. Muserallo handed out a letter from the Ashburnham Municipal Light Plant which outlines their repayment schedule over the course of six years. Ashburnham Municipal Light Plant had been overcharging JRB since 1989 and now owes the District \$155,657.82.
- d. **MOTION** to have town counsel draft an agreement to have the Ashburnham Municipal Light Plant repay the District \$155,657.82 over six years as outlined in the letter by P. Janhunen. No second. **MOTION** withdrawn.
- e. E. Muserallo handed out a functional analysis of FY02 showing a shortage of \$61,376.92 is function 9000 due to tuition.
- f. Mr. Muserallo also handed out an analysis of functional positions for fiscal year FY02 as of 1/8/02 which included: accounts already overspent, accounts anticipated to be overspent and accounts anticipated to be under spent.

4. Technology Subcommittee

- a. Next meeting 1/14/02 to discuss the three-year technology plan.
- b. Technology Coordinator, David Cousens, submitted FY02 AWRSD Technology Plan to the DOE which included inventory and did not outline long range goals.
- c. Discussion on the AWRSD website and the inclusion or exclusion of the link to the unofficial Ashburnham website.
- d. N. Bakanowsky noted that Ashburnham does not have the funds to maintain their own official website.

Ashburnham-Westminster Regional School District
JANUARY 8, 2002 MINUTES

- e. C. Thibodeau has concerns about this unofficial site and its chat room. He stated that there has been at least one letter written in the chat room which attacked a teacher and also letters submitted by anonymous writers who attack the district. At least Letters to the Editor required identification.

5. Other

- a. The Transportation Subcommittee will meet on 1/11/02 to review the bids.

MOTION to move to discussion item G.2. by E. Holmes, seconded by P. Janhunen Y – 5 N – 5 (P. Brault, G. Leger, L. Beaton, J. Anderson, P. Janhunen) Motion does not carry.

F. ADMINISTRATIVE UPDATE

1. Oakmont Regional High School Benchmarks

- a. W. Waight and D. Landry presented Oakmont's benchmarks. Information included:
- Enrollment and staff; enrollment summary; organizational chart; report card (attendance, dropout rate, SAT scores); SAT mean score of seniors – 5 yr average; report card –Advance Placement Tests; Stanford Nine test of academic skills; senior graduation plans; MCAS scores – math / English / Language Arts / Science and Technology; proposed budget highlights; Oakmont gross budget compared with AWRSD foundation budget.

G. DISCUSSION ITEMS

2. Physical Restraint Policy – 2nd Reading

- a. N. Bakanowsky stated the Policy Subcommittee took a copy of 603 CMR Physical Restraint Policy and used it as a template to construct a physical restraint policy for the District. Districts are not allowed to use the CMR policy as their own, but may only use it as a template.
- b. N. Bakanowsky reviewed some concerns she had with the current policy as it was presented, compared to the CMR policy.
- Pg. 3 #5 – omitted was "...and school staff shall take steps to seek medical assistance."
 - Pg. 4 #2 – Feels last sentence "...than a written report will be issued no later than three (3) days..." is redundant.
 - Pg. 4 #3.d. – CMR states "For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint."
 - Pg. 5 – omitted was "Limitations on individual waivers. (a) A public education program may not require a parent's consent to such a waiver as a condition of admission or provision of services. (b) A parent may withdraw consent to such waiver at any time without penalty."
- c. E. Holmes asked to clarify (pg. 5) "When a restraint...submitted to the Department of Education within five (5) school days..." Response – it must be postmarked by the fifth day.
- d. C. Pretti was concerned over the "restricted restraints", specifically the prohibition of prone restraint.
- e. **MOTION** to move the question by P. Janhunen, seconded by G. Leger Y – 7 N – 2 (E. Holmes, W. Cooper) Abstention – 1 (N. Bakanowsky)

H. ACTION ITEMS

1. Physical Restraint Policy – 2ND Reading

- a. **MOTION** to adopt the Physical Restraint Policy as presented by G. Leger, seconded by J. Anderson Y – 4 (P. Brault, J. Anderson, L. Beaton, G. Leger) N – 6

Ashburnham-Westminster Regional School District
JANUARY 8, 2002 MINUTES

EXECUTIVE SESSION

MOTION to go into Executive Session at 9:45 PM according to MGL Chapter 39 Section 23B to discuss impact bargaining and litigation by P. Brault, seconded by P. Janhunen.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; W. Cooper – Y; J. Anderson-Y; N. Bakanowsky - Y;
P. Brault-Y; G. Leger - Y; L. Beaton - Y YES – 9 NO - 0

1. As a gesture of good faith, administration has requested to go into impact bargaining with the AWTA re: the “unfair labor” situation.
2. C. Thibodeau received a letter from PR&R Co-Chair, Jim Mullins, re: contract renegotiation and impact bargaining. At this time the AWTA is not interested in reopening the Contract.
3. Mr. Thibodeau stated that 140 Teachers’ Unions statewide have filed a grievance due to BC/BS changing the prescription co-payment from 5-10-15 to 10-20-30. Because this increase was not in the Contract, the AWTA believes the district should pick up the additional costs.
4. Under MGL certain self-funded districts, such as Monty Tech, can choose not to conform to the new rates.
5. Mr. Thibodeau also informed the Committee of potential litigation.
6. Mr. Thibodeau received correspondence from the Law Offices of Hill and Barlow re: the AWRSD “Webpage Publishing Policy” as applied to the Oakmonitor Online.
7. Their solution is to rescind the policy by 1/21/02 and allow the Oakmonitor to be published online.
8. N. Bakanowsky reminded the Committee that the Oakmonitor was not banned from being online, but could be published online as long as it adhered to policy.
9. N. Bakanowsky then recommended that we disband the webpage all together and save \$8,000 in webmaster stipends. She feels that many web pages are not being updated.
10. E. Holmes asked C. Thibodeau to ask the lawyers if we could actually disband the webpage not that we have been served notice.
11. P. Brault would like to know what the consequences would be if we lost and the estimated cost for lawyer fees from this situation.

MOTION to come out of Executive Session and adjourn the meeting at 10:12 PM by P. Brault, seconded by E. Holmes Y – 9 N - 0

Ashburnham-Westminster Regional School District
JANUARY 15, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, L. Beaton, N. Bakanowsky, J. Anderson, P. Janhunen
3. Also present: C. Thibodeau and E. Muserallo

B. CORRESPONDENCE

1. Letter from the Westminster and Ashburnham Selectmen re:funding of the school's budget.
2. Letter from teachers Barbara Slattery, Cynthia Whittington, Elizabeth Foster and Raphael Solomito re: not cutting Kindergarten aides from the budget.

P. Brault arrived at 7:02 PM

C. DISCUSSION ITEMS

1. FY03 Budget Presentation by Christopher Gagnon

- a. C. Gagnon presented a budget analysis for FY03 which he constructed.
- b. Mr. Gagnon's presentation included information from past history expenses from 99-01, FY02 projected expenses, modified FY02 current expenses, proposed FY03 revisions (\$2.1 override, \$.8 override and no override), and his own personal suggestions for FY03.
- c. Mr. Gagnon's final total (\$20,760,353.10) includes an override of \$682,743.
- d. A question arose why OMS teacher salary for Foreign Language (2305-110-70) went from \$200,088 with a \$2.1 override to \$0 for other revisions. Ed Simoncini asked if foreign language would be eliminated at the middle school if the \$2.1 override did not pass? Response – Yes.
- e. The Superintendent's Office went from \$168,000 to \$176,000 across the board. C. Gagnon suggests reducing dues and fees and the administrative secretary's salary among other things.
- f. Mr. Gagnon reduced Oakmont's AV aide dollar figure from \$22,000 to \$15,000 which was the amount designated this year. It was stated that the reason for this was because this position will be going from part-time to a full-time position.
- g. Mr. Gagnon used combinations of different revisions to come up with his figures. He went through the historical expenses and what is requested for FY03 and gave modest increases to those accounts. He funded 50% of the athletic and extra curricular costs and also added a custodian/grounds person to defray costs of overtime for custodians.
- h. C. Gagnon asked why data processing (330) for general administration jumps from \$0 the last two years to \$5,000? Response – Software was purchased and spread across the board.
- i. C. Thibodeau noted that it is often difficult to look at past years and have a two year projection with needs differing year to year (example – GASB34).
- j. Computer repairs / labor running around \$50,000. Mr. Gagnon lessened WES funds because he felt that by bringing in newer equipment there will be less need for repairs/labor.
- k. It was stated that transportation costs will be going up. Ron Reed suggests looking at transportation utilization. He feels many students come to school by car – high school level – and with state reimbursement going down this should be reviewed. Response – It is a necessity to have these buses available for all students. If we use less buses than it would require longer routes and there is not enough time for drop off/pick ups and then to service the other schools.
- l. C. Thibodeau stated that the two tier system is actually slightly more expensive than the three tier.
- m. Mr. Gagnon feels the District could squeeze other expense items to get more texts, keep teachers, and keep the education level up. With his version there would be \$113,000 for teacher supplies, texts, maps, etc., rather than the designated \$67,000.
- n. N. Bakanowsky noted that the budgeted amount for substitutes ran over last year and that additional money to cover that expense came out of E&D. The Committee should budget enough money to cover this expense. Currently (FY02) \$197,000 has been spent for substitutes.

Ashburnham-Westminster Regional School District
JANUARY 15, 2002 MINUTES

- o. C. Gagnon's message to Towns' people and the Committee is that:
 - We need an override for the upcoming fiscal year.
 - We should fund extra curricular activities 50%
 - He would promote a \$690,000 override if the money is spent similarly to what he has proposed
 - We should crimp and scrape in areas to keep texts and teachers
- p. Dan Stango, member of the Oakmont School Council, stated that he disagrees with the statement floating around "we can live with that." He feels E. Muserallo and C. Thibodeau are qualified administrators who should be the people putting together the budget. Revision 3 (no override) is totally unacceptable as well as cutting teachers. He respectfully disagrees with C. Gagnon's budget.
- q. Steve Deshayes, member of the Oakmont School Council, feels that we should not fund athletics or extra curricular activities to keep teachers and asked if C. Gagnon's recommendation to fund extra curricular activities by 50% was the position of the entire Committee? Response – No.
- r. Christina Sargent asked if all extra curricular activities (i.e. – music, clubs) would be funded 50% with Mr. Gagnon's budget version? Response – Yes.
- s. C. Sargent then stated that if all athletics and extra curricular activities were gutted out of the budget to keep teachers than she feels people will go elsewhere to get an overall rounded education.
- t. Treasurer, Ken Caron, noted that although the focus on expenditure is important, it is also important to know that the interest income will be decreased. Our insurance policies are also coming up for renewal and although we hope to get a good percentage rate we are not sure what that rate will be.
- u. Teacher, Audrey Phelps, asked when it was decided that foreign language got eliminated at Overlook Middle School? Response – With cuts it was inevitable that teachers would be lost. To cut academic teachers would increase class sizes up to 35 students per class. Although enrichment classes would be increased with this cut, class sizes could be handled in this area. One world language teacher could also be transferred to the language arts department due to a retirement. To lose art or music curriculum was felt to be a greater loss.
- v. Ms. Phelps would like to see foreign language in all grades (K-12) and looks at foreign language as an academic study rather than extra curricular. She stated that a study showed that students who study foreign language did better on their MCAS.
- w. It was asked if the District was allowed to put numerous overrides on a ballot to let voters decide? Response – yes, but if two or more overrides passed the towns would have to appropriate the money for both overrides. It was recommended that warrants could be on the ballots (i.e. – money to fund athletics, money to retain ten teachers, etc.)
- x. E. Muserallo passed out a budget change sheet #1 which shows what costs are changing – water heater, two new sped students and Worcester County Retirement.

D. EXECUTIVE SESSION - MGL 39 SECTION 23B

- 1. **MOTION** to go into Executive Session at 8:40 PM according to MGL Chapter 39 Section 23B to discuss potential litigation by N. Bakanowsky, seconded by E. Holmes.

D. Loescher-Y; J. Anderson-Y; N. Bakanowsky - Y; P. Brault-Y; G. Leger - Y; L. Beaton - Y; P. Janhunen – Y; E. Holmes – Y; C. Gagnon – Y . YES – 9 NO - 0

E. ADJOURNMENT

- 1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:06 PM by C. Gagnon, seconded by P. Janhunen Y – 9 N - 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
JANUARY 22, 2002 MINUTES

A. CALL TO ORDER

1. Vice chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, J. Anderson, P. Janhunen, W. Cooper
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of January 8, 2002 with the following corrections by J. Anderson, seconded by P. Janhunen Y – 8 N – 0
 - Heading “JANUARY 8, 2001” should be “2002”
 - B.1. – seconded by J. Anderson
2. **MOTION** to approve the minutes of January 15, 2002 with the following corrections by J. Anderson, seconded by P. Janhunen Y – 7 N – 0 Abstention – 1 (W. Cooper)
 - B.w. – Omit “recommended” replace with “confirmed”

C. PUBLIC PARTICIPATION - NONE

D. CORRESPONDENCE

1. Parent-Teacher Conference Survey Results
2. Letter from the DOR to the Committee re: amount of unencumbered excess and deficiency funds/surplus revenue available 7/1/01.
3. Letter from Kathy Barlow and Ann Berube (PAC) re: Restraint Policy
4. Anonymous letter re: FY03 budget
5. Letter from PR&R re: impact bargaining
6. Letter from Narragansett Superintendent, Stephen Hemman, re: broadcasting on Channel 56
7. Letter to C. Thibodeau from Oakmont Foreign Language department re: elimination of foreign language program at Overlook Middle School
8. Brief discussion on the foreign language classes at Oakmont.
9. T. Gundlach gave an overview of past and present world language classes/participation at OMS and how the budget(s) has effected the overall department/school.
10. G. Leger noted how these budget constraints have affected not just athletics/extra curricular activities, but also have impacted the educational level.
11. Letter from Principal William Waight re: student community service
12. Letter from Fleet representative, Mary Carney, re: AWRSD rating on bond anticipation notes

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Approved a change order for work in the science wing; some roofing has been installed; reviewing how winter weather has impacted the schedule; contractor feels confident that they can maintain the work schedule.
- b. David Wolfe, member of the Student Advisory Committee, asked if there are too many snow days where we would have to cut into April vacation, how will it affect the renovation schedule? Response – December vacation was the main focus for scheduled work for asbestos abatement.
- c. Architect’s contract can require Consigli to work overtime if they feel the first phase will not be completed by 8/16/02.
- d. A question was asked if there were any incentives for early completion? Response – No incentives (natural profitability for finishing the job early)

2. Westminster Building Committee

- a. Boiler and water heater issues have been resolved ; on schedule.

Ashburnham-Westminster Regional School District
JANUARY 22, 2002 MINUTES

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 01/08/02 by G. Leger, seconded by J. Anderson
Y-7 N-0 Abstention – 1 (E. Holmes)

4. Technology Subcommittee

- a. TCI met last Monday and continue to work on the 5-year plan and discussed links on our website
- b. Policy Subcommittee will be reviewing policy in regards to website links.
- c. Hopeful in shortly receiving a large number of desktops through the efforts of W. Cooper and his company

5. Other

- a. Policy Subcommittee met last Friday and prior to tonight's meeting to discuss the proposed Physical Restraint Policy.
- b. Transportation Subcommittee met on 1/10/02.
- c. **MOTION** to accept the minutes of 1/10/02 Transportation Subcommittee by C. Gagnon, seconded by E. Holmes Y – 8 N – 0
- d. E. Muserallo has entered into negotiations with the bus company's low bidder. Some issues being negotiated include the district receiving old or new buses.
- e. Mr. Muserallo will be bringing a draft of the contract to the Transportation Subcommittee who in return will present it to the Committee for approval.

F. ADMINISTRATIVE UPDATE

1. FY03 Budget Update

- a. E. Muserallo handed out a budget change sheet which included changes since the 1/15/02 meeting.
- b. Mr. Muserallo stated that \$222,889 would be required for the FY03 budget for unanticipated cost which includes adjustments for: a new water heater; Worcester County Retirement; new IEP students; bus transportation contract.
- c. The \$222,889 amount will either have to be added to the proposed override figures, added to the level-based budget as an override, or reduce additional items from the proposed budgets to accommodate these costs.
- d. Mr. Muserallo's personal recommendation is to eliminate \$50,000-\$60,000 to present an override under \$1 million. He does not feel anything over \$1 million will pass.
- e. Jeanne Popik, a Westminster resident, does not feel the District can afford to cut any more teachers without affecting the quality of the educational process and that the Committee should look at the budget before cutting more teachers.
- f. G. Leger noted that the administration is only giving options because there is no where else to cut.
- g. C. Pretti stated that there is little leeway for things to cut.
- h. C. Gagnon noted that this is a state-wide problem – more rules with less funding, and that our payroll makes up 2/3 of our budget.
- i. E. Muserallo's proposed budget includes fully funding athletics and extra curricular activities.
- j. N. Bakanowsky asked Mr. Muserallo, in lieu of new increases, should athletics and extra curricular activities still be fully funded? Response – Yes.
- k. Mr. Muserallo explained that he would charge an upfront, flat fee. There would be no reimbursements if the activity's cost per participant was less and any "loss" would be covered by general funds and any revenues will go to general funds.
- l. N. Bakanowsky noted that if Oakmont and Overlook's activities are added together it does not equal \$395,000 which is the figure Mr. Muserallo budgeted for these activities. Is this "buffer" going to cover elementary music? Response – Yes, the music director's stipend.

Ashburnham-Westminster Regional School District
JANUARY 22, 2002 MINUTES

- m. C. Gagnon stated that he is concerned with finding a balance. If the Committee proposes an override with a large dollar figure he feels the communities will vote it down.
- n. C. Thibodeau stated that Ashburnham is undergoing a total equalized evaluation this summer, which is established by the state. Originally the budget process began with a \$2.7 million dollar override which was later cut down to \$2.1 million.
- o. According to the Regional Agreement, Ashburnham would be responsible for 47.86% of the budget and Westminster responsible for 52.14%. Broken down the increase on taxes resulting from the AWRSD budget would be as follows:

OVERRIDE (M)	ASHBURNHAM	WESTMINSTER
\$2.1 override	\$3.00*/thousand	\$2.16/thousand
\$1.0 override	\$1.31-\$1.56*/thousand	\$1.03/thousand
\$0.8 override	\$1.05-\$1.30*/thousand	\$0.82/thousand
\$0.69 override	\$0.90-\$1.25*/thousand	\$0.71/thousand

*these figures are estimates and will be recalculated after Ashburnham has been reevaluated by the state.

- p. Ed Simoncini, Westminster Advisory Board member, agreed with C. Thibodeau's proposed increases in taxes.

G. DISCUSSION ITEMS

- 1. **Physical Restraint Policy – 1st Reading - POSTPONED**
- 3. **Website / Links - POSTPONED**
- 4. **Ashburnham Municipal Light Plant - POSTPONED**

H. ACTION ITEMS

- 2. **Approval of Bond Anticipation Note**
 - a. **MOTION** that the Ashburnham-Westminster Regional School Committee authorizes the District Treasurer to borrow \$14,008,770.00 for the construction of the Westminster Elementary School Building Project in accordance of MGL Chapter 71, Section 16D by G. Leger, seconded by W. Cooper Y – 8 N – 0
 - b. **MOTION** to make Vice Chair, N. Bakanowsky, Chairperson pro tem. to sign the appropriate papers for the bond anticipation note by G. Leger, seconded by E. Holmes
Y – 7 N – 0 Abstention – 1 (N. Bakanowsky)

I. AGENDA SETTING

- 1. FY03 Budget

J. EXECUTIVE SESSION - MGL 39 SECTION 23B

- 1. **MOTION** to go into Executive Session at 9:40 PM according to MGL Chapter 39 Section 23B to discuss potential litigation by N. Bakanowsky, seconded by E. Holmes
C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; W. Cooper – Y; J. Anderson-Y; N. Bakanowsky - Y;
G. Leger - Y; D. Loescher – Y YES – 8 NO - 0

K. ADJOURNMENT

- 1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:20 PM by J. Anderson, seconded by G. Leger Y – 8 N - 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
JANUARY 22, 2002 MINUTES

EXECUTIVE SESSION

MOTION to go into Executive Session at 9:40 PM according to MGL Chapter 39 Section 23B to discuss potential litigation by N. Bakanowsky, seconded by E. Holmes

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; W. Cooper – Y; J. Anderson-Y; N. Bakanowsky - Y; G. Leger - Y; D. Loescher – Y YES – 8 NO - 0

1. N. Bakanowsky typed a random student's name into a search engine. Seven sites came up with results, one of which was the Oakmonitor.
2. When clicked on N. Bakanowsky was able to access the Oakmonitor online. Previously published newspapers still physically reside on the server which can be accessed through a back door.
3. After research, N. Bakanowsky noted that there had been six issues that were posted online prior to the Webpage Publishing Policy being adopted (essentially a two year period), none of which had pictures posted. In spite of the policy being adopted, a publication of the newspaper was permitted online.
4. N. Bakanowsky contacted Rosann DiPietro of Long and Long and informed her of her findings. With the extended time frame in which these publications were allowed to be posted online, Ms. DiPietro stated that it could be damaging.
5. N. Bakanowsky asked who authorized these publications to be posted online?
6. With respect to the links on the District's website (i.e. – Marching Spartans), the Committee was reminded to think very carefully – enforcing the rules with some groups and not with others. It is important to see who is in compliance and who is not.
7. To be in compliance with state standards, an Internet Safety Policy must be presented prior to July 1st.
8. N. Bakanowsky recommended issuing a directive to save, but make any back doors unavailable to the existing online published Oakmonitor publications. Unanimous approved by the Committee.

MOTION to come out of Executive Session and adjourn the meeting at 10:20 PM by J. Anderson, seconded by G. Leger Y – 8 N – 0

Ashburnham-Westminster Regional School District
JANUARY 29, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:09 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, J. Anderson, P. Janhunen, W. Cooper, L. Beaton
3. Also present: C. Thibodeau and E. Muserallo

B. CORRESPONDENCE

1. Letter from W. Waight in response to anonymous letter.
2. Letter to Rep. Brian Knuutila from Janet Dolder re: Chapter 70 funding
3. Letter from Laura Weideman to the Committee re: override – Briggs guidance and kindergarten positions (to be discussed at next meeting).
4. Fax from Rep. Knuutila to C. Thibodeau re: the Governor's version of Chapter 70. Figure shows increase of 2.2% over this years figure - \$188,000 more than level funding
5. E-mail from MASC re: their feeling that Chapter 70 funding will increase in versions from house and Senate.

C. DISCUSSION ITEMS

1. Budget Presentation

- a. C. Thibodeau handed out a kindergarten proposal which would retain two kindergarten teaching positions and which the administration is in support of.
- b. The proposal included modifying K-student from going 5 half days to 2 full and one ½ day. This would also eliminate 80% of current midday budding costs – a savings of \$50,000 which would be used to offset the teaching positions.
- c. E. Holmes asked if there would be a midyear kindergarten switch? Response – No.
- d. L. Beaton, W. Cooper, Principals A. Gasbarro and C. Pretti are all in support of such a transition.
- e. N. Bakanowsky asked if the busing company is willing to commit in writing to this? Response – Yes.
- f. C. Thibodeau also handed out a memo outlining the benefits of a two-tier bus route system.
- g. Scheduling benefits outweigh the cost shift of approximately \$6,000 annually.
- h. The bus contract can be reverted back to three or two tier if notified by April 1st of the previous year.
- i. L. Beaton asked about possible conflicts with age's 11-17 age groups riding together? Response – Past experience has not found it to be an issue.
- j. N. Bakanowsky asked if sports buses had to leave earlier than the proposed dismissal time? Response – Yes, a couple times a year.
- k. W. Waight feels that the three-tier busing is a bit of a hardship for the middle school and supports a two-tier system.
- l. T. Gundlach emphasized the current bussing nightmare at the middle school and supports a two-tier system as well.
- m. M. Sunderland noted that Gardner has gone from a three-tier to a two-tier system a few years back and has had a good experience.
- n. C. Pretti supports a two-tier system, as does A. Gasbarro who feels the current dismissal time is rather late.

Ashburnham-Westminster Regional School District
JANUARY 29, 2002 MINUTES

- o. E. Muserallo said the proposed budget (w/override), student athletic and marching band fees would range from \$50-\$500 – these figures are not finalized – and that gate receipts would continue to pay for free and reduced. If the override fails these figures would double.
- p. N. Bakanowsky hopes that these figures will be finalized prior to the town meeting.
- q. The funds that were established this year cannot be used next year. They would have to be reorganized (i.e. – a trust)
- r. P. Janhunen asked why the high school is taking such a hit? Response – E. Muserallo cited all the meetings that have brought these figures to this point. (School Councils, Budget Subcommittee, Administrative Team meetings)
- s. E. Holmes asked how many teachers would come back to Oakmont with an override? Response – There are two teachers brought back as it stands now.
- t. G. Leger cross referenced with the “additions in the override” sheet which was handed out, what would still be missing by school.
- u. P. Janhunen mentioned the necessity for overrides for the next five years or so.
- v. W. Waight noted that approximately \$65,000 is for stipends at the high school level.
- w. Dan Stango noted the backward steps that had to be taken due to a lack of an override last year.
- x. C. Gagnon noted that the Committee needed to be cognizant of the factors that are happening in Ashburnham with the reevaluation.
- y. Administrations override amount \$878,595. Ashburnham \$420,320 / Westminster \$458,275
Tax impact – Ashburnham range \$1.15-\$1.40 / thousand - Westminster \$0.90 / thousand
- z. Highlights as presented - \$1,193,019 total increase
 - Interest income will be down
 - 50% of sport fees added in (\$193,941)
 - \$50,000 in E&D figured in
 - No revenue for buses – this year was the last to receive revenues
 - No more gross fixed assets
 - Oakmont capital outlay - \$315,197
 - BAN down in Westminster (\$145,610)
- aa. E. Muserallo referred to the additions in the override and would like the Committee’s input and a figure for the override.
- bb. N. Bakanowsky asked why \$800,000 is the “Magic number”? Response – E. Muserallo feels that \$800,000 is a supportable figure in Westminster
- cc. J. Lawrence feels the decreased fees will bring in more athletes.
- dd. If grant money becomes available it will be used throughout the district where it is needed, be it MHS, WES or JRB
- ee. N. Bakanowsky spoke about the necessity of having the technology teachers and aides brought back in.
- ff. It was questioned why there us a difference between the technology aide at WES/MHS and technology teacher at JRB? Response – Briggs chose to use technology as a special subject. WES had an aide due to the previous physical capabilities of the site, not as a special subject area. MHS had no exposure to a lab last year.
- gg. \$20,000 in both WES and MHS are still cut. MHS loses a guidance counselor to be able to fund a nurse for the district-wide preschool program.

Ashburnham-Westminster Regional School District
JANUARY 29, 2002 MINUTES

- hh. Ed Simoncini asked if an override of \$878,000 passes how many positions are gone?
Response – Approx. 13. If all were added back in it would cost approx \$400,000
- ii. E. Holmes asked about what would happen with the funds from Mutual Light Plant?
Response – I would go back into general funds
- jj. Dan Stango supports approx a \$1.4 override to reinstate all positions proposed to be cut.
- kk. D. Loescher questioned the \$12,000 put into the budget to help with custodian's health care increases? Response – E. Muserallo is trying to plan ahead and have the proper funding available.

2. Transportation Contract

- a. Changes to 3- or 2- tier system can be made before April 1st of each year.
- b. Discussion followed.
- c. MOTION to move the question by P. Janhunen, seconded by L. Beaton Y – 9 N – 0

D. ACTION ITEMS

2. Transportation Contract

- a. MOTION to accept the contract with First Student by J. Anderson, seconded by P. Janhunen
Y – 8 N – 0 Abstention – 1 (E. Holmes)

E. EXECUTIVE SESSION - MGL 39 SECTION 23B

- 1. MOTION to go into Executive Session at 9:50 PM according to MGL Chapter 39 Section 23B to discuss negotiations by N. Bakanowsky, seconded by E. Holmes

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; W. Cooper – Y; J. Anderson-Y; N. Bakanowsky - Y; G. Leger - Y; D. Loescher – Y; L. Beaton – Y YES – 9 NO – 0
- 2. MOTION to come out of Executive Session at 11:00 PM by P. Janhunen, seconded by N. Bakanowsky
Y – 9 N – 0

D. ACTION ITEMS

3. Other

- a. MOTION to change the OMS Vice Principal salary to \$67,000 for the search process by P. Janhunen, seconded by W. Cooper Y – 9 N – 0
- b. MOTION to authorize L. Beaton, as Chairperson, to submit a letter to the AWTA to request reopening the Collective Bargaining Agreement for 2001-2004 by N. Bakanowsky, seconded by W. Cooper Y – 8 N – 1 (P. Janhunen)

F. ADJOURNMENT

- 1. MOTION to adjourn the meeting at 11:07 PM by W. Cooper, seconded by C. Gagnon Y – 9 N – 0

Submitted,
Joan Anderson

Ashburnham-Westminster Regional School District
FEBRUARY 5, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, P. Janhunen, P. Brault, G. Leger
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of January 22, 2002 and January 26, 2002 with the following corrections by N. Bakanowsky, seconded by D. Loescher
Y – 6 N – 0 Abstention – 2 (P. Brault, E. Holmes)
 - 1/22/02 – D.9. – Change “would” to “world”

C. PUBLIC PARTICIPATION

1. AJ Bourgeault, member of the Student Advisory Council, commented about the student’s opinion re: where graduation was being held (MWCC) and stated that they are looking at other alternatives such as the track or OMS field.

W. Cooper arrive at 7:04 PM

2. Parent, Maggie Popora, questioned the kindergarten proposal (2 ½ days) and feels the majority of parents were not in favor and that none of the parents were asked their opinion before this decision was made.
3. No official vote was taken by the Committee, however the consensus of the Committee was that they are in support of this proposal that both administration and kindergarten teachers support.
4. Discussion followed.

D. CORRESPONDENCE

1. Letter to L. Beaton from P. Brault re: his resignation from the Committee.
2. Letter to the AWTA from L. Beaton re: reopening the Teacher’s Agreement.
3. Letter to the Committee from AWTA re: reopening of the contract.
4. C. Thibodeau stated that at his meeting today with Worcester County Superintendent’s that approximately 50% of the Superintendents were planning on having overrides.
5. Mr. Thibodeau also received a fax from Rep. Brian Knuuttila stating that “the current revenue structure will not support the recommendations made by the Acting Governor...local aide...for FY03 may be cut by as much as 10% from the FY02 levels.” an \$844,000 loss. This information was given to Rep. Knuuttila from House Ways and Means Committee Chair, John Rogers.
6. Mr. Thibodeau also noted that Commissioner Driscoll was asked by the Acting Governor to cut the DOE FY02 budget by \$30,000,000.
7. L. Beaton announced that Mr. Thibodeau, in response to the District’s financial crisis, has taken a reduction in his contracted salary for FY03.

E. REPORTS OF COMMITTEES

1. **Oakmont Building Committee**
 - a. Regularly scheduled meeting was postponed until tomorrow night.

Ashburnham-Westminster Regional School District
FEBRUARY 5, 2002 MINUTES

2. Westminster Building Committee

- a. C Building all wall boarded, taped and primed; finishing masonry; roofing over the gym and cafeteria scheduled for near future; seems to be on schedule; will be moving SPED offices into WES and/or MHS once construction is completed.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 1/22/02 by G. Leger, seconded by D. Loescher Y-9 N-0

4. Technology Subcommittee

- a. TCI will be meeting on Monday; still working on long range technology plan; due to lack of funds, there is a need to be creative for further technology training for the staff.
- b. The issue of links still needs to be discussed.

5. Other

- a. **MOTION** to accept Transportation Subcommittee minutes of 1/24/02 by C. Gagnon, seconded by D. Loescher Y-9 N-0

F. ADMINISTRATIVE UPDATE

1. Other

- a. P. Janhunen noted that Boston is in significant financial distress.

G. DISCUSSION ITEMS

1. Physical Restraint Policy – 1st Reading

- a. N. Bakanowsky noted that the Policy Subcommittee started working on this policy back in October so that the District would be in compliance with state regulations.
- b. N. Bakanowsky outlined the major changes:
 - Pg. 2 - #5 D-F – prone, side-lying, and supine restraint
 - Pg. 4 – Reporting Requirements – Staff member administering restraint reports to Principal; if principal administers restraint he/she reports to the Superintendent; notification of parents immediately, or as soon as possible.
- c. Discussion followed.

H. ACTION ITEMS

1. Physical Restraint Policy – 1st Reading

- a. **MOTION** to adopt the Physical Restraint Policy as presented by G. Leger, seconded by P. Janhunen Y – 8 N – 0 Abstention – 1 (E. Holmes)

2. Ashburnham Municipal Light Plant

- a. **MOTION** to accept the contract between the Ashburnham Municipal Light Plant and AWRSD as drawn by Nickless and Phillips by P. Brault, seconded by P. Janhunen Y – 9 N – 0

Ashburnham-Westminster Regional School District
FEBRUARY 5, 2002 MINUTES

G. DISCUSSION ITEMS

3. FY03 Budget

- a. E. Muserallo reviewed a handout which contained: budget change sheet (change #4); estimated revenue projections; additions in the override – what we get back with an override; school budget by function; tax impact.
- b. Ken Dolder asked if E. Muserallo if his information funded sports? Response – Yes, 50% funded.
- c. E. Holmes recommended reducing School Committee travel from \$1200 to \$0.
- d. P. Brault feels that a \$1,072,333 override should be voted on rather than \$878,392 which includes additional revenues with sports and activities (student fees) which is proposed by Mr. Muserallo. If \$198,941 from student fees for sports/activities is not collected up from than we should not count on this as revenue.
- e. D. Loescher asked how a special education teacher could be cut? What if there is a student whose IEP requires specifics from a teacher? Response – The lead teacher’s case load will be increased. If a student comes into the district that has specific requirements than we will have to meet their needs.
- f. D. Loescher asked if the School-to-Career position is cut? Response – Yes, however we are working on having the position funded through grants.
- g. E. Holmes noted that on MHS/WES cut list that K aide is restored with an \$890,000 override. What would be restored now with the new K program installed and with that the K aides? Response – It will have to be looked into, however it is believed that money will go towards supplies.
- h. Ed Simoncini noted that academic students will get a hit if athletics were funded even 50%. Response – Yes, however based on the input received there was a consensus to have sports funded to some portion.
- i. Christina Sargent asked if there is going to be one set fee across the board or if it will be staggered like this years? Response – More likely that it will be a staggered fee structure.
- j. Jeanne Popik stated that if it were to be a flat fee across the board than music parents would be more impacted due to costs from band camp and accessories that parents have to incur. Steve Deshayes concurred with Ms. Popik.
- k. C. Gagnon feels that we have been over the numbers and with all the revisions Mr. Muserallo has done a good job presenting the budget and he is prepared to support the override figure as presented by Mr. Muserallo.
- l. E. Holmes questioned JRB cutting the Webmaster position. Can this position be filled by a volunteer if there is a stipend for the position? Discussion followed.
- m. P. Janhunen supports a \$1.4 override which will either fully fund or fund 90% of extra curricular activities and reinstate all teachers next year.
- n. Ron Reed cautioned the Committee to think about the next few years and noted that lots of people are hurting.
- o. The Public Hearing is 2/12/02 and certification of the budget on 2/26/02.
- p. Mr. Thibodeau stated that the budget total can be lowered after the public hearing, but not raised.
- q. **MOTION** to bring a budget figure of \$21,371,025 to the public hearing on 2/12/02 by P. Brault, seconded by P. Janhunen Y – 7 N – 2 (P. Janhunen. D. Loescher)
- r. C. Gagnon feels it is important now to get the word out to community members.
- s. D. Loescher is not comfortable with the figure and that people are taxed to the max. She is not sure what figure she would support, but that it would need to be a lower number.
- t. E. Holmes is comfortable with the figure and what will be restored if the override passes.
- u. P. Janhunen feels the District is still going backwards and is in support of a \$1.4 override.

Ashburnham-Westminster Regional School District
FEBRUARY 5, 2002 MINUTES

- v. P. Brault feels that this is the highest figure that has a chance at the ballots. He also stated that the communities should be concerned because the system is going backwards and is concerned with the future.
- w. G. Leger agreed with P. Brault.
- x. P. Janhunen feels the process has been great and that the override has a chance because of the process that has been taken.
- y. N. Bakanowsky stated that it has been difficult not to have an override last year and hopes people will take a step back to look at the situation. This is not a school issue, but a community issue.
- z. L. Beaton feels this is a number we can successfully sell to the voters.

I. AGENDA SETTING

- 1. Public Hearing
- 2. Physical Restraint Policy – 2nd Reading

K. ADJOURNMENT

- 1. **MOTION** to adjourn the meeting at 10:20 PM by E. Holmes, seconded by W. Cooper
Y – 9 N - 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
FEBRUARY 12, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:09 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, J. Anderson, P. Janhunen, W. Cooper, L. Beaton, P. Brault
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of January 29, 2002 and February 5, 2002 with the following corrections by G. Leger, seconded by N. Bakanowsky
 - 2/5/02 – g.3.q. – E. Holmes seconded the motion and then withdrew her motion to second
- 1/29/02 - Yes - 8 No – 0 Abstention – 2 (P. Brault, W. Cooper)
2/5/02 – Yes – 10 No – 0

D. CORRESPONDENCE

1. Letter from David Lantry regarding the Oakmont School Council's position on the proposed override.
2. Letter from Kathy Barlow and Ann Berube re: Restraint Policy
3. Letter from the Westminster Advisory Board and Selectmen re: raising the athletic fees by \$100,000 (\$293,940) to retain teaching positions.
4. Letter from NEASC re: Oakmont's accreditation status being considered for downgrading from "warning" to "probation".

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Approved requisitions; steel deck roof on; electrical and duct work going in; estimated completion date for the gym is in the summer.

2. Westminster Building Committee

- a. Steel for roof to be erected soon; special education office will be moving to MHS or WES in the summer; Learning Tree and Stepping Stone moving into MHS in September.

3. Budget Subcommittee

- a. The Subcommittee continues to sign warrants.

5. Other

- a. There will be a Public Information session on 3/5/02 to discuss moving from a three-tier to a two-tier busing system.

F. ADMINISTRATIVE UPDATE

1. Mr. Thibodeau again reviewed the letter he received from Rep. Brian Knuuttila stating that "the current revenue structure will not support the recommendations made by the Acting Governor...local aid...for FY03 may be cut by as much as 10% from the FY02 levels." an \$844,000 loss. This information was

Ashburnham-Westminster Regional School District
FEBRUARY 12, 2002 MINUTES

given to Rep. Knuutila from House Ways and Means Committee Chair, John Rogers. This reduction may impact regional schools more than municipal school funding.

G. DISCUSSION ITEMS

1. Physical Restraint Policy – 2nd Reading

- a. E. Holmes spoke with Chief Murray and feels the policy is not clear as to the Town's police roles. She asked for clarification of what the District is expecting of our police departments. Response – The police would only be contacted if no parent/guardian had been contacted and the child was going home alone. After exhausting all possibilities would they be contacted. This would spread the responsibility from solely the District to the police department as well, however it is not expected for them to do anything specific, but just to be informed.
- b. E. Holmes feels someone needs to sit down with the chiefs, show them the policy and discuss our expectations of them.

D. ACTION ITEMS

1. Physical Restraint Policy – 2nd Reading

- a. **MOTION** to accept the Physical Restraint Policy for a second reading by G. Leger, seconded by P. Janhunen Y – 8 N – 0 Abstention – 2 (E. Holmes, D. Loescher)

PUBLIC HEARING – 7:30 PM

1. L. Beaton gave an opening speech and gave an overview of the budget process.
2. N. Bakanowsky reiterated her hopes to find a way to shift the mind set from “school budget” to “community budget”.
3. N. Bakanowsky gave an overview of the five major increases (\$1,192,815) to the FY03 budget
 - Reintroduction of sports and activity costs
 - Salary increase
 - Transportation increase
 - School choice
 - Special education transportation and tuition
 - Other
4. Ron Reed asked if the district would really have a net gain with school choice? Response – Yes.
5. C. Gagnon listed the override restorations by school
6. J. Anderson gave an overview of the sports / extra curricular activities
 - Reduce student costs by 50%
 - Fundraising could further reduce fees
 - Without the override there will be complete user based fees.
7. E. Holmes gave a general summary of the proposed FY03 budget.
 - The School Committee recommends the passage of a \$21,371,025 budget which includes an \$878,392 override.
 - It is the best long-term interest of the towns that we request less than our needs indicate and that this passage of the budget with the override is also in the best interest of our communities and school district.

Ashburnham-Westminster Regional School District
FEBRUARY 12, 2002 MINUTES

8. It was asked how the Committee can get the word out to the public for those who are not parents of school aged students as well as others? Response – We are limited with the number of people who come to Committee meetings and what is reported in the press. The meetings are currently being video taped and shown on cable, there are agendas of the meetings at each school. The District cannot legally advocate a passage of an override.
9. As a parent, can information be given to others (i.e. preschool parents)? Response – Yes.
10. It was asked to explain the busing increase. Response – The busing contract went out to bid this year and the District legally had to take the lowest bidder, which still had a significant increase.
11. Pertaining to NEASC, it was asked to clarify the status of Oakmont if the override passes or not. Response – Venture to guess if the override fails the school will be taken off probation and be a non-accredited school.
12. Karen Fortin submitted a letter to the Committee on behalf of the Health Advisory Council re: cutting Oakmont’s family health teacher.
13. Gail Green asked if the District would have to have an override every year? There is a need for some long-term fiscal planning to get the district from red to black.
14. P. Brault stated when things such as health insurance increases 19% and oil increases, etc. it is very hard to work with 2 ½ % and continue on with what we have and/or need.
15. Dave Lantry stated that this override is desperately needed and Oakmont School Council will support whatever override amount is proposed, although they would like to see a larger amount.
16. Ron Reed noted that people should get on the phone to their representatives and senators re: the 10% reduction proposed for Chapter 70 aid.
17. George Lane stated that the state and federal help is inadequate and that we will have to have an override every year until the government can get their act together. Suggestions made to show the public:
 - Which positions were terminated last year.
 - Teacher salaries compared to other districts
 - Explore alternative health insurance to reduce costs
 - Explain to people why the cost of transportation went up
 - Get volunteers to be library aides and use that money to keep a teacher
18. It was suggested that the District charge for busing to help defray some costs such as activities.

RETURN TO GENERAL SESSION – 9:15 PM

C. PUBLIC PARTICIPATION

1. Mary Bedard stated that she was disturbed that the kindergarten survey was never looked at and that she is opposed to full day kindergarten. This survey was given to Appleseed Academy parents. She would have liked parents to be more involved with these types of decisions.
2. Mr. Thibodeau stated that on Friday 1/25/02 at noon he met with JRB administrators and kindergarten teachers re: this issue; MHS/WES administrators and kindergarten teachers supported the proposal; Monday 1/28/02 he contacted the bus company and was told the district could save approximately \$50,000; kindergarten aides cost approximately \$32,000; Tuesday 1/29/02 it was presented to the School Committee.

Ashburnham-Westminster Regional School District
FEBRUARY 12, 2002 MINUTES

3. Beth Foster noted that in kindergarten all is focused on the children. To continue to fulfill the needs of the children, aides are needed. By having full days more there will be more time learning and teachers can revisit concepts from the AM session. Ms. Foster believes this is a win-win situation.
4. Cindy Whittington did not know the busing savings prior to presenting the kindergarten proposal to the Superintendent of Schools.
5. It was asked how it will be determined who goes to school on Tues./Thurs. or Wed./Fri.? Response – bus routes.

I. AGENDA SETTING

1. Superintendent Evaluation Subcommittee – establish
2. Budget certification
3. Draft of FY03 calendar

K. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 10:10 PM by J. Anderson, seconded by P. Brault Y – 10 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
FEBRUARY 26, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, J. Anderson, P. Janhunen, W. Cooper, L. Beaton, P. Brault
3. Also present: C. Thibodeau

B. APPROVAL OF MINUTES - none

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. Public Notice of School Committee vacancies
2. Note from the Kindergarten teachers thanking the Committee for listening to their proposal
3. Letter from George Lane to Ann Berube and Kathy Barlow re: special education.
4. There was a moment of silence for a first grader, Jacod Jarry, who was recently involved in a very severe car accident and passed away.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. A phasing meeting was held to review the closeout of Phase I and preparation to begin Phase II.

2. Westminster Building Committee

- a. Meeting tomorrow night.

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of February 12, 2002, by G. Leger, seconded by J. Anderson
Y – 10 N – 0

5. Other

- a. There will be information given out on 3/12/02 to discuss moving from a three-tier to a two-tier busing system.

F. ADMINISTRATIVE UPDATE

1. Mr. Thibodeau presented a token of remembrance to P. Brault for his years service on the School Committee.

Representative Brian Knuuttila

1. Representative Brian Knuuttila was present to discuss the state as it pertains to aid to education. Information handed out included:
 - FY01-FY02 monthly tax revenue collections
 - An article re: legislature expecting a 10% cut in local aid
 - Massachusetts Taxpayers Foundation report re: the Foundation's annual analysis of the state finances.
 - Points on local aid and education funding: general; cuts to local aid and Chapter 70; Chapter 70 formula going forward
 - Chapter 70 trends: FY93 – FY02
 - Article from the Massachusetts Taxpayers Foundation re: Governor's 2003 Budget: Failing to Close the Gap
 - Letters from Thomas Finneran re: budget deficit.
 - Letter to Governor Swift re: special education monies.

Ashburnham-Westminster Regional School District
FEBRUARY 26, 2002 MINUTES

2. Rep. Knuuttila stated that there are three proposals on the table to determine who gets what for Chapter 70 money. How it will be distributed remains to be seen.
3. It has been brought up that legislators give up their extra stipends that some get for being in “leadership” positions.
4. P. Brault hopes the state is crying wolf, but if they are then people won’t be listening next time.
5. E. Holmes noted that we won’t know how much money we will be receiving from the state until after contractual obligations have been made and that it is impossible to set a budget not knowing if we will be fully funded or not.
6. Rep. Knuuttila reiterated that the Committee has to take a closer look at the budget and not to rely on the figures released by the Governor.
7. The Governor plans on suspending special education reimbursement money for the last quarter of the current fiscal year.
8. C. Gagnon noted that if the District does not get the override and loses 10% of Chapter 70 money, then it will be devastating to the schools.
9. E. Holmes asked as a Committee what can we do to work through this? Response – Economic state is dire. Implore all voters to support the proposed override. Express in writing to legislative to do the right thing.

G. DISCUSSION ITEMS

1. FY03 Budget Certification

- a. D. Loescher asked where the Ashburnham Selectmen and Westminster Advisory Board stand at this point? Response – Ashburnham: No conclusion has been made at this point. Westminster: Westminster’s position has not changed. Supports the override, but would like to see money spent elsewhere.
- b. P. Janhunen noted that if the override passes and 10% is cut from Chapter 70 than we would be running from a zero level budget. He hopes to not certify the budget tonight and to go back to square one to come up with a budget which anticipates this potential loss.
- c. E. Holmes made a point of order stating that the budget must be certified tonight.
- d. D. Loescher is for the override figure, but not in the line items in which some of the money lies. Would like to see more money toward academics and less toward athletics.

D. ACTION ITEMS

1. FY03 Budget Certification

- a. **MOTION** to certify the FY03 budget at \$21,371,025 which includes an \$878,392 override by P. Brault, seconded by C. Gagnon Y – 9 N – 1 (P. Janhunen)

I. AGENDA SETTING

1. Draft of FY03 calendar
2. 2-tier / 3-tier busing
3. MASC update – E. Holmes

K. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 9:05 PM by P. Brault, seconded by G. Leger Y – 10 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
MARCH 12, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, J. Anderson, W. Cooper, L. Beaton
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of February 12, 2002 with the following corrections by N. Bakanowsky, seconded by D. Loescher Y – 8 N – 0
 - D.1. and Public Hearing #15. – David Landry
 - G.1.a. – “...they would...”
2. **MOTION** to approve the minutes of February 26, 2002 with the following corrections by N. Bakanowsky, seconded by E. Holmes Y – 8 N – 0
 - E.5.a. – “This meeting has been postponed from 3/5/02 to 3/12/02”
 - Spelling corrections – D.4. – Jacob E.1.a. – phase

D. CORRESPONDENCE

1. Letter from Jim Mullins re: teacher’s caps and gowns at graduation
2. Letter from AWTA and PR&R re: impact bargaining
3. Letter from Principal William Waight to Ashburnham Board of Selectmen re: NEASC status of academic and extra curricular programs at Oakmont Regional High School.
4. Letter from Ann Berube and Kathy Barlow to the School Committee re: letters written to George Lane, Representative Brian Knuuttila and Jane Swift re: special education.

C. PUBLIC PARTICIPATION

1. Members of Oakmont’s Robotics FIRST program were present to give an overview of the extracurricular program and their accomplishments.
2. This program is a team collaborative with Fitchburg High School and Monty Tech.
3. The students brought in last year’s robot. The robot which was created for this year is currently at Yale for the competition.
4. The students gave an overview of how “FIRST” was founded, its competitions and what its goals are.
5. Vicky Hurd, community member and bus driver, stated that Laidlaw was not sticking to their contract. A fleet of buses is supposed to be located in the District’s lot. Buses are being sent to other districts and older, broken buses are being given to drivers. Response – Mr. Muserallo will look into the situation.

F. ADMINISTRATIVE UPDATE

1. Elementary School Report Card Revisions

- a. Diane Erickson acknowledged the members of the Report Card Committee.
- b. David Kalagher outlined the process taken to devise the report cards.
- c. D. Erickson reviewed the academic assessment key and the efforts/work habits/social development key.
- d. Discussion followed.

Ashburnham-Westminster Regional School District
MARCH 12, 2002 MINUTES

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Approved requisitions; construction manager confident they will be done on time; next meeting 3/28/02 6:00 PM Oakmont Library.

2. Westminster Building Committee

- a. Issues with the steel trusses on the roof; work on schedule.
- b. Ed Simoncini questioned the warrant article for the Westminster Elementary generator and asked if there will be a new generator at Oakmont Regional High School. Response – E. Muserallo will find out if the contractors would be willing to discard their generator.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 02/26/02 by G. Leger, seconded by J. Anderson Y-8 N-0

4. Technology Subcommittee

- a. TCI met yesterday and discussed the desk tops units which the District will be receiving from W. Cooper's company.
- b. The District is participating in a grant through Boston College. There is no monetary benefits, however the District will receive data once the information is compiled.
- c. There has been a virus problem within the District for over two months that is slowly being rectified. The TCI Committee is trying to figure a way to resolve this problem in a cost effective manner.
- d. Working on an Acceptable Use Policy.

5. Superintendent Evaluation Subcommittee

- a. Members who will serve on the Superintendent Evaluation Subcommittee for the 2001-2002 school year are N. Bakanowsky, G. Leger and E. Holmes.
- b. The evaluations should be filled out and returned to the Subcommittee by 3/26/02.

F. ADMINISTRATIVE UPDATE

2. MASC Update – Ellen Holmes

- a. E. Holmes reviewed the recommendations made at the MASC Student Assessment Subcommittee meeting on 1/26/02 re: MCAS testing.
- b. Recommendations included: 1.) District's would not include, nor be required to include the MCAS test score on permanent record. 2.) State MCAS vendors could not sell, share or distribute student specific information. 3.) District's could not sell, share or distribute student specific information to outside vendors. 4.) For student who fail the 10th grade long test, subsequent retakes will always be the short test (the fall test is the short test / spring is the long test). 5.) The scores reported out for 10th grade MCAS be only those of 10th graders taking the MCAS. Students taking the retest in the 11th or 12th grade would be segregated. 6.) School Districts have to define what satisfactorily participated (in tutoring other approved academic support services). (Regards to the MCAS appeals process that the DOE recently approved.)
- c. Retakes are not limited to people who fail. Several students retake the test to get a higher score to be eligible for things such as scholarships.
- d. Discussion re: potential reduction in Chapter 70 money and its possible effects on class of 2003 graduation requirements re: MCAS.
- e. No longer considering state funding as a reliable source of revenue

Ashburnham-Westminster Regional School District
MARCH 12, 2002 MINUTES

- f. MASC Legislative Subcommittee meeting 3/27/02.
- g. MASC Regional School Subcommittee continues to work on funding issues re: regional school transportation funding.

G. DISCUSSION ITEMS

1. 2-Tier / 3-Tier Busing

- a. Mr. Muserallo stated that with the current budget for FY03 a 2-tier busing system has been budgeted. The difference in pricing for a 2-tier to a 3-tier is approximately \$6,000.
- b. Mr. Thibodeau included a memo dated 1/28/02 outlining the benefits of a 2-tier bus route system.
- c. Vicky Hurd, community member and bus driver, asked how the routes will be done? Will buses follow each other? Response – There will be no mini buses or vans. The contracted busing company has scheduling experts who will restructure the current routes.
- d. It was asked why it was decided on a 2-tier rather than a 3-tier? Response – Time for elementary students getting home was a primary decision. Also, younger students will be taught at an earlier time where they are most ready to learn, and early dismissal allows for more latitude for parents scheduling appointments.
- e. New times for the schools would be as followed:

High School –	drop off: 7:30 AM	start time: 7:40 AM	dismissal time: 2:05 PM
Middle School -	drop off: 7:20 AM	start time: 7:30 AM	dismissal time: 1:55 PM
Elementary -	drop off: 8:15 AM	start time: 8:25 AM	dismissal time: 2:50 PM
- f. A parent stated she feels the interaction on the bus between the middle school students and the high school students will be a bad influence. Mr. Thibodeau noted that it is mainly freshmen and sophomores who ride the bus and that the presence of video cameras on the buses would further deter misbehavior.
- g. N. Bakanowsky stated that she would like to see the additional money being spent on a 2-tier busing system to go towards texts.
- h. E. Muserallo stated he hopes this will not be a financial, but educational / political decision.

H. ACTION ITEMS

2. 2-Tier / 3-Tier Busing

- a. **MOTION** to change to a 2-tier busing system for the 2002-2003 school year by G. Leger, seconded by J. Anderson Y- 6 N – 2 (N. Bakanowsky, E. Holmes)

N. Bakanowsky left at 9:50 PM

G. DISCUSSION ITEMS

1. FY03 School Calendar

- a. Mr. Thibodeau reviewed the changes in the proposed calendar.
- b. Parent, Paul Aldrich, stated that his concern about the calendar was specifically about the number of half days at the elementary level (10 half days total).
- c. L. Beaton would like to see two of the half days (parent-teacher conferences) omitted. He would like the teachers to teach all day and attend parent conferences that evening. This would eliminate two half days from the calendar.

Ashburnham-Westminster Regional School District
MARCH 12, 2002 MINUTES

- d. Currently there are ten half days: four – staff development / four – parent teacher conferences / two – holidays
- e. Discussion followed.

H. ACTION ITEMS

1. FY03 School Calendar

- a. **MOTION** to accept the proposed school calendar for the 2002-2003 school year by J. Anderson, seconded by G. Leger Y- 3 (G. Leger, J. Anderson, C. Gagnon) N – 4

I. AGENDA SETTING

- 1. FY03 Calendar

J. EXECUTIVE SESSION - MGL 39 SECTION 23B

- 1. **MOTION** to go into Executive Session at 10:30 PM according to MGL Chapter 39 Section 23B to discuss negotiations by G. Leger, seconded by J. Anderson

C. Gagnon – Y; E. Holmes – Y; W. Cooper – Y; J. Anderson-Y; G. Leger - Y; D. Loescher – Y; L. Beaton - Y
YES – 7 NO - 0

K. ADJOURNMENT

- 1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:57 PM by E. Holmes, seconded by G. Leger Y – 7 N - 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
MARCH 12, 2002 MINUTES

EXECUTIVE SESSION

MOTION to go into Executive Session at 10:30 PM according to MGL Chapter 39 Section 23B to discuss negotiations by G. Leger, seconded by J. Anderson

C. Gagnon – Y; E. Holmes – Y; W. Cooper – Y; J. Anderson-Y; G. Leger - Y; D. Loescher – Y; L. Beaton - Y
YES – 7 NO - 0

1. E. Muserallo updated the Committee on negotiations re: non-union personnel health insurance co-pay.
2. Mr. Muserallo has budgeted \$12,000 to offset the impact for non-union personnel from going to 85/15 for the upcoming year.
3. See attached for data information.
4. E. Muserallo would like to try to budget \$24,000 for the next year for these employees.
5. Mr. Muserallo also noted that AFSCME and the Head Custodian Union would like to have an agency fee policy in their contract (like the teachers).

MOTION to come out of Executive Session and adjourn the meeting at 10:57 PM by E. Holmes, seconded by G. Leger
Y – 7 N – 0

Ashburnham-Westminster Regional School District
MARCH 26, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:03 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, L. Beaton, P. Janhunen
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of March 12, 2002 with the following corrections by N. Bakanowsky, seconded by G. Leger Y – 6 N – 0 Abstention – 1 (P. Janhunen)
 - E.4.b. – "...statistical data..."
 - G.1.h. – omit "political"

7:08 PM W. Cooper arrived

C. PUBLIC PARTICIPATION

1. Mr. Thibodeau read an opening statement re: Richard Mayne and allegations re: raping of a student at Oakmont Regional High School, and other charges.

D. CORRESPONDENCE

1. Letter from Treasurer, Ken Caron, to the Town Treasurers re: 2002-03 Budget Certification.
2. Letter to Mr. Muserallo from Laidlaw re: clarifications of the concerns of several bus drivers which was brought to Mr. Muserallo at the 3/12/02 Committee meeting.
3. E. Holmes asked if the Laidlaw letter could be referred to the Transportation Subcommittee who could then meet with the bus drivers. She is concerned about the issues of safety and health.
4. D. Loescher stated that she felt the Ann Landers article which was in the Briggs At Large newsletter was not appropriate for school newsletters.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Next meeting 3/28 at 6:00 pm
- b. Schedule an issue; Consigli will be presenting a new schedule to the Turner Group; walk through on Thursday.

2. Westminster Building Committee

- a. Next meeting 3/27 at 6:00 pm
- b. Steel decking over gym and cafeteria; windows are going in; flat roof completed; moving along well.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 03/12/02 by G. Leger, seconded by D. Loescher Y-8 N-0
- b. A new Chairperson will be voted on at next meeting.

4. Technology Subcommittee

- a. Next meeting 4/8/02
- b. The TCI Committee continues to work on long range plans.
- c. A Public Hearing must be held in late May, early June to approve the Acceptable Use Policy which must be in compliance with CIPA no later than 7/1/02.

5. Superintendent Evaluation Subcommittee

- a. Evaluations were collected and a spreadsheet will be created to tabulate the data.

Ashburnham-Westminster Regional School District
MARCH 26, 2002 MINUTES

6. Other

- a. C. Gagnon and D. Loescher volunteered to serve on the Contract Liaison Committee. This Committee will consist of Superintendent of Schools, two members of the School Committee, a Principal, the President of the Association, the Chairman of the Associations Professional Rights and Responsibilities Committee, and two additional teachers. It will serve as an informal advisory committee to the Association and School Committee; to supervise generally the contractual obligations; to serve as an interpretative body regarding the intent of less concrete contractual items, and further, to consider additional professionally related matters not included in the Contract

F. ADMINISTRATIVE UPDATE

1. Other

- a. There will be a budget presentation on 4/2/02 at Oakmont which will be televised. The Committee will be meeting 4/1 in the Superintendent of Schools Office to prepare for the presentation.
- b. Discussion followed re: the format which will be used on 4/2/02.

G. DISCUSSION ITEMS

1. FY03 School Calendar

- a. C. Thibodeau reviewed the changes made – 9/25/02 half day for all schools now only for high school; 10/30/02 half day for elementary and middle school only.
- b. E. Holmes has a concern that if the proposed calendar is approved that we guarantee 20 minute parent-teacher conferences for the elementary level. This would give time for parents to discuss concerns and possible extra time for teachers to stretch their legs in-between conferences.
- c. N. Bakanowsky stated that 15 minute conferences is not enough time and in order to have 20 minute conferences the additional half days would be required. New reporting format will require more time for parents to ask questions.
- d. Paul Aldrich reiterated his concerns about the number of half days for the elementary level. With five additional days in the teacher's contract there should be leeway to be able to eliminate two half days.
- e. L. Beaton noted that teachers cannot schedule 20 minute conferences for so many parents with just evening conferences, especially with the increase in class sizes.

H. ACTION ITEMS

1. FY03 School Calendar

- a. **MOTION** to adopt the FY03 school calendar as proposed by N. Bakanowsky, seconded by G. Leger
- b. Friendly amendment to the **MOTION** to include, "...proposed and have elementary parent-teacher conferences in November and April be 20 minutes in length..."

Y – 8 N – 0

G. DISCUSSION ITEMS

2. FY03 Budget Preparation

- a. Postponed to 4/1/02 at the Superintendent Office

3. Other

- a. L. Beaton presented a token of appreciation to W. Cooper for his year of service on the School Committee.

Ashburnham-Westminster Regional School District
APRIL 4, 2002 MINUTES

NO QUORUM WAS HELD

A. CALL TO ORDER

1. Vice Chairperson N. Bakanowsky called the meeting to order in the Faculty Room at John R. Briggs Elementary at 6:30 PM.
2. Members present: D. Loescher, E. Holmes, P. Janhunen, N. Bakanowsky
3. Also present: C. Thibodeau, Lorraine Emerson, Jim Mullins, Kate Kucza

B. DISCUSSION ITEMS

1. Because the Committee was unable to secure the backing of the Ashburnham Selectmen and because the Committee is cognizant of the fact that a lower number may be presented on town floor (there has been no indication thus far that this will happen), the Committee wanted to reach a consensus as to what adjustments, (if any), we would make in our presentation.
2. E-mails from J. Anderson, G. Leger, P. Janhunen, L. Beaton, and C. Gagnon, were all entered into public session.
3. Based on their stated positions, as well as the discussions with present members, those present reached consensus that there would be no variations from our presentation of 2/12/02 (the Public Hearing) and the "encore performance" of this past Tuesday (the taped presentation held at Oakmont).
4. If the override number is rejected on the town floor, either flatly or by an amended (lower) number, the Committee will have to recertify a budget number.

C. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 7:12 PM.

Submitted,
Nancy Bakanowsky

Ashburnham-Westminster Regional School District
APRIL 9, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:03 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, G. Leger, N. Bakanowsky, L. Beaton, J. Anderson
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of March 26, 2002 with the following corrections by N. Bakanowsky, seconded by G. Leger Y – 5 N – 0 Abstention – 2 (J. Anderson, E. Holmes)
 - E.4.c. – “...must be held prior to July 1st...”
 - G.3.a. – “...two years served...”
 - G.3.e. – omit “taunting”

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. Letter from NEASC re: letter of Show Cause of Oakmont Regional High School
2. Report of the AWRSD Planning Board 1957 re: Oakmont Regional High School
3. Letter from MASC re: comments on proposed changes to 603 CMR 23.00 (Student Records Regulations)
4. Letter to School Committee from C. Thibodeau re: a vote to formally relinquish the Upton School Building to the Town of Westminster.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. On schedule; Consigli guaranteed access to the football field for graduation use.
- b. C. Gagnon gave an overview of the walk through that was held on 4/4/02.

2. Westminster Building Committee

- a. On schedule; steel above entryways.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 03/26/02 by G. Leger, seconded by D. Loescher Y-7 N-0

4. Technology Subcommittee

- a. Meeting postponed until after April vacation
- b. Still working on long-range plans and being in compliance with CIPA

5. Superintendent Evaluation Subcommittee

- a. Met prior to Committee meeting.
- b. Evaluations compiled; scheduled a time to meet with the Superintendent prior to releasing data to public.

6. Other

- a. N. Bakanowsky recommended putting a column in the newsletters which are put out by each school to update parents on what takes place at School Committee meetings to enhance communication with the community. This would be factual information only.

Ashburnham-Westminster Regional School District
APRIL 9, 2002 MINUTES

- b. The Committee is in agreement with this idea.
- c. L. Beaton feels it will be difficult to get members to volunteer to write information for the newsletters.
- d. N. Bakanowsky volunteered her time. C. Gagnon volunteered to help N. Bakanowsky if necessary.
- e. Information will be sent to Committee members and the Superintendent prior to being published in the newsletters.
- f. C. Gagnon stated that the Cable Advisory Committee researched the history of the studio and documents were found from 1990 which included guidelines. The Committee has scheduled an appointment to meet with Principal William Waight and Jim Mullins to discuss these guidelines.

F. ADMINISTRATIVE UPDATE

1. Big Friends Little Friends Program – Julie Gagnon

- a. Julie Gagnon, Director of the Big Friends Little Friends Program, was present to discuss the program.
- b. Information included: the mission; history of the program; proposal for Oakmont; goals of the high school mentor; projected time line; FY03 program outline and description; high school/adult mentor programs; impact study; eligibility policy; “intensiveness” factors; screening process.
- c. The goal of the program is to match ten high school students to students ages 6-10 who will then meet a minimum of two hours per week in an outside unsupervised area for the school year.
- d. Discussion followed.

2. Athletic Program Financial Update

- a. Bryan Brown gave a brief overview of the high school data (participant figures; cost/projected costs; cost per student).
- b. D. Loescher noted that it was stated that if a student didn't pay he/she could not play. How are those students who owe money and are not on payment plans allowed to continue to play other sports? Who will take the initiative to enforce the rule that if they do not pay they will not be able to pay or participate in extra curricular activities? Response – Mr. Brown wanted to see all the students participate and gave them the benefit to get their money in. He will be in charge of enforcing the rule.
- c. E. Holmes asked if a student did not pay in full for a fall sport were they allowed to participate in extra curricular activities? Response – yes.
- d. N. Bakanowsky asked legally if there was anything we could do (i.e. – hold a student's transcripts)? Response – no.
- e. N. Bakanowsky believes that everyone has dropped the ball on this issue and asked who was responsible for collecting middle school fees? Response – Bryan Brown.
- f. N. Bakanowsky asked if there was a shortfall in covering athletics for the current year, can the athletic fund be in the red or will it be covered by E&D? Response – In the red and carried in accounts receivable.
- g. Discussion followed.
- h. Ed Simoncini asked if there is a policy in place and are the schools in compliance with it? Response – Yes, there is a policy and we are in compliance with it.
- i. Steve Slocum, member of the Booster Club, discussed fund raising by the Booster Club and monies raised. L. Beaton commended the hard work done by these members to raise the funds.

Ashburnham-Westminster Regional School District
APRIL 9, 2002 MINUTES

3. Ashburnham Town Meeting Summary

- a. C. Thibodeau noted that the School Committee's presentations were well prepared and that he felt the meeting ran smoothly.

4. Uncertainty of Chapter 70 Funding

- a. C. Thibodeau noted that there has been no more information that has been received since last report on the issue.
- b. Mr. Thibodeau also noted that some Senators have taken a different position over the issue than Mr. Knuutila, however nobody has any answers as of yet. He does not believe Chapter 70 Funding will be reduced by 10%.

5. OMS Vice Principal Search Committee Update

- a. C. Thibodeau gave an update on the OMS Vice Principal Search Committee.
- b. There were 12-15 applicants, of which 8 were offered interviews (one person never showed); yesterday members finalized a list of finalists; final interviews will be held April 22-26; finalists will spend a day with Mr. Sunderland prior to being interviewed; Mr. Thibodeau will then meet with the top two finalists.

G. DISCUSSION ITEMS

1. FY02 Interim Budget Update

- a. Mr. Muserallo passed out a sheet with a FY02 functional analysis. He noted that several functions which are overspent will have to be addressed at the end of the year.
- b. Also handed out was a sheet which contained information re: FY02 analysis of financial position as of 3/29/02; accounts already overspent; accounts anticipated to be overspent; accounts anticipated to be under spent; budget frozen in 11/01; net effect of overages and savings.

2. Student Transportation Funding

- a. Mr. Muserallo included a review of the effects of charging students for transportation. He believes the District should not consider this endeavor at this point.

H. ACTION ITEMS

3. Other – Relinquish of Upton Building to the Town of Westminster

- a. **MOTION** to move that the School Committee determine that the building known as the Upton School, Academy Hill Road, is no longer needed for school purposes by E. Holmes, seconded by G. Leger Y – 7 N – 0

I. AGENDA SETTING

- 1. Big Friends Little Friends
- 2. Superintendent's Evaluation
- 3. MASC legislative Update – E. Holmes
- 4. OMS Athletic Update

K. ADJOURNMENT

- 1. **MOTION** to adjourn the meeting at 10:40 PM by E. Holmes, seconded by C. Gagnon Y – 7 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
APRIL 23, 2002 MINUTES

A. CALL TO ORDER

1. Chairman L. Beaton called the meeting to order in the Overlook Team Room at 7:07 PM.
2. Members present: C. Gagnon, E. Holmes, P. Janhunen, N. Bakanowsky, L. Beaton, J. Anderson
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 4/4/02 by N. Bakanowsky, seconded by J. Anderson Y – 6 N – 0
2. **MOTION** to approve the minutes of 4/9/02 by N. Bakanowsky, seconded by J. Anderson Y – 6 N – 0

D. Loescher arrived at 7:09 PM

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. Letter from Oscar Mayer re: winning \$10,000 for the WES/MHS music department.
2. E-mail from Ken Dolder to C. Gagnon dated 3/30/02 re: AWRSD web site being linked to a state official site.
3. Discussion followed re: web site links.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Next meeting on 4/25/02; August deadline looks to be on schedule.

2. Westminster Building Committee

- a. On schedule; pouring slabs this week; trim painting being done

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 04/09/02 by D. Loescher, seconded by J. Anderson Y-7 N-0

4. Technology Subcommittee

- a. TCI continues to work on long-range plans and being in compliance with CIPA

5. Superintendent Evaluation Subcommittee

- a. E. Holmes briefly reviewed the Superintendent's evaluation. Overall the Superintendent was rated above expectations.

G. DISCUSSION ITEMS

2. School Committee Correspondence Policy – 1st Reading

- a. N. Bakanowsky reviewed the proposed policy.
- b. P. Janhunen asked to what extent should correspondence that is sent to members be brought to the Committee (#4)? Response – To the person's discretion as to what correspondence should be shared and what is personal.
- c. Discussion followed as to what is personal correspondence and what correspondence should be shared.
- d. **MOTION** to move the question by N. Bakanowsky, seconded by J. Anderson Y – 6 N – 1 (P. Janhunen)

H. ACTION ITEMS

2. Other School Committee Correspondence Policy – 1st Reading

- a. **MOTION** to accept the proposed policy for the first reading and include in #6 "...Secretary), along with the Superintendent of Schools, will meet..." by N. Bakanowsky, seconded by J. Anderson Y – 4 N – 2 (P. Janhunen, C. Gagnon) Abstention – 1 (E. Holmes)

Ashburnham-Westminster Regional School District
APRIL 23, 2002 MINUTES

E. REPORTS OF COMMITTEES

6. Other

- a. E. Holmes mentioned that she received a phone call from a Sharon School Committee member re: the AWRSD sports activity fee.

F. ADMINISTRATIVE UPDATE

1. OMS Athletic Update

- a. Bryan Brown compiled the information for fall and winter sports for Overlook Middle School.

2. MASC Legislative Update – Ellen Holmes – postponed until 5/14/02

3. Impact Bargaining

- a. A meeting has been scheduled to meet with the AWTA for Impact Bargaining for 5/7/02
- b. Town Officials have elected John Fairbanks to be the Municipal Representative for bargaining.
- c. Topics which will be reviewed at the meeting will include: clarification on wording in the Reduction in Force Policy; changes in working conditions; BC/BS co-payments for prescriptions.
- d. **MOTION** to accept John Fairbanks to be the Municipal Representative to serve as a member of the AWRSC on all matters related to collective bargaining for a three (3) year term by D. Loescher, seconded by C. Gagnon Y – 6 N – 1 (P. Janhunen)
- e. **MOTION** to accept John Fairbanks as a member of the Negotiations Subcommittee by J. Anderson, seconded by D. Loescher Y – 6 N – 1 (P. Janhunen)

4. Other

- a. C. Thibodeau noted that the meeting which was held 4/22 with the Westminster Advisory Board was very productive.

H. ACTION ITEMS

1. Big Friends Little Friends

- a. **MOTION** to approve the Big Friends Little Friends service oriented program within the school district by E. Holmes, seconded by N. Bakanowsky
Y – 6 N – 0 Abstention – 1 (D. Loescher)

I. AGENDA SETTING

1. MASC legislative Update – E. Holmes
2. Single User Fee – Steve Slocum
3. New Appointees
4. Correspondence Policy 2nd Reading
5. Westminster Town Meeting Update

K. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 9:15 PM by E. Holmes, seconded by J. Anderson Y – 7 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School Committee

MAY 14, 2002 Minutes

A. CALL TO ORDER

1. The meeting was called to order at 7:00 p.m. in the Overlook Team Room, by Chairman, pro tem., C. Thibodeau.
2. Members present: D. Loescher, J. Anderson, N. Bakanowsky, P. Janhunen, C. Gagnon, D. Christianson, K. Glenny, E. Holmes and L. Beaton.
3. Also present: C. Thibodeau, K. Caron

E. APPROVAL OF MINUTES

1. **MOTION** to accept minutes of April 23, 2002 by E. Holmes, seconded by P. Janhunen
Y -8 N - 0 Abstention - 1 (K. Glenny)

F. PUBLIC PARTICIPATION

1. D. Loescher asked that no override material be distributed on Memorial Day, as it was the previous year.

G. CORRESPONDENCE

1. Letter from Westminster Town Coordinator, Karen Murphy, re: the town website.
2. Letter to K. Murphy from C. Thibodeau re: WES Building Project and site identification for potentially constructing a new town hall.
3. Letter from Westminster Town Clerk, Denise MacAloney, re: results of the annual town election held 4/30/02.
4. Letter sent to Oakmont parents from Bryan Brown re: outstanding athletic bills.
5. Letter from Westminster resident, Jim Kane, re: budget situation.
6. Letter from J. Anderson and Wendi Snider re: Heidi Hertel-Therrien's OMS Achieve Program.
7. Letter from Ashburnham residents, Julie and Matt Olivari, re: teacher, Cindy Cringan's work at JRB
8. Letter from District Attorney, John Conte, re: District Attorney's Community and School Project
9. Letter from Ashburnham Town Administrator, Katie Nunez, re: the cable studio
10. Letter to Fire Chief Brent MacAloney, from E. Muserallo re: emergency generator at WES.

G. Leger arrived at 7:25 PM

C. ELECTION OF OFFICERS

1. David Christianson, Jr. and Keith Glenny were newly elected members from Ashburnham replacing P. Brault and W. Cooper. N. Bakanowsky, E. Holmes, C. Gagnon, J. Anderson and L. Beaton were all re-elected to the Committee.
2. **MOTION** to nominate N. Bakanowsky as Chair by J. Anderson, seconded by G. Leger
MOTION to close nominations by P. Janhunen, seconded by L. Beaton Y-10 N - 0
Y - 9 N - 0 Abstention - 1 (N. Bakanowsky)
3. **MOTION** to nominate J. Anderson as Vice Chair by G. Leger, seconded by L. Beaton
MOTION to nominate D. Loescher as Vice Chair by E. Holmes, seconded by C. Gagnon
MOTION to close nominations by E. Holmes, seconded by C. Gagnon Y - 10 N - 0
In favor for J. Anderson Y - 7
In favor for D. Loescher Y - 3 (C. Gagnon, D. Loescher, E. Holmes)
4. **MOTION** to nominate D. Loescher as Secretary by J. Anderson, seconded by L. Beaton
MOTION to nominate E. Holmes as Secretary by N. Bakanowsky, seconded by G. Leger
MOTION to close nominations by E. Holmes, seconded by P. Janhunen Y - 10 N - 0
In favor for D. Loescher Y - 7
In favor for E. Holmes Y - 3 (E. Holmes, N. Bakanowsky, P. Janhunen)
5. **MOTION** to nominate K. Caron as Treasurer by E. Holmes, seconded by P. Janhunen

Ashburnham-Westminster Regional School Committee

MAY 14, 2002 Minutes

MOTION to close nominations by E. Holmes, seconded by P. Janhunen Y – 10 N – 0
In favor of Kenneth Caron Y – 10 N – 0

D. APPOINTMENT TO SUBCOMMITTEES

1. Budget & Finance – L. Beaton / D. Loescher / C. Gagnon / D. Christianson / K. Glenny
2. Facilities & Operations - no appointments will be made until appointments are necessary.
3. Legislative Liaisons - L. Beaton / P. Janhunen / E. Holmes
4. Policy - J. Anderson / N. Bakanowsky / G. Leger / C. Gagnon / K. Glenny
5. Technology - N. Bakanowsky / C. Gagnon / D. Christianson
6. Community Liaisons - P. Janhunen / N. Bakanowsky
7. Interscholastic Athletics - L. Beaton / N. Bakanowsky / J. Anderson / D. Christianson
8. Negotiations - D. Loescher / J. Anderson / C. Gagnon / N. Bakanowsky / L. Beaton
9. Sick Leave Bank - J. Anderson / E. Holmes
10. Transportation – C. Gagnon / E. Holmes / D. Christianson
11. Oakmont Renovations - D. Loescher / P. Janhunen / C. Gagnon
12. Westminster Elementary School Project - G. Leger / J. Anderson
13. Contract Liaisons – K. Glenny / P. Janhunen
14. Superintendent's Evaluation – C. Gagnon / P. Janhunen / J. Anderson

H. REPORTS

1. Oakmont Facilities Committee

- a. Next meeting on 5/23/02 at 6:00 pm
- b. "Rough work" being completed; preparing for Phase II; additional doors were installed for safety purposes (this was not a code requirement); ½ day on June 14th for the high school only for the completion of Phase II moving purposes.

2. Westminster Building Committee

- a. Next meeting 5/29 at 6:00 pm
- b. Discussion on Westminster Town Hall possibility of building on site designated for the replacement basketball court.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of April 23, 2002 by L. Beaton, seconded by J. Anderson Y – 10 N–0

4. Other

- a. TCI met yesterday and worked on the Acceptable Use Policy.
- b. E. Holmes reviewed with the Committee the potential ballot question to eliminate Transitional Bilingual Education within the schools and the resulting impact to school districts should the legislation pass.

I. ADMINISTRATIVE UPDATE

1. Single User Fee – Steve Slocum - postponed

3. Other

- a. Mr. Thibodeau announced that the OMS Vice Principal search has been completed. The Vice Principalship had been offered and accepted by Fredrick Randall who currently teaches at the Hale Middle School in the Nashoba Regional School District.

Ashburnham-Westminster Regional School Committee
MAY 14, 2002 Minutes

2. Westminster Town Meeting Update

- a. Mr. Thibodeau informed the Committee that there were 201 voters at the meeting out of a potential 4700 voters. Lots of work necessary to get override passed at 6/11/02 vote.

3. Other

- a. **MOTION** to elect E. Holmes as the MASC voting delegate by G. Leger, seconded by L. Beaton
Y – 9 N – 0 Abstention – 1 (E. Holmes)
- b. **MOTION** to elect C. Gagnon as and alternate by L. Beaton, seconded by G. Leger Y – 9 N – 0
Abstention – 1 (C. Gagnon)
- c. Gwen Gundlach’s article, “Americana 2002-Sculpting American Icons” has been published in the NE League of Middle Schools.
- d. Letter from NE Region Project to Gwen Gundlach re: receiving the Anti Defamation League New England Region 2000 A World of Difference Institute Teacher Incentive Award as well as the Sol Kolack Award.

J. DISCUSSION ITEMS

3. School Choice FY03

- a. E. Holmes asked how many teachers are at each grade level? Response – Mr. Thibodeau will e-mail that information to members once he obtains it from each school.
- b. E. Holmes reminded people of summer move-ins.

K. ACTION ITEMS

2. School Choice FY03

- a. **MOTION** to have the Ashburnham-Westminster Regional School District be a receiving school choice district by E. Holmes, seconded by L. Beaton Y – 10 N – 0

1. Correspondence Policy – 2nd Reading

- a. **MOTION** to adopt the proposed policy by G. Leger, seconded by E. Holmes
Y – 9 N – 1 (P. Janhunen)

J. DISCUSSION ITEMS

2. Unofficial Ashburnham Website - postponed

N. Bakanowsky thanked those people involved with Nature’s Classroom.

L. AGENDA SETTING

- 1. GASB34
- 2. Steve Slocum’s presentation
- 3. Acceptable Use Policy
- 4. Athletic payments
- 5. School Committee meeting calendar

N. ADJOURNMENT

- 1. MOTION** to adjourn the meeting at 9:15 PM by E. Holmes, seconded by C. Gagnon Y – 10 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
May 28, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: D. Loescher, C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, P. Janhunen, K. Glenny, D. Christianson, G. Leger
3. Also present: C. Thibodeau and E. Muserallo

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of May 14, 2002 with the following corrections by L. Beaton, seconded by G. Leger Y – 8 N – 0 Abstention – 1 (E. Holmes)
 - I.3.b. – an instead of and
 - G.11. – Article from NSBA re: athletic fees

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. 2002 MA State Legislative Directory
2. Letter from Jim Mullins re: Oscar Mayer Video Contest
3. Letter from Ashburnham Town Clerk, Wes Landry, re: results of the town election 4/30/02
4. Letter from MASC re: the appropriate level of school committee member review when signing bill warrants
5. JRB will be having a budget information night on 5/30/02

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. Met last week.
- b. "Rough" work virtually done; number of change orders completed; an additional three weeks were allowed to complete the gym
- c. E. Muserallo handed out a memo re: the procedure for disposal of surplus supplies and requested that furniture/supplies being disposed of not be sold at a yard sale as done in the past.
- d. The Committee will review this procedure and discuss it at the next meeting.

F. ADMINISTRATIVE UPDATE

1. Single User Fee – Steve Slocum

- a. Mr. Slocum stated the goal of the Booster Club which is to promote and recognize excellence at Oakmont.
- b. Mr. Slocum stated that the fund raising done by the Booster Club was able to raise close to \$50,000. However, considering how many parents had children involved in sports there were very few who helped raise the money.
- c. Mr. Slocum asked the Committee to consider a proposal made on behalf of the Booster Club. This proposal would involve a universal user fee having every athlete pay the same amount. This one time fee would allow students to play any sport.

Ashburnham-Westminster Regional School District
MAY 28, 2002 MINUTES

- d. G. Leger asked if this proposal would just be for athletes or throughout the school? Response – one fee for athletics and one fee for other extra curricular activities.
- e. L. Beaton asked if he had worked the numbers, reminding people that the budget is set and there is a certain dollar amount from athletics that is needed to cover the budget. Response – Mr. Slocum figured approximately \$500 per student
- f. P. Janhunnen feels there is no system that charges students that is equitable or fair.
- g. S. Slocum noted that this proposal is based on the override passing.
- h. E. Holmes commended the fund raising work done by members of the Booster Club.
- i. N. Bakanowsky briefly spoke about the NSBA article in tonight’s packets re: athletic fees and statements made by Bryan Brown.
- j. S. Christianson stated he felt there should be a policy in place for media statements.
- k. N. Bakanowsky spoke about a company (FACTS) which will process tuition payments electronically, rather than having to deal with payments in-house next fiscal year. This would involve no costs to the district, but charge \$38 to the families for processing. (www.factsmtg.com)

E. REPORTS OF COMMITTEES

2. Westminster Building Committee

- a. Meeting tomorrow night.
- b. May have additional money from lack of basketball court if the town decides to use the land for a new town hall.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 5/14/02 by C. Gagnon, seconded by G. Leger Y – 9 N – 0

4. Technology Subcommittee

- a. TCI meeting 6/10/02

5. Other

- a. Transportation Subcommittee – Mr. Muserallo stated he is about to finalize the bus contract.

F. ADMINISTRATIVE UPDATE

2. Athletic Payments

- a. E. Muserallo passed out a draft of a fee schedule if the override passes.
- b. E. Holmes asked about girl’s ice hockey and their fee? Response – they are a club and are responsible for the total cost of their program, which is why they are not on the drafted schedule.
- c. D. Christianson asked what the number of students per sport was based on? Response – it was slightly adjusted based on this years participants.
- d. Is \$17,500 half of this years total cost for football? Response – no.
- e. Mr. Muserallo stated that these are fixed fees which are purely revenue.
- f. E. Holmes asked if the number of students are fewer than on the draft fee schedule will that sport run? Response – no
- g. If there are more participants than the number on the draft fee schedule and more money is generated from that sport, can that money offset other sports with fewer participants than proposed? Response – yes.

Ashburnham-Westminster Regional School District
MAY 28, 2002 MINUTES

- h. Included in the packet is a sheet outlining money still owed by sport for the fall and winter sports.
- i. C. Thibodeau noted that he will be speaking with William Waight re: seniors who have not paid and not allowing them to participate in the graduation ceremony.
- j. L. Beaton and G. Leger both stated that they have a personal problem with students being unable to participate in the graduation ceremony because they did not pay their fees.

3. Violation of Acceptable Use Policy

- a. Mr. Thibodeau updated the Committee of an Oakmont student who used a school computer to transmit e-mail to another student harassing that student. Due to the content of the e-mail that student was suspended and will forgo their computer privileges.

4. Reduction in Force

- a. Mr. Thibodeau informed the Committee that by law any teacher who may not be rehired for the next school year must be informed prior to June 15th. Mr. Thibodeau will be compiling letters and giving them to principals shortly.

5. Potential Reduction in State Transportation Aid

- a. The potential loss in revenue from state transportation will be \$120,000. This reduction only affects regional districts.
- b. **MOTION** that the Ashburnham-Westminster Regional School Committee respectfully request the restoration of Regional School Transportation Aid to 92% for FY03 and forward the letter to Senator Antonioni, Senator Brewer, Representative Knuutila and Representative Bunker by E. Holmes, seconded by P. Janhunen Y – 9 N – 0

6. Other

- a. Mr. Thibodeau stated that Westminster Police Chief Cudak applied for a federal grant which would assign a policeman to serve the schools. The Town Coordinators and Selectmen both gave their blessing for this application.

H. ACTION ITEMS

1. 2002-2003 School Committee Meeting Calendar

- a. **MOTION** to accept draft #2 for the FY03 School Committee calendar by L. Beaton, seconded by E. Holmes Y – 9 N – 0

G. DISCUSSION ITEMS

2. Acceptable Use Policy

- a. Discussion re: wording on page 1, paragraph 3 “Individual buildings...consistent with this policy.”

H. ACTION ITEMS

2. Acceptable Use Policy – 1st Reading

- a. **MOTION** to accept the proposed Acceptable Use Policy for a first reading and include “Individual buildings...consistent with this policy and shall make specific reference to this policy.” by N. Bakanowsky, seconded by E. Holmes Y – 9 N – 0

Ashburnham-Westminster Regional School District
JUNE 11, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, P. Janhunen, K. Glenly, D. Christianson, G. Leger, J. Anderson
3. Also present: C. Thibodeau and E. Muserallo
4. N. Bakanowsky congratulated the class of 2002.

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of May 28, 2002 with the following corrections by G. Leger, seconded by P. Janhunen Y – 8 N – 0 Abstention – 1 (J. Anderson)
 - F.6.a. – After the grant expires the District is under no obligation to pay for the officer's services.
 - I.5. – 5-year plan update
 - D.2. – Mr. Thibodeau will write a letters to Jim Mullins and Mike Bleakley.
 - F.2.k. – Responses re: athletic payments were made by E. Muserallo. These responses will be taken under the Committee's consideration.

C. PUBLIC PARTICIPATION

1. Mrs. Popik, a middle and high school parent, had concerns with the status of the music program. She feels the Committee needs to stand behind the music program and support music curriculum.
2. Tom Erickson, music teacher at OMS, voiced his concern of the possible lack of music teacher at WES and would like to see a certified music teacher in place at WES.

D. Loescher arrived at 7:10 PM

3. Currently there is an expressive arts/music curriculum at WES. The current teacher is not certified in music and people do not want to see steps going backwards in the program.
4. Music teacher Kris Lucander read a statement expressing his concerns.
5. David Marble noted that the expressive arts program is by far the most popular. If a full-time music teacher was brought back, somewhere, something has to give.
6. Anthony Gasbarro stated that the band and chorus has always been in place and wasn't going to be cut from the program and has always been taught by a certified music teacher.
7. L. Beaton asked where the Oscar Mayer winnings will go? Response – to the MHS/WES music program.
8. P. Janhunen asked if it were up to the Committee to decide curriculum? C. Thibodeau responded – No. Where it becomes a Committee issue is dues to funding.
9. N. Bakanowsky requested this subject be placed on the 6/25/02 agenda
10. Mrs. Popik commended Anne Banning who has been teaching the expressive arts program at WES/MHS, however would like to see a more structured music curriculum in place with a certified music teacher.

E. Holmes and J. Anderson left at 7:35 PM

D. CORRESPONDENCE

1. Letter from First Student to E. Muserallo re: installation of a 2-way radio system at OMS

Ashburnham-Westminster Regional School District
JUNE 11, 2002 MINUTES

2. P. Janhunen recommended that First Student contact the roofers who were contracted to do the OMS roof to install the system.
3. Consensus by the Committee to have E. Muserallo contact First Student and allow them to contact the roofing contractors and install the radio system.
4. K. Glenny received a phone call from the Oakmont Booster Club requesting that he be a member of a Booster Club Subcommittee that will set up trust funds.
5. MASC legislative bulletin.
6. Letter to C. Thibodeau from the Executive Committee re: pink slips.
7. Letter from AWTA Andrea Hill re: Title I teachers. A brief discussion followed re: these positions.
8. Letter from Worcester Regional Retirement System re: local government early retirement incentive program
9. Letter from Principal Waight inviting Committee members to their undergrad awards night.

F. ADMINISTRATIVE UPDATE

1. Ashburnham Cable TV Contract/Access Issues

- a. D. Christianson reviewed the contract and noted that the studio must be accessible to residents of Ashburnham for use as well as access to restrooms during non-school hours.
- b. K. Glenny asked if there would be 24 hours access to enter the studio when the project was completed? W. Waight responded – To the front lobby only.
- c. N. Bakanowsky asked if there would be any cost to the District if the security system was tripped?
- d. If citizen wanted to access the studio they must contact an AT&T member who must be present when studio is use.
- e. The current contract is valid until 2004.

E. Holmes returned at 8:15PM with the Ashburnham Town results of the override.

N. Bakanowsky stated that the Ashburnham voters voted 655 in favor of the override and 815 against. She then thanked the towns for continued support.

8:15 PM broke from meeting

8:20 PM returned to session

G. DISCUSSION ITEMS

5. Infection Control Policy / Regulations and Procedure

- a. Marcia Sharkey, MHS School Nurse and District Nurse Leader, noted that it is part of the ESHS grant to develop these medical policies.
- b. G. Leger questioned some of the wording within the policy and procedures.

J. Anderson returned at 8:30 with the Westminster Town results of the override

N. Bakanowsky stated that the Westminster voters voted 861 in favor of the override and 834 against.

F. ADMINISTRATIVE UPDATE

2. School Improvement Plan - Overlook Middle School

- a. Principal Tom Gundlach reviewed last year's goals and the status of how they were accomplished throughout the year. He noted that Overlook met or exceeded almost all their goals.

Ashburnham-Westminster Regional School District
JUNE 11, 2002 MINUTES

- b. Vice Principal Mike Sunderland reviewed the FY03 School Improvement Plan which included goals such as:
 - * Continue to improve academic opportunities for all students
 - * Continue to provide a positive and nurturing environment for all students and staff
 - * To ensure a safe environment for all members of the OMS community
 - * Continue to provide professional development opportunities to faculty through OMS initiatives and a District-wide professional development plan
 - * To establish and support a budget that will ensure quality school programs and activities
 - * To continue to promote parental and community involvement in OMS programs
- c. Discussion followed on OMS technology

2. School Improvement Plan - John R. Briggs Elementary

- a. Principal Chuck Pretti announced the members of the JRB School Improvement Council and reviewed JRB FY03 School Improvement Plan which included a class size statement and the following goals:
 - * To enhance and promote a welcoming school environment by increasing the engagement of parents and community members in the mission and educational process of the school
 - * To provide all students with rich and successful learning experiences
 - * To help students to be responsible school citizens and enhance their respect and acceptance of others
 - * To align curriculum and enhance instruction based on the MA Frameworks by refining a collaborative process of standards-based education
 - * To increase the effectiveness of our technology integration program
 - * To enhance literacy and instruction in reading practices K-2
 - * MCAS 2001 data analysis in science and technology
 - * MCAS math focus group
 - * MCAS language arts recommendations spring 2002
- b. With the current results of the vote JRB will now have one guidance counselor

3. Other

- a. C. Thibodeau noted that letters had been faxed and e-mailed to Senators Antonioni and Brewer as well as Representatives Knuutila and Bunker re: the impact of state transportation aid if it is reduced.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. On schedule; challenge to move materials from the old section to the new section.

2. Westminster Building Committee

- a. Mr. Thibodeau noted that there are no specific plans to put the new Town Hall on the proposed basketball courts. Thursday Mr. Thibodeau rescinded the work stoppage for the courts.
- b. Town Selectmen are wondering if the basketball site could be parallel to Wellington House Road which is not in the design.
- c. C. Thibodeau feels the District would be responsible to pay back the state for funding the courts if the town decided to tear it down for a new town hall.

Ashburnham-Westminster Regional School District
JUNE 11, 2002 MINUTES

- d. E. Muserallo will invite Town Selectmen and members of Parks and Rec. to next Tuesday's WES Building Committee meeting to discuss this issue.

3. Budget Subcommittee

- a. **MOTION** to accept minutes of 5/28/02 by C. Gagnon, seconded by E. Holmes Y – 10 N – 0

4. Technology Subcommittee

- a. Continues to work on long range goals. Technology Coordinator Dave Cousens is currently compiling the data.
- b. Met last week to discuss the Web Page Publishing Policy with respect to links
- c. The Subcommittee recommends having only state links, as not to discriminate, on the District website in order for people to access the town's official and unofficial links.

5. Other

- a. Executive Committee – N. Bakanowsky received information re: the use of e-mail from government bodies.
- b. N. Bakanowsky spoke with Patty Smith of Atty. Conte's office and was told to use e-mail strictly for housekeeping (i.e. – setting times, agendas, etc.)
- c. N. Bakanowsky handed out guidelines from Atty. Riley's office and notes that were taken from her conversation.

C. Gagnon stepped out at 9:58 PM

G. DISCUSSION ITEMS

- 1. Leominster School Committee Resolution – tabled until next meeting**

H. ACTION ITEMS

- 2. Acceptable Use Policy – 2nd Reading**

- a. **MOTION** to accept the proposed Acceptable Use Policy for a second reading by P. Janhunen, seconded by E. Holmes Y – 9 N – 0

C. Gagnon returned at 10:01 PM

G. DISCUSSION ITEMS

- 3. Disposal of School Property**

- a. E. Holmes asked if we have ever made a profit from the yard sales? E. Muserallo responded – usually the money covers the costs of staffing although sometimes the District had made a few hundred dollars from sales.

H. ACTION ITEMS

- 3. Disposal of School Property**

- a. **MOTION** to allow Mr. Muserallo to dispose of surplus supplies from the Oakmont project without selling items, rather give them to the town/people by G. Leger, seconded by J. Anderson Y – 10 N – 0

Ashburnham-Westminster Regional School District
JUNE 11, 2002 MINUTES

4. Oakmont Building Project – Bond Anticipation Note

- a. **MOTION** that the action taken on behalf of this Committee in advertising for public sale and in determining the details of the \$32,999,000 principal amount of a Bond Anticipation Note (Oakmont Regional High School) (the “Note”) of the District, in anticipation of bonds authorized under and pursuant to Chapter 71, Section 16(d), of the Massachusetts General Laws, as amended and supplemented, by votes of the School District School Committee duly adopted on February 15, 2000, and June 27, 2000, and subsequently approved by both Member Towns as further described in Exhibit A attached hereto which by reference thereto is hereby incorporated in and made a part of the minutes of this meeting and this vote, and in that connection, arranging for sale of the Note by preparing and distributing a Preliminary Official Statement and Notice of Sale, is in all respects ratified, adopted, approved and confirmed by P. Janhunen, seconded by E. Holmes Y – 10 N – 0

I. AGENDA SETTING

1. Infection Control Policy
2. Medication Policy
3. WES/MHS Music
4. Public Hearing
5. Curriculum Coordinators
6. School Improvement Plans
7. Budget Recertification

There will be an emergency meeting on 6/17/02 at 7:30 PM in the OMS Team Room to discuss the budget recertification.

J. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 10:18 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining and personnel issues by D. Loescher, seconded by J. Anderson.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – N; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; K. Glenny – Y; D. Loescher – Y; J. Anderson – Y YES – 9 NO – 1

K. ADJOURNMENT

1. **MOTION** to come out of Executive Session and adjourn the meeting at 11:20 PM by L. Beaton, seconded by E. Holmes Y – 10 N - 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
JUNE 17, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:30 PM.
2. Members present: C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, J. Anderson, D. Loescher
3. Also present: C. Thibodeau and E. Muserallo

B. BUDGET RECERTIFICATION

1. N. Bakanowsky read the legal opinion of Atty. Henry Hall of Ropes & Gray. Atty. Hall suggests "...that the District seek special legislation to allow it to spend up to one-twelfth of last years budget in each month up to three months until it has a budget approved by the District School Committee and both member towns." He also reviewed the Committee's options "...in the event that the budget is not approved by 2/3 of the member towns..."
2. In order for the Committee to recertify a budget seven members must be in favor of the newly recertified figure.
3. G. Leger noted how the Committee worked hard to convey the needs and get the message across to townspeople. She felt Ashburnham Selectmen were upset because they did not put the money in areas where they felt it should go.
4. L. Beaton stated that he did not want to lessen the override figure by even \$1 and that in all actuality the figure should have been more.
5. E. Holmes was concerned that Ashburnham townspeople vote is not being heard, although she believes an override is needed.
6. P. Janhunen noted that if this override does not pass than he is uncertain what will happen to the schools next year – that we would be taking steps backwards.
7. C. Gagnon stated that he is disappointed at the prospect of having to go back to the towns to ask for another override.
8. D. Christianson feels the path is clear cut – to provide some level of quality education and it is the Committee's responsibility to go back to the towns and ask for an override.
9. E. Holmes questioned the audience as to what the Committee has done wrong to get an override turned down three times in Ashburnham and what they have to do to change people's minds.
10. Dan Stango felt the Committee should recertify at the same dollar amount and try to change people's minds and get more people to vote.
11. Julie Gagnon, student at Oakmont, shared in the disappointment and also asked the Committee not to decrease the dollar figure and realizes that the communities cannot always be tapped into for funds, but this money is needed to run the schools properly.
12. Allison Hays, student at Oakmont, apologized that the students were not supporting the Committee a month ago to help push the override.
13. Melinda Estelle stated that she is proud for what the schools have accomplished and is concerned that people may not realize what is already cut from the schools and what will be cut without the override.
14. Ken Burstall asked some town's people why they voted no and he found many were because athletics were being funded 50% rather than going to educational purposes.
15. Bryan Brown recommended cutting athletics all together if the towns can't afford fully funding it.
16. N. Bakanowsky noted that the Committee will not know how to set up an athletic fee schedule until after school has started. Because it passed in Westminster with the expectation that 50% of athletics would be funded she would not want to change the composition of the budget.
17. Roland Morin feels the Committee is telling the truth about the needs of the schools and should go forward with full dollar figure. Athletics and extra curricular activities are important for a total, well-rounded education.

Ashburnham-Westminster Regional School District
JUNE 17, 2002 MINUTES

18. Jean Keena noted that people will need to work harder to get votes because it is the summer.
19. Ken Dolder stated that he heard from townspeople and that there were three major concerns heard: 1.) the propaganda that comes out of the schools is unwarranted; 2.) problem with the 6% given to teachers – they are not bending; 3.) 50% activity funding rather than the money going towards education
20. Rick Mohnk stated that without sports and extra-curricular activities more students will leave and find other schools that offer them.
21. David Landry gave a short Oakmont presentation which included information on:
 - * 5-year budget analysis – current budget down by 8%
 - * budget reduction scenarios
 - * additional reductions included in revision 3 (no override)
 - * enrollment summary / faculty staff
 - * key messages – failure to secure override funding without associated budget increases
 - * recommended steps for next year
22. Dave Uminski stated that if there is a second failure in Ashburnham than the Committee should go to a Joint Town Meeting and that teachers have made past sacrifices
23. Daniel Fagnant, student, favors the \$878,392 override and a Joint Town Meeting if the override fails
24. Greg Nelson, student, asked what the system would be like when he becomes a senior? E. Holmes responded – there is no way to predict what finances will be like then.
25. Heidi Hertel-Therrien fears a loss of more than just good teachers, but also the inability to hire qualified teachers.
26. A Joint Town Meeting runs the risk of coming out with less money than with no override and being level-funded.
27. Discussion on the clarification of Atty Hall's letter.
28. **MOTION** to move the question by P. Janhunen, seconded by E. Holmes
Y – 2 (P. Janhunen, L. Beaton) N – 7
29. N. Bakanowsky stated that definite answers are needed and that the School Committee can deal with this at the next meeting (6/25). She also does not support going to a Joint Town Meeting.
30. **MOTION** to recertify the FY03 budget at \$21,371,024 (\$1 less) by G. Leger, seconded by E. Holmes
31. **MOTION** to amend the above motion to recertify the FY03 budget at \$21,371,025 by G. Leger, seconded by E. Holmes
32. **MOTION** to table the above motion until the meeting of 6/25 by D. Christianson, seconded by E. Holmes Y – 7 N – 2 (P. Janhunen, G. Leger)

C. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 10:03 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining issues by J. Anderson, seconded by G. Leger.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – N; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; D. Loescher – Y; J. Anderson – Y YES – 8 NO – 1 (P. Janhunen)

K. ADJOURNMENT

1. **MOTION** to come out of Executive Session and adjourn the meeting at 11:25 PM by D. Loescher, seconded by G. Leger Y – 9 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
JUNE 25, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 6:00 PM.
2. Members present: C. Gagnon, E. Holmes, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, K. Glenny; J. Anderson, L. Beaton, D. Loescher
3. Also present: C. Thibodeau and E. Muserallo

B. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 6:00 PM according to MGL Chapter 39 Section 23B to discuss personnel issues by J. Anderson, seconded by G. Leger.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – N; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; D. Loescher – Y; J. Anderson – Y; K. Glenny - Y YES – 10 NO – 0

2. **MOTION** to come out of Executive Session at 7:30 PM by J. Anderson, seconded by G. Leger.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – N; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; D. Loescher – Y; J. Anderson – Y; K. Glenny - Y YES – 10 NO – 0

C. PUBLIC HEARING

1. N. Bakanowsky reviewed the AWRSD Acceptable Use Policy which was adopted 6/11/02. Each school should submit their guidelines and procedures prior to the beginning of school.

D./E. DISCUSSION ITEMS / ACTION ITEMS

1. FY03 BUDGET RECERTIFICATION

1. N. Bakanowsky spoke to the Department of Revenue re: the failed override. The DOR stated that a good faith effort must be made by the Committee to address the issues raised by the community and amend and recertify the budget – the Committee must change the dollar figure. The Committee would not be in compliance with MGL to vote on the same dollar figure.
2. The towns have 45 days to schedule a special town meeting. Ashburnham then legally has 90 days to schedule a special town election. Nothing precludes Westminster from having a special town meeting or election, however there is a strong sentiment to have another vote.
3. **MOTION** to withdraw the tabled motion from 6/17/02 by G. Leger, seconded by E. Holmes. Y-10 N- 0
4. C. Thibodeau recommend two versions for the Committee to consider
 - a single warrant article to restore teachers, supplies, etc. in the amount of \$488,303 for educational purposed only
 - offer a second warrant article to fund 50% of the extra curricular activities
5. N. Bakanowsky stated that the Ashburnham Committee members attended a meeting with the Ashburnham officials. Information obtained included:
 - Ashburnham would hold their special town meeting sometime between 8/5-10/02.
 - If approved at the special town meeting than the election would be schedule for sometime in September.
 - Tax rates in Ashburnham will be set by November 1st.
 - Mary Coswell would like to see a level funded budget for FY03
6. N. Bakanowsky noted that the Committee is responsible for the school budget and making sure the District lives within the given budget. She feels the Committee owns the budget and should go in and determine the funding for line items. At this time N. Bakanowsky recommended reviewing budgetary line items to help determine the Committee's next steps.

Ashburnham-Westminster Regional School District
JUNE 25, 2002 MINUTES

7. N. Bakanowsky recommended eliminating Curriculum Coordinators for FY03 to save money. This is not a recommendation from administration.
8. Mr. Thibodeau noted that the Curriculum Coordinators are the heart and soul of what happen in matching K-12 MA Curriculum Frameworks. They are vital to education and feels it is well spent money. He strongly urges the Committee to not do away with these positions.
9. E. Holmes recalled a meeting at JRB where Mr. Thibodeau proposed filling the vacant math coordinator position. Mr. Thibodeau stated that he would fill this position if necessary, however his background is in science and not math.
10. N. Bakanowsky stated it would help to determine the budget recertification dollar figure if the Committee reviews line items to get a better idea where cuts can be made.
11. G. Leger asked if the Committee is obligated by contract to have these positions for FY03? C. Thibodeau responded – the School Committee can determine what positions are offered. Under budgetary constraints these positions can be eliminated.
12. P. Janhunen noted that if a member has a line item and pick things out of the air the meeting could go on all night.
13. C. Gagnon stated that he is unprepared to go into line item determination at this point.
14. D. Christianson asked to hear the thought process for the override proposal made by C. Thibodeau
15. C. Thibodeau reviewed the handout.
16. K. Glenny asked if the override doesn't pass until September how would it effect the school year? C. Thibodeau responded – He hopes for a joint ballot vote sometime in late August which will give the schools time to do what has to be done. If postponed until September than it will be slightly more difficult to implement goals – more doable at elementary levels than at high school levels.
17. G. Leger pointed out that in the past the special election was taken sooner than 35 days after the special town meeting.
18. N. Bakanowsky asked if after the override passed in September would elementary students be pulled from classrooms and if so wouldn't there be educational merits to pulling? C. Thibodeau responded – yes, students would be pulled. If the override passed it would be less than one month when the children would be pulled. Children are very flexible and would benefit more from smaller classes.
19. L. Beaton noted that the proposal was a good effort, however it bothers him to have to bring the figure down.
20. John Fairbanks recommended reducing the amount for athletics and increasing the educational portion.
21. K. Glenny stated he felt there has to be a sense of finality.
22. Dave Uminski stated that he would prefer to see children uprooted in classrooms to obtain lower classroom sizes.
23. Steve Slocum stated that he was willing to offer up sports to show the community that education is more important; to eliminate sports from the override request; and, to field just the varsity program for next year.
24. J. Anderson feels that nothing is gained without a compromise and is not ready to negate sports from the override. She would be willing to reduce athletic funding to 25% and keep the educational portion the same.
25. C. Gagnon feels that most people had a problem with the sports funding and that it is still an uphill struggle in Ashburnham we and must educate the members of the community.
26. G. Leger feels the Committee needs every effort to get what we can.
27. D. Christianson believes the Committee should go for what it can obtain and that the Committee is obligated to support the schools and go forward with an override, however it is still a stretch away from Ashburnham support.

Ashburnham-Westminster Regional School District
JUNE 25, 2002 MINUTES

28. N. Bakanowsky noted that there is a large assumption that the override failed due to funding of sports. How many people voted in favor due to the athletics being funded?
29. D. Christianson noted that the Committee should ask townspeople their opinion about a Joint Town Meeting and resents the indication that to go for a second override is a slap in the face.
30. Chuck Pretti feels a substantial reduction is needed to show that Ashburnham community members are being heard re: what people can afford.
31. **MOTION** to recertify the FY03 budget at \$21,271,025 which includes a \$778,392 override by J. Anderson, seconded by N. Bakanowsky Y – 4 (G. Leger, J. Anderson, P. Janhunen, L. Beaton) N – 6
32. There was a majority consensus by the Committee to not go to a Joint Town Meeting if a second override fails.
33. P. Janhunen and G. Leger are in favor of a Joint Town Meeting and believe it is drastic and catastrophic, as is what is being done to the District.
34. Katie Nunez noted that the town of Ashburnham has approximately \$79,000 for emergency funding (a rainy day).
35. K. Glenny asked if the district would be working with a 1/12 budget based on last years budget until an override passes or fails? C. Thibodeau responded – yes.
36. D. Loescher feels that lots of people have issues on the override figure.
37. C. Gagnon feels if the Committee could not pass a realistic number as attempted the first time that community members will not support a slightly lesser figure.
38. **MOTION** to move the question by L. Beaton, seconded by D. Christianson Y – 9 N – 1 (K. Glenny)
39. **MOTION** to have a level-funded budget of \$20,492,633 (no override) for FY03 by D. Loescher, seconded by C. Gagnon Y – 5 (D. Loescher, K. Glenny, E. Holmes, C. Gagnon, N. Bakanowsky) N – 5
40. Dan Stango told Committee members that he feels they are not listening to constituents if they vote for a level-funded budget.
41. **MOTION** to move the question by J. Anderson, seconded by G. Leger Y – 10 N – 0
42. **MOTION** to recertify the FY03 budget at \$21,118,673 which includes a \$626,043 override (\$488,303 proposed educational + \$10,000 add. legal fees + \$27,000 D-W main. + \$100,740 athletics) by J. Anderson, seconded by G. Leger Y – 3 (J. Anderson, P. Janhunen, G. Leger) N – 6 Abstention – 1 (L. Beaton)
43. **MOTION** to recertify the FY03 budget with a \$488,303 override (proposed educational portion) by D. Christianson, seconded by E. Holmes
44. **MOTION** to have a friendly amendment and include \$100,740 for sports by J. Anderson, seconded by G. Leger Y – 5 (G. Leger, J. Anderson, P. Janhunen, L. Beaton, D. Christianson) N – 5

10:20 PM recess

10:30 PM resume

45. **MOTION** to lay the motion to recertify at \$488,303 on the table by D. Christianson, seconded by P. Janhunen Y – 9 N – 1 (P. Janhunen)
46. **MOTION** to assign \$100,000 of E&D to extra curricular activities for FY03 by C. Gagnon, seconded by D. Christianson. E. Holmes asked for a friendly amendment to include contingent upon the passage of any override in both communities. C. Gagnon and D. Christianson accepted the friendly amendment. Y – 4 (E. Holmes, L. Beaton, D. Christianson, C. Gagnon) N - 6
47. J. Anderson stated that she would be more comfortable approving \$50,000 from E&D and including \$50,000 in the override to fund extra curricular activities.
48. **MOTION** to take the motion to recertify the budget at \$488,303 from the table by D. Christianson, seconded by G. Leger Y – 10 N – 0

Ashburnham-Westminster Regional School District
JUNE 25, 2002 MINUTES

49. **MOTION** to have a friendly amendment and include \$50,185 for extra curricular activities by J. Anderson, seconded by L. Beaton Y – 4 (L. Beaton, D. Christianson, J. Anderson, G. Leger) N – 5 Abstention – 1 (E. Holmes)
50. **MOTION** to have a friendly amendment and use \$73,000 of the \$488,303 for extra curricular activities by N. Bakanowsky. No second.
51. **MOTION** to move the question and recertify the FY03 budget with a \$488,303 override by E. Holmes, seconded by L. Beaton Y – 9 N – 0 Abstention – 1 (D. Christianson)
52. **MOTION** to recertify the FY03 budget with a \$488,303 override by D. Christianson, seconded by E. Holmes Y – 2 (E. Holmes, C. Gagnon) N – 8
53. **MOTION** to recertify the FY03 budget at \$21,110,936 with a \$618,303 override by L. Beaton, seconded by P. Janhunen Y – 4 (L. Beaton, P. Janhunen, J. Anderson, G. Leger) N – 6
54. **MOTION** to recertify the FY03 budget at \$21,031,121 which includes a \$538,488 override (\$488,303 educational as proposed + \$50,185 co-curricular activities) by J. Anderson, seconded by G. Leger Y – 7 N – 3 (D. Loescher, C. Gagnon, P. Janhunen)

6. OTHER

- a. **MOTION** to grant permission for the Superintendent of Schools and Business Administrator to release checks and meet the financial obligations of the District until the first School Committee Meeting in September by K. Glenny, seconded by C. Gagnon Y – 10 N – 0
- b. Consensus to allow the Budget Subcommittee to work on a student fee proposal for FY03.

4. SCHOOL CHOICE

- a. **MOTION** to accept two slots in grade 9 / two slots in grade 11 / one slot in grade 12 for school choice and postpone a vote on any other opening until the next meeting in July by J. Anderson, seconded by L. Beaton Y – 10 N – 0

K. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 11:55 PM by D. Loescher, seconded by G. Leger Y – 10 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
JULY 9, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 6:00 PM.
2. Members present: C. Gagnon, E. Holmes, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, K. Glenny, J. Anderson, L. Beaton, D. Loescher
3. Also present: C. Thibodeau and E. Muserallo

B. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 6:00 PM according to MGL Chapter 39 Section 23B to discuss personnel issues by J. Anderson, seconded by G. Leger.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; D. Loescher – Y; J. Anderson – Y; K. Glenny - Y YES – 10 NO – 0

2. **MOTION** to come out of Executive Session at 7:30 PM by J. Anderson, seconded by G. Leger.

C. Gagnon – Y; E. Holmes – Y; P. Janhunen – Y; N. Bakanowsky - Y; G. Leger - Y; L. Beaton – Y;
D. Christianson – Y; D. Loescher – Y; J. Anderson – Y; K. Glenny - Y YES – 10 NO – 0

A statement was read by N. Bakanowsky re: an amendment to the co-curricular stipend schedules. It was noted that attorney Steven Finnagan recommended the Committee not challenge the amendments which were made.

C. APPROVAL OF MINUTES

1. **MOTION** to approve minutes of June 17, 2002 with the following corrections by J. Anderson, seconded by K. Glenny Y – 9 N – 0 Abstention – 1 (K. Glenny)
 - B.11 – Julie McMann
 - B.23. – Danielle
2. **MOTION** to approve minutes of June 25, 2002 with the following corrections by J. Anderson, seconded by P. Janhunen Y – 10 N – 0
 - D/E.33 – “...we find ourselves in a drastic situation...”
 - D/E.37 – omit Committee, insert Community
 - C.1. – submit to the Technology Subcommittee for review
 - D/E.29 – omit indication, insert implementation

E. CORRESPONDENCE

1. Letter from student, Emily Faye, re: budget cuts.
2. Memo from OAK Guidance Counselor Robert Denny re: year end report for class of 2002
3. Letter from NEASC to Tom Gundlach re: accreditation
4. Letter from Moody’s Investors Service re: accreditation
5. Letter to C. Thibodeau from Senator Brewer re: FY03 budget as it relates to regional school transportation
6. Letter to E. Muserallo from AFSCME re: reduction in custodial staff and a demand to bargain
7. Letter from Ashburnham resident, Michael Catlin, re: revised override
8. Letter to C. Thibodeau from Katie Nunez re: school override
9. Letter from Katie Nunez to the Board of Selectmen re: school override
10. Letter from Katie Nunez to Karen Murphy re: FY03 AWRSD assessment and override
11. Letter to C. Thibodeau from Jim Mullins re: impact bargaining
12. Letter from Karen Murphy re: multi-board training session
13. Letter from Karen Murphy re: special town meeting and election

Ashburnham-Westminster Regional School District
JULY 9, 2002 MINUTES

14. E-mail to E. Holmes from IDEA re: up for reauthorization and a public comment period.

G. DISCUSSION ITEMS

1. WES/MHS Music Program

- a. C. Thibodeau noted that the use of the Oscar Mayer award and a leave of absence will be funding a half-time music teacher K-3. Changes of found money (if and when financial needs are met) could fund full-time music teacher.
- b. Instrumental (band) will be taught by Mr. Lucander during the school year and lessons will be held after school as well as jazz and chorus.
- c. If the override passes Mr. Lucander will be teaching – 60% OMS / 20% MHS/WES / 20% JRB. Failure of the override he will teach 100% at JRB – general music.
- d. The half time music teacher is not acceptable for parents who brought this concern forward to the Committee.
- e. Failure of the override would greatly affect the scope of the music program at OMS.
- f. N. Bakanowsky asked why the School Council chose expressive art over music? Melinda Estelle, Co-chair to MHS/WES School Improvement Council outline reasoning for their decision in a letter which was included in the packets.
- g. Students spoke re: this situation and their concern of a half-time music teacher at WES and how it will affect the future of OAK music program.
- h. The Oscar Mayer money is a “Band-Aid” for one year. Committee members recommended possibly omitting health next year to fully fund music – that health can be taught at home, by classroom teachers (as done at JRB) and by their doctor.
- i. G. Leger asked if there was discussion of funding part-time health or expressive arts to fully fund music? Melinda Estelle responded – it was not discussed.
- j. C. Thibodeau noted that the value of these teachers were recognized which determined the decision at WES/MHS.
- k. G. Leger agreed that there is a need to have more cohesiveness within the elementary schools.
- l. J. Anderson feels that this is a problem to be worked out with administration and school council, not the Committee.
- m. Jean Popik feels the WES/MHS buildings are not adequately administered and that decisions are being made without input from parents, therefore has brought her problem forth to the Committee.
- n. N. Bakanowsky asked if health at WES could be grant funded? Response – no. Grant money is used for K-12 Health Coordinator.
- o. E. Holmes asked if the difference for a full-time music teacher rather than a part-time music teacher could be pulled out of E&D? E. Muserallo responded - \$186,110 available for FY03. Mr. Muserallo will use E&D in what ever way the Committee wishes for him to use it.
- p. D. Christianson proposed a subcommittee (focus group) be formed to review the needs and curriculum of the schools.
- q. **MOTION** that the Committee appoint a Music Curriculum Focus Subcommittee (with a minimum of three Committee members) to review the needs and curriculum of the schools by D. Christianson, seconded by E. Holmes Y – 9 N – 1 (L. Beaton)
- r. E. Holmes, D. Christianson, N. Bakanowsky and G. Leger volunteered to be members of the Music Curriculum Focus Subcommittee.

F. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. C. Thibodeau gave an overview of the work that is being done at the high school.

Ashburnham-Westminster Regional School District
JULY 9, 2002 MINUTES

2. Westminster Building Committee

- a. Finalization of a memo of agreement re: the Upton Building; meeting scheduled next week on the progression and budget.

P. Janhunen stepped out at 9:15 PM

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 6/11/02, 6/12/02, 6/24/02, 6/25/02 by D. Loescher, seconded by K. Glenny Y – 9 N – 0
- b. E. Muserallo handed out a FY02 functional analysis as of 7/9/02

P. Janhunen returned at 9:17 PM

- c. A meeting was held last night to discuss the fee schedule.
- d. **MOTION** to move monies from function 2000 and 9000 to cover expenses in functions 3000, 4000, 5000 and 7000 as proposed by Mr. Muserallo Y – 9 N – 1 (N. Bakanowsky)

4. Technology Subcommittee

- a. C. Gagnon stated that Jeff Lawrence implied that there would be enough Pentiums to help populate computers at OMS. Currently there are two functioning labs at OMS.
- b. It was recommended that the Technology Coordinator update the district website on the budget.

6. Other

- a. There was a consensus to purchase two vans which were once sold to Laidlaw by the District. The sell back price is \$4500 per van. Money for this purchase will be covered by the transfer of monies made earlier in the evening.

G. DISCUSSION

2. School Choice

- a. C. Thibodeau reviewed the requests and made recommendations to the Committee.

H. ACTION ITEMS

2. School Choice

- a. **MOTION** to accept three School Choice slots in grade 6 and two School Choice slots in grade 8 by E. Holmes, seconded by N. Bakanowsky Y – 10 N – 0
- b. **MOTION** to accept the following School Choice slots: three – grade 1 – MHS / two – kindergarten – JRB / two – grade 1 – JRB by G. Leger, seconded by K. Glenny
MOTION to amend the above motion to accept the following slots: three – grade 1 – MHS by G. Leger, seconded by K. Glenny Y – 8 N – 2 (N. Bakanowsky, D. Loescher)

G. DISCUSSION

4. Activity Fee Schedule

- a. D. Christianson reviewed the drafted fee schedule drawn up by the Budget Subcommittee.
- b. A need to establish a fee schedule ASAP is necessary to allow information to get out to parents and allow parents the time to consider options.

Ashburnham-Westminster Regional School District
JULY 9, 2002 MINUTES

- c. Additional students per sport/extra curricular activity will be charged the same fee. There will be no estimating cost per participant and issuing of refund checks as there was this year. Additional money will roll over to the following year and used to offset costs..

L. Beaton left at 10:15 PM

- d. Bryan Brown handed out a draft of his proposal for fees.
- e. C. Gagnon asked if \$25,000 could purchase needed materials, supplies and reconditioning?
- f. Terry Spurr asked if Marching Band Fee could be considered as a second sport with regard to the proposed fee schedule?
- g. D. Loescher noted that the Committee still has some unanswered questions with regard to the schedule.
- h. P. Janhunen likes Mr. Brown's concept, including the concept that more students will become multi-sport athletes.
- i. C. Gagnon felt that Mr. Brown's plan is more focused on the success of the teams, not just based on budget decisions.
- j. D. Christianson felt that the single sport athletes actually carry the burden, but if they play more than one sport they will benefit.
- k. J. Anderson noted that fourteen out of twenty-three sports have over \$500 fees.
- l. D. Christianson stated that the subcommittee and Mr. Brown have the same cost basis – that Mr. Muserallo used costs provided by Mr. Brown.
- m. N. Bakanowsky asked if the full Committee could meet on 7/16/02 and if the Budget Subcommittee could meet before then.
- n. N. Bakanowsky would like to plan on meeting 7/16/02 with a one-item agenda being activity fees. The Budget Subcommittee could meet on Monday at 7:00 PM at the Central Office.
- o. E. Holmes asked if the Committee could consider Marching Band fees a first sport activity.
- p. Jean Popik explained OOMPA proposition - \$8500 in stipends for several Marching Band positions.

I. AGENDA

- 1. Activity Fee
- 2. Planning for Special Town Meeting

K. ADJOURNMENT

- 1. **MOTION** to adjourn the meeting at 11:55 PM by D. Loescher, seconded by G. Leger Y – 9 N – 0

Submitted,
Elaine Niedermeier

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
JULY 16, 2002 MINUTES**

A. CALL TO ORDER

1. Chairman Nancy Bakanowsky called the meeting to order in the Overlook Team Room at 6:00 P.M.
2. Members present: C. Gagnon, D. Christianson, N. Bakanowsky, K. Glenny, E. Holmes, G. Leger and J. Anderson
3. Also present: E. Muserallo

B. DISCUSSION ITEMS

1. Request from the AWTA to impact bargain.
 - a) Nancy Bakanowsky read the request from the AWTA to impact bargain the failed override. She also read our response to the AWTA that we would wait to see if the new override passes.
 - b) Andrea Hill requested that Title One Teachers be members of the Teachers union. Response of the "executive committee" to the union was, "that based on legal precedent" this will be accepted during the next session between the Committee and the AWTA.
2. Special Town Meeting Presentations
 - a) Ashburnham Selectmen and Advisory Board meetings of July 15, 2002
 - Advisory Board – sticking to their unanimous support. Increased level of examination of the budget.
 - Selectmen – Do not support 2-1.
 - b) Westminster Selectmen and Advisory Board
 - Advisory Board – 4 in favor 2 opposed
 - Selectmen – unanimously in favor.
3. Activity Fee Schedule
 - a) Dave presented the Multiple Sports Option
 - b) Brian Brown clarified several points
 - c) The concept of minimum numbers of participants is absolute. The School Committee will approve all waivers.
 - d) FACTS as a third-party billing service was discussed and the cost of credit card use.
 - e) Chris Gagnon presented the Overlook Middle School sports fees.
 - f) Keith Glenny presented the Activity Fee Schedule.
 - Discussed the philosophy of allowing participation.
 - Use of override or E&D to cover the additional cost of activities.
 - The Webmaster Club is not listed in the activities and should be if there is one.
 - g) Several questions were raised about the schedule for some of the activities

Motion was made by Dave Christianson, seconded by Gail Leger, that the School Committee accept the fee schedules for Oakmont Regional High School Athletics, Overlook Middle School Athletics and District-wide non-athletic activities subject to the following:

- a) Acceptance of marching band related fees will be subject to verification of OOMPA contributions to marching band-related activities.
 - b) Up to \$54,120 will be appropriated from E&D to cover any shortfall in non-athletic fees should the proposed override fail. Up to \$3,935 will be appropriated from E&D to cover any shortfall in non-athletic fees.
 - c) The summary participation numbers outlined in the attached schedules shall be enforced.
4. Nancy Bakanowsky moved the August Meeting to August 6th with the consensus of the board.
5. **Town Meeting Presentation**
- a) Read the article – Joan Anderson in Westminster, Nancy Bakanowsky in Ashburnham
 - b) Override restoration list (be specific)
 - c) Presentation of where we were and where we are!
 - d) Questions and answers (Dave)?
6. Future Agenda
- a) Second reading on Infection Control Policy
 - b) Westminster Elementary/Meetinghouse Schools and Oakmont Regional High School *School Improvement Presentation*.
 - c) Approval of all school improvement plans
 - d) Legal Counsel(s) appointment
 - e) FACTS, 3rd party billing service presentation.
7. Motion to adjourn was made at 9:35 P.M. by Ellen Holmes, seconded by Dave Christianson. Unanimous decision.

Respectfully submitted,

Ernest A. Muserallo

Ashburnham-Westminster Regional School District
AUGUST 6, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:03 PM.
2. Members present: C. Gagnon, E. Holmes, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, K. Glenny, J. Anderson
3. Also present: C. Thibodeau and E. Muserallo

N. Bakanowsky thanked the towns for holding a special town meeting.

F. ADMINISTRATIVE UPDATE

1. FACTS Presentation

- a. Joe Loglisci, representative for FACTS, gave a brief overview of the company, options of paying sports fees and how FACTS works.
- b. Money collected by FACTS will be remitted to the District within 10 days.
- c. Discussion followed.
- d. E. Holmes asked about Marching Band fees.
- e. C. Gagnon asked why the stipend position (Student Activities Fund) person can't collect the funds by school? Response by W. Waight – the high school collects fees from advisors
- f. More discussion followed.
- g. It was decided that the high school would have parents having to make a "commitment" by 8/28/02 and the middle school by 9/4/02. The Athletic Director will make a decision if the sport runs by 9/4/02 for the high school and 9/11/02 for the middle school.

G. DISCUSSION ITEMS

2. Marching Band User Fee

- a. There are currently 62 members on the Marching Band. Each student will pay a total of \$570 for student fees.
- b. It was asked if Marching Band fees can be viewed as a 1st sport (allowing those students to pay \$300 plus/minus any surcharge for a winter or spring sport)?
- c. D. Christianson noted that there was discussion on this issue among the Budget Subcommittee and feels since the entire fee collected for Marching Band covers band costs only unlike athletic fees which cover transportation/insurance/athletic director stipend/etc, that the Committee would be mixing apples and oranges.
- d. E. Muserallo recommended the Budget Subcommittee get together and review other options rather than charging a first time user fee to band participants.
- e. Approximately ten band participants participate in other sports as well.
- f. A consensus that the Budget Subcommittee be empowered to make a recommendation on what added surcharge would be made for Marching Band students who participate in either one or two sports.

3. School Improvement Plans

- a. Principal William Waight and Jeff Lawrence presented the Oakmont Regional High School Improvement Plan for FY03. Goals included: Increase successful learning for all students; create a better learning environment; maintain a school environment that encourages respect and tolerance for the diversity in our population; maintain a safe and secure school environment; create and maintain a school environment that meets the co-curricular needs of all students; to provide development opportunities for all faculty and staff; establish a budget that will support all school programs and activities.
- b. A memo outlining the class of 2002 year end report.
- c. Linda DiGeronimo spoke about her role as Dean of Students and problems within the school.

Ashburnham-Westminster Regional School District
AUGUST 6, 2002 MINUTES

D. Christianson and C. Gagnon stepped out at 9:50 PM

- d. An outline of the proposed changes to the Oakmont Student Handbook. Discussion followed.

H. ACTION ITEMS

1. Infection Control Policy / Medication Policy – 1st Reading

- a. **MOTION** to accept the Infection Control Policy and Medication Policy as proposed by G. Leger, seconded by J. Anderson Y – 6 N – 0

G. DISCUSSION ITEMS

3. School Improvement Plans

- e. Principal Anthony Gasbarro presented the Meetinghouse School/Westminster Elementary School Improvement Plan. The plan included: the School Improvement Council members; Goals: to create a welcoming environment of courtesy, respect and acceptance for everyone; to include all students in successful learning experiences;

D. Christianson and C. Gagnon returned at 9:55 PM

to provide a safe and orderly place for all students; to involve parents and local community as active members of MHS/WES community; to develop an environment that promotes a learning community within the school; to improve instructional practice that results in increased student performance; to provide access to current technology at MHS/WES; to repair and maintain in infrastructure to safely continue to education/recreation at WES during new building/renovating of our school. Addendum – goals accomplished and in place and date(s) instituted.

H. ACTION ITEMS

3. School Improvement Plans – JRB/OMS/OAK/WES/MHS

- a. **MOTION** to accept the School Improvement Plans as proposed based on availability of money within the budget by E. Holmes, seconded by G. Leger Y – 8 N – 0

C. APPROVAL OF MINUTES

- 1. **MOTION** to approve minutes of June 11, 2002 by J. Anderson, seconded by G. Leger Y – 8 N – 0
- 2. **MOTION** to approve minutes of July 16, 2002 with the following corrections by E. Holmes, seconded by G. Leger Y – 8 N – 0
 - B.16. – No action needed as Superintendent of Schools sent out contract

D. CORRESPONDENCE

- 1. Letter to N. Bakanowsky from Andrea Hill re: Title I Teachers. Discussion followed. It was decided that the Executive Committee will draft a letter in response to this issue and let them know that the Committee is willing to reopen the Contract to specifically discuss this issue.
- 2. Letter from the Gardner News re: Executive Session minutes.
- 3. Memo from E. Muserallo re: bus drop off and school start times
- 4. Letter to C. Thibodeau from the DOE re: FY03 proposed budget
- 5. Letter to C. Thibodeau from W. Waight re: new lecture hall
- 6. Letter to Insurance Advisory Committee former chairperson, Audrey Phelps, from E. Muserallo re: Insurance Advisory Committee
- 7. A general discussion about correspondence, editorials and press releases took place.

Ashburnham-Westminster Regional School District
AUGUST 6, 2002 MINUTES

8. A unified response was proposed by several members. N. Bakanowsky asked for a consensus to allow the Executive Committee to draft responses to some of the articles/editorials and to bring back the draft to the full Committee for approval.
9. P. Janhunen said that the draft could be left at the Central Office for signatures.
10. It was agreed that a vote was necessary to indicate full Committee support.
11. K. Glenny suggested that the Executive Committee, after input, send the response under their signature.

F. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. P. Janhunen reported on the Oakmont Building Project.

2. Westminster Building Committee

- a. G. Leger reported on the Westminster Elementary Building Project

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 7/8/02, 7/9/02, 7/15/02 by K. Glenny, seconded by C. Gagnon
Y – 8 N – 0
- b. N. Bakanowsky reported on the Teacher’s Contract and the section on co curricular activities duty assignments, the use of volunteers and for the appointment (by direction) for one year.
- c. Volunteers to fill positions was discussed. E. Muserallo stated that several insurance coverage’s apply to employees and may not cover volunteers. This could increase the district’s liability issues.
- d. It was decided to set a clear deadline (9/11/02) to fill positions, then advertise them to the general public. Also to get a legal opinion on whether volunteers should be used at no cost.

G. DISCUSSION

4. Legal Counsel Appointment

- a. Legal counsel was discussed and the Committee will review the current arrangements with out counsels.

K. ADJOURNMENT

1. **MOTION** to adjourn the meeting at 11:47 PM by K. Glenny, seconded by J. Anderson Y – 8 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
SEPTEMBER 10, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: C. Gagnon, E. Holmes, N. Bakanowsky, P. Janhunen, K. Glenny, J. Anderson, D. Loescher, L. Beaton
3. Also present: C. Thibodeau and E. Muserallo

N. Bakanowsky noted the passing of David Marble's mother, Lily.

B. RECERTIFICATION OF FY03 BUDGET

1. The administration recommends recertifying the FY03 budget at \$20,773,085.
2. E. Holmes asked if the E&D include funds for co-curricular activities? Response – Yes, all use of E&D reflect these funds.

D. Christianson arrived at 7:05 PM

3. Ed Simoncini asked why the Committee isn't going to a Joint Town Meeting in order to get a budget that would run the schools as needed? If the Committee feels the amount recommended is adequate than fine, but feels the Committee needs to go as far as necessary.
4. D. Loescher stated that the majority of the voters said no. She feels not only responsible to the children, but also to the community.
5. K. Glenny noted that a Joint Town Meeting could cause worse ramifications down the road.
6. P. Janhunen feels a Joint Town Meeting is not only in the best interest of the district, but a part of the process to certify a budget. He also noted that he would never support a budget that did not fully fund the educational needs of the children and urged the Committee to move to a Joint Town Meeting.
7. L. Beaton noted that there was a consensus among the Committee earlier in the year to not go to a Joint Town Meeting.

G. Leger arrived at 7:15 PM

8. C. Gagnon stated that the schools could run with half the amount, but not adequately.
9. G. Leger will not approve a \$0 increase stating that it is not adequate.
10. Chuck Pretti stated that the Committee would not be doing any service to the children with a \$0 increase.
11. **MOTION** to call the question by L. Beaton, seconded by P. Janhunen Y – 8 N – 2 (P. Janhunen, G. Leger)
12. **MOTION** to recertify the FY03 budget for the AWRSD at \$20,773,085 by E. Holmes, seconded by D. Loescher Y – 7 N – 3 (G. Leger, P. Janhunen, D. Christianson)
13. Bob Fairbanks, Ashburnham community member, gave an overview of his feelings re: the budget and the community and personally feels more work can be done on the budget.
14. L. Beaton noted that the Committee did everything they could to pass the budget and during that time frame was the time to ask questions. He then invited Mr. Fairbanks to come to the FY04 budget process.

E. CORRESPONDENCE

1. N. Bakanowsky received a letter from the MTA re: Title I teachers being listed in the Teacher's Contract.
2. Discussion followed.
3. N. Bakanowsky feels the Committee would be violating the collective bargaining agreement if there were a motion taken tonight because there was no request in writing to impact bargain.
4. Jim Mullins assured the Committee that there would be no grievance taken if a motion was taken to recognize Title I teachers within the Teacher's Agreement.

Ashburnham-Westminster Regional School District
SEPTEMBER 10, 2002 MINUTES

5. **MOTION** to write a letter to the AWTA which would note recognition of Title I teachers by G. Leger, seconded by K. Glenny. Discussion followed. **MOTION** to withdraw the motion by G. Leger, seconded by K. Glenny.
6. Letter to N. Bakanowsky from Jim Mullins re: impact bargaining over working conditions.
7. Letter from Charlie Packard re: busing fees
8. Letter to David LaRoche re: stipend formulas.
9. Letter from David LaRoche stating that he did not have these formulas and recommended contacting Jim Mullins.
10. Letter from NEASC to C. Thibodeau re: Oakmont evaluation
11. Letter to N. Bakanowsky from an Ashburnham resident re: Girl Scouts using JRB

N. Bakanowsky left at 8:02PM

12. Soil survey taken at Oakmont.
13. Letter from E. Muserallo to the principals re: FY03 budget
14. Open House dates.
15. Letter from Karen Murphy re: fall town meetings
16. Letter to C. Thibodeau from DOE re: MA early literacy intervention program fund code #574
17. Memo from E. Muserallo to head custodians re: substitutes and overtime
18. Anthony Gasbarro's resignation
19. Thank you letter from E. Muserallo to Matt Moran.
20. Letter from Karen Murphy re: Board of Selectmen vision statement
21. Oakmont occupancy permit
22. Letter to C. Thibodeau from Big Friends/Little Friends program

C. PUBLIC PARTICIPATION

1. Linda Plamondon spoke about athletic fees. Her son plays soccer and she refuses to pay through FACTS and would like to make payments directly to the District like last year.
2. Discussion followed.
3. C. Thibodeau noted that in August a FACTS representative was present to answer questions and that the meeting was not well attended. Mr. Thibodeau feels this is a legitimate way for people to pay a reputable firm and is a viable option for parents.
4. Christina Sargent noted that there is an effort needed to keep things positive within the District and improvement is needed.
5. Ed Simoncini feels that if the VP position has not been filled yet the District should wait until next school year to fill it.

D. APPROVAL OF MINUTES

1. **MOTION** to approve minutes of July 9, 2002 with the following corrections by P. Janhunen, seconded by K. Glenny Y – 9 N – 0
 - F.3. – Y – 8 N – 1 Abstention – 1 (E. Holmes)
 - F.6. – omit
 - G.1.a. – omit “Changes...teacher.”
2. **MOTION** to approve minutes of August 6, 2002 by K. Glenny, seconded by P. Janhunen Y – 9 N – 0

G. DISCUSSION ITEMS

1. First Day of School

- a. C. Thibodeau gave an overview of the first day of school. He stated that it was down to the wire with the decision which was made at Oakmont. On Wednesday the Building Inspectors walked

Ashburnham-Westminster Regional School District

SEPTEMBER 10, 2002 MINUTES

through and found minimal (1/2 dozen) problems which would not postpone school further. Since teachers were not allowed in to set up classrooms it was decided to open Monday for a fresh start.

- b. Bill Waight gave a brief overview.
- c. K. Glennly noted that he was upset that a personal phone call was not made to each member rather than an e-mail which was sent out.
- d. Discussion followed.
- e. Bill Waight would like to address in the near future how to make up the three days.
- f. Mike Sunderland stated that Overlook had a good opening and is looking forward to the rest of the year.
- g. Chuck Pretti stated that Briggs opening was smooth and commended the kindergarten teachers for the adjustment. He also noted that the 5th grade classes were large (approx. 30/class) and that the 2-tier system at the elementary level is a great success.
- h. Dave Marble stated that WES/MHS had great opening days. Mr. Marble commended the custodial and secretarial staff for all their hard work throughout the summer and getting things ready for the first day. He also noted that the 2nd graders were adjusting well at the new school.

2. Update from Bryan Brown on Fall Sports and Outstanding Balances from the 2001-2002 School Year

- a. Bryan Brown handed out sheets on Oakmont fall 2002 participants and special circumstances for fall sports to be discussed with the Committee.
- b. Discussion on JV cheering followed.
- c. Discussion on Freshmen field hockey players who paid \$450 rather than \$550 and are now on the JV team because there were not enough participants to form a freshmen team.
- d. There was mention of a situation with the OMS field hockey team and a one hour gap between school dismissal and when practice starts.
- e. Majority consensus that if freshmen teams do not run due to low numbers than the players would have to pay JV/V prices.
- f. G. Leger believed they should pay what they were expecting to pay if there was a freshmen team.
- g. E. Muserallo noted that there was nothing left in last year's athletic funds. He then stated that nobody is penalized to allow freshmen to pay freshmen prices and encouraged the Committee to allow them to play and pay freshmen prices.
- h. K. Glennly noted that there is a policy in place and unless someone wishes to change the policy than exceptions should not be made.
- i. B. Brown explained the need for a fifth football coach.
- j. Bill Waight spoke in favor of freshmen field hockey players going to play on the JV team and paying freshmen prices.
- k. E. Holmes expressed concerns over making these decisions at this time.

H. ACTION ITEMS

1. Infection Control Policy / Medication Policy – 2nd Reading

- a. **MOTION** to adopt the Infection Control Policy and Medication Policy as presented by G. Leger, seconded by L. Beaton Y – 9 N – 0

2. Marching Band User Fee

- a. **MOTION** to have the Marching Band User fee of \$570 to be considered a first sport fee and have a second sport require the fee (plus/minus surcharges) plus an additional \$125, while a third sport would be at the actual fee for that sport by J. Anderson, seconded by G. Leger Y – 9 N – 0

Ashburnham-Westminster Regional School District
SEPTEMBER 10, 2002 MINUTES

F. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. P. Janhunen reported on the Oakmont Building Project.

2. Westminster Building Committee

- a. G. Leger reported on the Westminster Elementary Building Project
- b. **MOTION** to authorize a transfer of \$300,000 from the interest account to the Westminster Building Project account to include all other authorizations to date by G. Leger, seconded by J. Anderson
Y – 9 N – 0

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 8/6/02 by K. Glenny, seconded by C. Gagnon Y – 9 N – 0
- b. **MOTION** to accept the minutes of 8/26/02 by D. Loescher, seconded by K. Glenny Y – 9 N – 0

L. ADJOURNMENT

- 1. **MOTION** to adjourn the meeting at 11:10 PM by E. Holmes, seconded by P. Janhunen Y – 9 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
SEPTEMBER 16, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: C. Gagnon, E. Holmes, L. Beaton, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, J. Anderson, D. Loescher, K. Glenny
3. Also present: C. Thibodeau and E. Muserallo

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- a. N. Bakanowsky reviewed the Extra Curricular Activity Fees
 - due to failed overrides
 - FY02 - fees determined for each activity based on costs
 - students on Free and Reduced lunch had fees waived
 - FY02 - E. Muserallo stated system was very labor intensive
 - Bryan Brown made fee recommendations for this year.
 - students who owe from FY02 would not be eligible
 - payments this year would be made in full early in season or by FACTS over several months; through savings, checking or by credit card.
 - we would have to open the AWTA contract over the JV football coach's stipend
 - B. Brown would like freshmen field hockey players who are now playing on the JV team to pay the freshmen rate of \$450 rather than the JV rate of \$550.
- b. B. Brown spoke on the football coaching position.
- c. P. Janhunen stated that we should be consistent.
- d. D. Christianson noted that there was a four coach arrangement for JV and varsity and Mr. Brown was going to provide information in this issue.
- e. N. Bakanowsky referred to the language in the contract about football coaches.
- f. L. Beaton asked how many coaches did we have when we had a freshmen football team? Response by William Waight – there was always four coaches at JV and varsity and five when there was a freshmen football team.
- g. N. Bakanowsky stated that last year seven people were paid as football coaches. She then asked Mr. Brown when he calculated football coaches for this year did he calculate in the freshmen football program? Last year \$3,100 was divided among three people. If a freshmen program had run, how would he have handled the additional coach? Where did he find the \$3,100 to pay the three coaches last year?
- h. J. Anderson asked why it is not safe to have three coaches working with thirty-two JV and varsity players?
- i. B. Brown explained the role that the coaches play in working with the players. In case of an injury we need to treat injured players while other coaches supervise the team.
- j. E. Holmes asked if there is offensive and defensive coaching at the practice, don't we need an EMT on site according to MIAA rules?
- k. C. Gagnon asked if under the old contract, there were two coaches?
- l. L. Beaton and D. Christianson favor adding the coaching position for safety and asked how to do this in relation to the contract.

C. ACTION ITEM

1. Student Activity Fee Policy / Schedule

- a. **MOTION** to move to fund a freshmen football coach to avoid contract problems by K. Glenny, seconded by G. Leger. No vote was taken.

Ashburnham-Westminster Regional School District
SEPTEMBER 16, 2002 MINUTES

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- m. D. Loescher stated that it is not in the contract as a JV assistant coach.
- n. N. Bakanowsky asked who coached freshmen football last year and what were the three coaches doing for their stipend?
- o. N. Bakanowsky noted that this year's contract is different
- p. C. Gagnon asked why we could not hire a JV coach outside of the contract?
- q. E. Holmes referred to the number of players required to provide the sport.
- r. G. Leger asked why we could not hire a JV coach in lieu of the freshmen coach.
- s. D. Christianson asked Mr. Brown if he had figured in the cost of the coach. Mr. Brown stated that he had.
- t. P. Janhunen feels that the Committee has one of two choices:
 - follow the contract and only have three football coaches
 - allow Mr. Brown to staff as he sees fit to run the program with the revenue to fund it.
- u. P. Janhunen noted that freshmen field hockey will earn more revenue than the program needs and would encourage the freshmen to participate at JV level and still pay freshmen fees.
- v. N. Bakanowsky asked if the JV soccer did not run due to low participants, would Mr. Brown add a coach to work for the varsity team for safety reasons?
- w. Ed Simoncini asked if the Committee could fix the contract by adding a second head coach?
- x. K. Glennly agreed with N. Bakanowsky about adhering to policy. Freshmen and JV coaches were very in the program moving between levels. Can two coaches be hired and split one fee between them? B. Brown said he could, but would not want to do this.
- y. Phil Curtin said he would lose coaches from outside the school as they would lose money from their regular jobs which they leave early to get to practice.
- z. Jim Mullins stated the AWTA would follow the intent of the contract and would support the hiring of an additional coach. The double asterisk portion of the contract is an error.
- aa. N. Bakanowsky noted that the asterisks are in the amended stipends that were shoved down our throats.
- bb. D. Christianson feels the decision comes down to safety, past practice and whether we can expend the money. It is not an issue of policy but rather giving Mr. Brown the discretion to hire another coach.
- cc. E. Holmes reviewed last year's coaches.
- dd. D. Christianson feels the Interscholastic Athletics Subcommittee should review the coaching positions annually.
- ee. J. Anderson feels there are two issues at hand: safety and equity.

C. ACTION ITEM

1. Student Activity Fee Policy / Schedule

- b. **MOTION** to write a letter of agreement between the School Committee and AWTA to hire a JV Assistant Football Coach for one year only and be paid a stipend of \$3,286 by J. Anderson, seconded by G. Leger
Y – 6 N – 4 (P. Janhunen, E. Holmes, N. Bakanowsky, D. Loescher)

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- ff. P. Janhunen asked how we had five coaches last year?
- gg. K. Glennly feels the Committee violated the contract.

Ashburnham-Westminster Regional School District
SEPTEMBER 16, 2002 MINUTES

- hh. P. Janhunen stated that the Committee can do it right this year and that the stipend does not specify the number of positions.

C. ACTION ITEM

1. Student Activity Fee Policy / Schedule

- c. **MOTION** to combine the boys and girls cross country team for the 2002-2003 school year and have one coach who will be paid a stipend of \$3,286 for their services by G. Leger, seconded by E. Holmes Y – 10 N – 0

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- ii. J. Anderson asked Jim Mullins about use of “assistant field hockey coach” rather than freshmen or JV.
- jj. N. Bakanowsky asked why the Committee is willing to move a coach up who does not have a team (i.e. freshmen field hockey). D. Christianson agreed.
- kk. L. Beaton stated that we are supporting seven freshmen who have moved up to the JV level.
- ll. K. Glennly noted that the fees are funding this. If we don’t have the number of players the program will not run. No freshmen field hockey expenses for travel, officials, etc.
- mm. D. Christianson asked at what point do we draw boundaries around this policy.
- nn. K. Glennly asked if the fees cover the costs and numbers of players increased, why wouldn’t we add coaches?
- oo. E. Holmes asked if the Committee was calculating in MIAA costs, equipment and AD stipend? C. Gagnon noted that if you level out the two teams, in essence yes.
- pp. J. Anderson noted that we can’t deviate from policy for bottom number of participants.
- qq. D. Loescher asked about bus costs for field hockey transportation. B. Brown said the entire field hockey team ride on one bus.

C. ACTION ITEM

1. Student Activity Fee Policy / Schedule

- d. **MOTION** to hire an additional JV field hockey coach for the 2002-2003 school year that will be paid a stipend of \$3,116 by J. Anderson, seconded by P. Janhunen Y – 8 N – 2 (N. Bakanowsky, D. Loescher)

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- rr. N. Bakanowsky asked if the AWTA had to write a memorandum of agreement. Jim Mullins said he would.
- ss. N. Bakanowsky asked B. Brown if there were any other issues in athletics? Mr. Brown said not yet.

C. ACTION ITEM

1. Student Activity Fee Policy / Schedule

- e. **MOTION** to amend the motion to hire an additional JV field hockey coach for the 2002-2003 school year to include “the additional fees of the seven freshmen students must be paid to help cover the costs of the additional coach.” by J. Anderson, seconded by P. Janhunen Y – 10 N – 0
- f. **MOTION** to hire an additional JV field hockey coach for the 2002-2003 school year that will be paid a stipend of \$3,116. The additional fees of the seven freshmen students must be paid to help

Ashburnham-Westminster Regional School District
SEPTEMBER 16, 2002 MINUTES

cover the costs of the additional coach. by J. Anderson, seconded by P. Janhunen Y – 8 N – 2
(N. Bakanowsky, D. Loescher)

B. DISCUSSION ITEM

1. Student Activity Fee Policy / Schedule

- tt. E. Holmes questioned what would happen if any of the seven chose not to pay the additional fees. Mr. Brown stated that he knows of two of the seven who have already paid the additional fees.
- uu. N. Bakanowsky asked Mr. Brown to come to the Committee before winter and spring seasons. She also asked him not to cut any deals with individuals.
- vv. L. Beaton mentioned use of Contract Liaison Subcommittee could have aided this meeting.
- ww. C. Gagnon noted that the Budget Subcommittee lost a meeting tonight and asked if anyone had any input about the budget schedule prior to October 28th.
- xx. L. Beaton asked if it was from administration to develop budget goals and priorities?
- yy. C. Gagnon asked why administration should spend endless hours only to later be told to cut their proposals.
- zz. J. Anderson suggested having a School Committee retreat prior to beginning the budget process to provide direction
- aaa. N. Bakanowsky agreed to review calendar schedules on 9/25 to identify a date for the retreat.
- bbb. E. Muserallo explained the purpose of the budget schedule

D. ADJOURNMENT

- 1. **MOTION** to adjourn the meeting at 8:57 PM by D. Loescher, seconded by K. Glenny Y – 10 N – 0

Respectfully submitted,
Charles F. Thibodeau, Jr.
Superintendent of Schools

Ashburnham-Westminster Regional School District
SEPTEMBER 25, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:04 PM.
2. Members present: E. Holmes, N. Bakanowsky, P. Janhunen, G. Leger, J. Anderson, L. Beaton, G. Leger, D. Loescher
3. Also present: C. Thibodeau and E. Muserallo
4. D. Christianson arrived at 7:05 PM

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 9/10/02 with the following corrections by J. Anderson, seconded by D. Loescher Y – 9 N – 0
 - H.1 and 2. – motion were made by E. Holmes
 - E.5.a. - The AWTA was told to please submit their Title I proposal in writing, pursuant to the terms of the contract, asking that the contract be reopened to discuss this one issue.
2. **MOTION** to approve the minutes of 9/16/02 with the following corrections by G. Leger, seconded by D. Loescher Y – 9 N – 0
 - B.1.a. 2nd bullet – FY02 fees determined for each activity based on the cost of the activity divided by the number of participants.
 - B.1.a. 7th bullet – payments this year would be made to the District in full by 9/4/02 for Oakmont and 9/11/02 for Overlook or through the FACTS program.
 - B.1.g. – “...Last year \$3,100 was divided among three people who held the title of JV assistant. An additional \$3,100 was divided among two people who held the title of co-head freshmen coach...”
 - B.1.o. – N. Bakanowsky noted that the coaching positions in the current contract were different from those in the previous contract.
 - B.1.gg. – K. Glenny feels the contract was violated.
 - B.1.ccc. – D. Christianson asked at what point the Committee should give direction?
 - B.1.ddd. – E. Muserallo said that its’ usually after administration identifies the District’s needs, but that the Committee could do it earlier if they chose.
 - B.1.j. – E. Holmes asked B. Brown if he was requesting an offensive and a defensive coach at each practice. Response – yes. Re: safety/supervision concerns, E. Holmes then asked about the status of EMTs on sire during games. Response – they are on the home team’s side only. B. Brown wants the additional coaches so supervision can be provided to the team while attending to injured players.

C. PUBLIC PARTICIPATION

1. L. Beaton would like to see the minutes put on the District’s website. E. Holmes agreed.
2. **MOTION** to put the approved minutes with any corrections on the District’s website by L. Beaton, seconded by E. Holmes Y – 9 N – 0
3. P. Janhunen recommended e-mailing unapproved minutes to the Committee so that they may edit them prior to the meeting. C. Thibodeau feels this would be a violation if not done in open session.
4. E. Simoncini noted that minutes do not have to be approved to be a public document.
5. G. Leger believes the minutes are becoming too specific and should be more general. J. Anderson agreed.
6. **MOTION** to simplify the minutes to reflect things such as time, date, place, major details of discussion and all motions taken and to eliminate verbatim quotes unless asked to be noted by G. Leger, seconded by P. Janhunen. Discussion followed. **MOTION** withdrawn.
7. D. Loescher noted that she gets lost when trying to take minutes and thinks going to the video to review and take minutes from the tape would be a better suggestion.

Ashburnham-Westminster Regional School District
SEPTEMBER 25, 2002 MINUTES

D. CORRESPONDENCE

1. NSBA Call to Action flyer.
2. Letter from David Lantry, Oakmont School Council member, re: transportation and technology concerns at Oakmont Regional High School
3. Letter from Linda Perla-Mullins and Jim Mullins re: webmaster “club”
4. E. Holmes announced the next PAC support group meeting

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. P. Janhunen spoke about the completion of phase I and process of phase II

2. Westminster Building Committee

- a. G. Leger and C. Thibodeau gave an update on the progress at Westminster Elementary.

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 9/12/02 by C. Gagnon, seconded by L. Beaton Y – 9 N – 0

4. Technology Subcommittee

- a. Will be meeting to discuss Oakmont’s School Council’s concerns

5. Executive Committee

- a. N. Bakanowsky discussed the retreat and a tentative date of 10/15/02 at 7:00 pm

6. Other

- a. It was mentioned that the District’s lawyers are not on retainers. Discussion followed.
- b. E. Holmes, D. Christianson and P. Janhunen volunteered to serve on the Legal Counsel Subcommittee.
- c. **MOTION** to accept the minutes of 9/18/02 Transportation Subcommittee meeting by E. Holmes, seconded by D. Christianson Y – 9 N – 0
- d. L. Beaton discussed advertisements on school buses.
- e. **MOTION** that the Transportation Subcommittee enquire about advertising on school buses and bring information back to the full Committee by L. Beaton, seconded by E. Holmes Y – 9 N – 0

F. ADMINISTRATIVE UPDATE

1. Health Grant Money

- a. C. Thibodeau reviewed the health grant money and noted that it took a hit this past year. He also reviewed the people who were hired through the health grant money and the impacts from the hit.
- b. E. Holmes discussed hiring a grant writer. Discussion followed.

G. DISCUSSION

1. Worcester County Retirement Member Early Retirement Options

- a. E. Muserallo reviewed this option which would be available to hourly employees and noted that the towns have not taken an opinion on this issue.
- b. He also stated that the Committee may limit the number of participants who retire and that this is a one time deal.
- c. P. Janhunen recommended asking employees if they would take advantage, determining an estimated cost analysis and bringing more information back to the Committee prior to making a motion.

Ashburnham-Westminster Regional School District
SEPTEMBER 25, 2002 MINUTES

2. Building Use Policy

- a. E. Muserallo asked the Committee to consider adjusting the user rate fees. He noted that there is no charge for use of the facilities while a custodian is on normal working hours, however some custodians have to stay longer to finish cleaning up from the event.
- b. J. Anderson asked to bring this to the Policy Subcommittee for review.

3. Use of District Vehicles

- a. E. Muserallo stated that there is much interest for groups (i.e. – band) to use the vans which were recently purchased by the District.
- b. Mr. Muserallo recommended charging a \$25 user fee for groups and \$0.10 per mile. This is a nominal fee to cover costs of usage. Anyone could drive these vehicles and they would be covered under the District’s liability.

H. ACTION ITEMS

3. Use of District Vehicles

- a. **MOTION** to charge a \$25 user fee and \$0.10 per mile for use of the District van(s) and put the money into a maintenance account by E. Holmes, seconded by P. Janhunen.
MOTION to amend the above motion to include “...vehicle maintenance account” by E. Holmes, seconded by P. Janhunen Y – 9 N – 0
Y – 6 N – 1 (D. Loescher) Abstention – 2 (N. Bakanowsky, J. Anderson)

G. DISCUSSION

4. Duties of AWRSD Chairperson

- a. P. Janhunen wanted clarification on the roles and responsibilities that the Chairperson plays when the Committee gets into debates. He feels the Chair has the responsibility to be impartial and that he/she should remove themselves from the position of Chair if he/she wants to enter into the debate.
- b. Discussion followed

5. Making Up Three Days at ORHS

- a. C. Thibodeau reviewed options for making up the three days at ORHS. They included: use of Saturdays; 3/14/03 – professional develop. day; and, 1 /2-3/03 – prof. develop. days.
- b. Mr. Thibodeau noted that although an option is to use 1 /2-3/03 as make-up days he is not in favor of using these days due to the construction project.
- c. Mr. Thibodeau also stated that he has spoke to the AWTA and about another option being to add the days to the end of the year and hope that those days are not all used for snow days. He is waiting for more feedback from people. Discussion followed.

6. Resolution re: MCAS Graduation Requirements

- a. Principal Waight stated that each time MCAS was given Oakmont’s scores have improved. Only two seniors need to take the math portion over. Mr. Waight is very proud of the student’s accomplishments on the MCAS tests. He stated that it would be a disservice to the staff and students if the Committee chose to support the Brookline School’s MCAS resolution.
- b. Discussion followed. No action was taken.

G. Leger left at 9:50 PM

I. AGENDA

- 1. MCAS Update
- 2. Making up three days at ORHS
- 3. Worcester County Retirement Option

Ashburnham-Westminster Regional School District
SEPTEMBER 25, 2002 MINUTES

4. Grant writer

L. Beaton left at 9:50 PM

J. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 9:50 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining by D. Christianson, seconded by J. Anderson

E. Holmes – Y; P. Janhunen – Y; N. Bakanowsky - Y; C. Gagnon - Y; D. Christianson – Y;
J. Anderson – Y; K. Glenny - Y YES – 7 NO – 0

K. ADJOURNMENT

1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:35 PM by D. Loescher, seconded by P. Janhunen Y – 7 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
OCTOBER 8, 2002 MINUTES

programs. Such funds may be applied towards current athletic expenses, or applied against future athletic budgets by D. Christianson, seconded by P. Janhunen Y – 9 N – 0

- b. E. Holmes asked if the excess will benefit both Oakmont and Overlook athletics? Response – yes.
- c. **MOTION** to authorize the business manager to create a non-athletic co-curricular activities fund reserve account to contain all excess funds collected through non-athletic co-curricular activity user fees, to be used solely for the support of non-athletic co-curricular programs. Such funds may be applied toward current non-athletic co-curricular activity expenses or applied against future non-athletic co-curricular activity budgets by D. Christianson, seconded by P. Janhunen Y – 9 N – 0
- d. D. Christianson updated the Committee on the budget process and ground rules which are being established.
- e. E. Muserallo was asked by the Budget Subcommittee to create a zero based budget. C. Thibodeau noted that there is potential that there will be less than zero funding from the state.

4. Technology Subcommittee - none

5. Executive Committee - none

6. Other

- a. Policy Subcommittee met prior to tonight’s meeting to discuss the user rates for building use. The Subcommittee recommends the following:

Prices are hourly:

BUILDING USE FEE SCHEDULE	WEEKDAY	SATURDAY	HOLIDAYS/ SUNDAYS
Classroom	\$2.00	\$5.00	\$5.00
Gym or Library	\$5.00	\$10.00	\$10.00
Custodial	\$25.00*	\$25.00	\$30.00

* This is the rate that will be charged BEYOND normal working hours. Beyond normal working hours are defined as:

- At the elementary school level: anything after 8:00 p.m.
- At Overlook and Oakmont: anything after 9:30 p.m.

One time use of the building will require payment at the time the application is submitted for use of the building. Parties who sign up for multiple uses of the facility will be billed on a monthly basis. Final payment will be required prior to the last day of use. Please make checks out to A.W.R.S.D..

G. Leger left at 8:03 PM

- b. A new building use form which will be universal throughout the schools will be created and both the form and the recommendations will be on the next agenda.
- c. E. Holmes updated the Committee on the MASC Regional Subcommittee agenda items. Items included things such as: restoration of regional transportation funding; impact of regional charter school transportation; chapter 70 lobbying; letter sent to David Driscoll re: MCAS graduation requirements.

F. ADMINISTRATIVE UPDATE

1. MCAS Update

- a. Principal Waight updated the Committee on MCAS at Oakmont. Information on the handouts included: grade 10 – percentage of students at each performance level comparison of Oakmont and

Ashburnham-Westminster Regional School District

OCTOBER 8, 2002 MINUTES

state results (98-02); average scaled scored – grade 10 (98-02); MCAS failure warnings; Boston Globe high school rankings.

- b. Principal Sunderland gave an update on MCAS at Overlook. Information on the handout included: update 01-02; history 99-02; addressing needs.
- c. Principal Pretti gave an update on MCAS at Briggs. Information on the handout included: grade 3 reading; grade 4 math and ELA; grade 5 science/technology and social studies; spring 02 results; MCAS 01 science and technology data analysis / math focus group analysis; MCAS ELA recommendations spring 02.
- d. Principal Marble gave an update on MCAS at Westminster. Information on the handout included: Grade 3 reading, grade 4 ELA and math overview of results, warning scores, item analysis / areas of concern; tests of spring 2002.
- e. L. Beaton commended the teachers and administration for an exceptional job being done at the schools, especially under the circumstances.

2. Massachusetts Financial Outlook

- a. C. Thibodeau and E. Muserallo recently attended a meeting of regional school districts in Assabet.
- b. The state currently has a \$1.5 billion revenue shortfall.
- c. C. Thibodeau is predicting a 10% reduction in Chapter 70 and another reduction in transportation refunds. He also noted that the District may not see revenue projections (cherry sheets) from the state until after the town votes.

3. Title I Reading Recovery

- a. Principal Pretti gave an overview of Title I. Information included: grant money; the history of Title I; a need for change; reading recovery; 10 principles in literacy programs that work documented by 20 years of research and evaluation; use of funds; budget narrative.
- b. Title I Teacher, Robin Murphy gave an overview of the program and expectations of students.

G. DISCUSSION

1. Reduction In Force

- a. C. Thibodeau made the following changes to the current Reduction In Force Policy: tenured / non-tenured changed to professional / provisional; corrected spelling of continuous;
- b. C. Pretti asked the Committee to review the issue of provisional teachers as they pertain to reduction in force. He would like to not have to RIF first year teachers over teacher who have two or three years (provisional teachers) if that teacher proved to be of greater value over other provisional teacher.
- c. L. Beaton asked if the current policy has the support of administration. C. Thibodeau stated that he felt this was not the strongest RIF policy.

H. ACTION ITEMS

1. Reduction In Force

- a. **MOTION** to have administration review the Reduction in Force Policy and provide a recommendation to the Policy Subcommittee of any additions, deletions and/or additional revisions to the policy for the Subcommittee to consider for the recommendations to refer to the full School Committee by E. Holmes, seconded by L. Beaton. **MOTION** withdrawn.
- b. **MOTION** to move forward and accept revisions as a first reading by J. Anderson, seconded by P. Janhunen.

Ashburnham-Westminster Regional School District
OCTOBER 22, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: E. Holmes, N. Bakanowsky, P. Janhunen, D. Christianson, G. Leger, K. Glenny, J. Anderson, L. Beaton, G. Leger
3. Also present: C. Thibodeau

N. Bakanowsky stated that the 8th grader who recently was in an accident was doing well and wished him well and hoped for a speedy recovery.

She also noted that teacher, Regina Deaver's parents were in a serious accident and stated that the Committee's thoughts are with her.

Tomorrow is Community Reading Day.

MOTION to adopt a standing rule that the Committee adjourn their regular meeting no later than 10:00 PM by D. Christianson, seconded by E. Holmes. Friendly amendment to include "...unless otherwise voted by the Committee." Y – 9 N – 0

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 10/8/02 with the following corrections by J. Anderson, seconded by L. Beaton Y – 9 N – 0
 - C.5. – L. Beaton recommended including the minutes on the district's website.
 - F.1.e. – "...and asked that letters be sent to the schools commending them."
 - D.3. – omit N. Bakanowsky ; add "...to the School Committee..."
 - statement re: 8th grader – omit "...and is doing well."
 - E.6.b. - ..."throughout the district..."
 - G.1.c. – "E. Holmes asked..."
 - G.5.c. – "...grants and recommended possibly hiring a subcontractor this same way."

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. Memo to E. Muserallo from Food Service Director, Mike Meagher, re: school menus.
2. Letter to teacher Brenda Louney from MIT Dean of Admissions re: her being an influential teacher on a student. A letter of commending Mrs. Louney will be sent.
3. Field trip requests.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. P. Janhunen gave an overview of the project.
- b. C. Gagnon shared his concerns with the project.

2. Westminster Building Committee

- a. G. Leger and C. Thibodeau gave an update on the progress at Westminster Elementary.

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 10/1/02 by C. Gagnon, seconded by D. Christianson Y – 9 N – 0
- b. E. Holmes passed along information to C. Gagnon from K. Barlow and A. Berube re: grant writers.

4. Technology Subcommittee - none

5. Executive Committee

- a. N. Bakanowsky gave a brief synopsis of the retreat held on 10/15/02. After discussion the Budget Subcommittee was asked to develop a budget resolution to present to the full Committee.

Ashburnham-Westminster Regional School District
OCTOBER 22, 2002 MINUTES

6. Other

- a. N. Bakanowsky spoke with parent Jean Popik re: the district music curriculum.
- b. Policy Subcommittee met prior to tonight's meeting to review the current RIF Policy.
- c. C. Thibodeau stated that he felt the policy was an effective policy and is in compliance with the Ed Reform.
- d. C. Thibodeau will review the co curricular activities and if they are currently in compliance with the activity fee schedule (minimum participants, collection of fees, etc) which was adopted over the summer. A deadline of 11/1/02 was made for all co-curricular activities to be in compliance.
- e. Transportation Subcommittee met to discuss advertising on school buses.
- f. N. Bakanowsky asked about the congestion problem that was existing at OMS/OAK.

F. ADMINISTRATIVE UPDATE

1. Other

- a. C. Thibodeau reviewed two field trip requests. One to Italy and Sicily and one grade 8 class trip to PA/MD/VA. Discussion followed.
- b. Bryan Brown recommended not having a varsity ice hockey team and having jv only.
- c. Mr. Brown outlined negatives of not funding a varsity level team and other options that have been looked at and discussed for the ice hockey program.
- d. Mr. Brown asked the Committee to consider changing the surcharge from \$300 to \$100 provided there is a minimum of 20 participants.
- e. Discussion followed.
- f. K. Glenny recommended Mr. Brown look at the co-op option and come back to the Committee with information in two weeks.
- g. Discussion followed.
- h. **MOTION** to lower the JV ice hockey surcharge from \$300 to \$100 by D. Christianson, seconded by G. Leger. **MOTION** withdrawn.
- i. Mr. Brown was instructed to come back to the 11/5 meeting with more information on the varsity co-op team option to present to the Committee.

G. DISCUSSION

1. MASC Bilingual Education Resolution

- a. E. Holmes reviewed the Unz Initiative (question #2) vs. the Larkin/Antonioni Bill.
- b. Discussion followed. No action was taken.

2. Building Use Fees

- a. N. Bakanowsky reviewed the changes made and the application for use of facilities.
- b. Discussion followed.

H. ACTION ITEMS

1. Building Use Fees

- a. **MOTION** to accept the revised Building Use Fee Regulations for a first reading by K. Glenny, seconded by J. Anderson Y – 7 N – 2 (E. Holmes, L. Beaton)

G. DISCUSSION

3. Worcester County Retirement Member Early Retirement Options

- a. After examining the elements Mr. Muserallo found costs for this option to the district are annual and range between \$2500-\$5000. Currently there are three people that are known to show an interest in this option. At this time administration does not recommend this option.

Ashburnham-Westminster Regional School District
NOVEMBER 5, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:00 PM.
2. Members present: C. Gagnon, D. Christianson, L. Beaton, E. Holmes, K. Glenny, N. Bakanowsky, P. Janhunen, G. Leger
3. Also present: C. Thibodeau and E. Muserallo

N. Bakanowsky noted that a NEASC representative will meet with the School Committee on 11/21/02 at 7:00 PM. She recommended canceling the meeting of 11/19/02 and holding a meeting on 11/21/02 instead. There was a consensus among the Committee to cancel the meeting of 11/19/02 and have the meeting of 11/21/02.

C. Thibodeau stated that there were 16 applicants who applied for the VP position at MHS/WES. Patty Marquis has been chosen to be the interim VP and will start her new position on 11/18/02.

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 9/25/02 with the following corrections by L. Beaton, seconded by D. Christianson Y – 7 N – 0 Abstention – 1 (E. Holmes)
 - A.2. – Add K. Glenny
 - D.2. – “Dave Landry”
2. **MOTION** to approve the minutes of 10/22/02 with the following corrections by P. Janhunen, seconded by G. Leger Y – 7 N – 0 Abstention – 1 (E. Holmes)
 - A.2. – Add C. Gagnon

C. Thibodeau acknowledged Oakmont School Council members who were present.

C. PUBLIC PARTICIPATION - none

D. CORRESPONDENCE

1. Memo from C. Thibodeau re: administrative vacation notification
2. Field trip request to CT.
3. Enrollments for Ashburnham and Westminster
4. Invitation to MASC on 12/7/02 re: No Child Left Behind seminar

E. REPORTS OF COMMITTEES

1. **Oakmont Building Committee**
 - a. William Waight reviewed phases I and II
2. **Westminster Building Committee**
 - a. G. Leger updated the progress at Westminster Elementary.
3. **Budget Subcommittee**
 - a. **MOTION** to accept the minutes of 10/22/02 by C. Gagnon, seconded by D. Christianson Y – 8 N – 0
 - b. Budget Subcommittee met last Monday.
 - c. They met with band members re: the use of the van and charges now associated with using the van.
 - d. They also met with administrators who presented reports on FY04 budget.
4. **Technology Subcommittee**
 - a. Met 10/28/02. N. Bakanowsky reviewed technology status at each school.
5. **Executive Committee - none**
6. **Other**
 - a. Music Curriculum Subcommittee met last Wednesday. The K-8 music curriculum was included in packets. Although there aren't enough funds to fully support this curriculum, it will be on the next agenda for the Committee's approval.

Ashburnham-Westminster Regional School District
NOVEMBER 5, 2002 MINUTES

- b. Transportation Subcommittee met last night and continued to discuss advertising on buses.

F. ADMINISTRATIVE UPDATE

1. Bryan Brown – Ice Hockey Program

- a. Mr. Brown passed out a MIAA application for a cooperative team and reviewed the steps that would need to be taken.
- b. A cooperative team is a two year contract with the option to drop out after one year.
- c. Mr. Brown noted that 14 students are interested in participating in a co-op team; one student would not want to play if there was only a JV team; six would play only on an Oakmont JV team.

J. Anderson arrived at 7:48 PM

- d. Discussion followed.
- e. Consensus to have Bryan Brown pursue the co-op option.

2. Bryan Brown – Winter Sports Update

- a. Sign ups are tomorrow; informative meetings have already been held for several sports; discussion followed.

3. Other – Co-Curricular Activities Update

- a. Majority of the positions have been filled. Activities that are not running include: Science Club; Academic Decathlon; Oakmont Environmental Assoc.; Odyssey of the Mind; Webmaster.
- b. William Waight noted that the Drama Club is only running 2/3 of the year and requested that the Committee reduce the fee to reflect this reduction.

G. DISCUSSION

1. NEASC – Accreditation Status

- a. N. Bakanowsky stated that she spoke with a NEASC rep. and was told that it is rare that schools lose their NEASC accreditation. A representative will be present on the meeting of 11/21/02.

2. Impact Bargaining “Ground Rules” - postponed

3. Delegate Assembly Update

- a. E. Holmes reviewed the MASC-MASS conference.

4. Building Use Regulations – 2nd Reading

- a. Sam Albert, Westminster Youth Basketball coach, asked the Committee to change the time frame since a janitor is at the WES school until 10PM.
- b. The Committee reviewed the reasons why times were moved up so that the janitors had adequate time to clean. Discussion followed.
- c. C. Gagnon recommended the bullet under 21 read “...one hour prior to end of evening custodial staff shift.”
- d. G. Leger stated that a specific time is much clearer to a person filling out the form.

H. ACTION ITEMS

1. Building Use Regulations – 2nd Reading

- a. **MOTION** to accept the revised Building Use Regulations for a second reading by J. Anderson, seconded by G. Leger Y – 6 N – 2 (E. Holmes, L. Beaton) Abstention – 1 (N. Bakanowsky)
- b. The Building Use Regulations implementation date was table until the next meeting.

2. Robert’s Rules

Ashburnham-Westminster Regional School District
NOVEMBER 5, 2002 MINUTES

- a. **MOTION** to adopt Robert's Rules as preliminary procedures by L. Beaton, seconded by P. Janhunen Y – 3 (L. Beaton, D. Christianson, P. Janhunen) N – 6

G. DISCUSSION

5. Robert's Rules

- a. N. Bakanowsky voiced her concerns with adopting Robert's Rules.
b. D. Christianson believes putting a set of rules in place forms a good basis.
c. Discussion followed

H. ACTION ITEMS

2. Robert's Rules

- a. **MOTION** to have the Policy Subcommittee form a set of ground rules for the Committee to approve by J. Anderson, seconded by E. Holmes Y – 6 N – 3 (P. Janhunen, D. Christianson, L. Beaton)
b. J. Anderson asked that members list important points and give them to the Policy Subcommittee for input.

I. AGENDA

1. K-8 Music Curriculum
2. Extra Curricular Stipends – FIRST Robotics / Reduce Dramatics Fee
3. NEASC
4. Implementation date for Facilities Use Regulations
5. Transportation Subcommittee - Advertising

E. REPORTS OF COMMITTEES

3. Budget Subcommittee

- e. Jamie Piedrafite stated that a band fee was set last August. The fees associated with the use of the van were not included in the band fee.
f. Discussion followed.
g. **MOTION** that the School Committee waive the van use fee for this year only for the marching band by C. Gagnon, seconded by G. Leger. Friendly amendment to include "...under the condition that the van be returned with the gas tank filled as much as when it was taken."
Y – 7 N – 1 (E. Holmes) Abstention – 1 (J. Anderson)

J. EXECUTIVE SESSION - MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 9:37 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining and litigation by J. Anderson, seconded by N. Bakanowsky

E. Holmes – Y; P. Janhunen – Y; N. Bakanowsky - Y; C. Gagnon - Y; L. Beaton – Y; G. Leger – Y
D. Christianson – Y; J. Anderson – Y; K. Glenny - Y YES – 9 NO – 0

K. ADJOURNMENT

1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:09 PM by J. Anderson, seconded by L. Beaton Y – 9 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District
DECEMBER 2, 2002 MINUTES

A. CALL TO ORDER

1. Chairman N. Bakanowsky called the meeting to order in the Overlook Team Room at 7:03 PM.
2. Members present: E. Holmes, N. Bakanowsky, P. Janhunen, D. Loescher, K. Glenny, J. Anderson, L. Beaton, C. Gagnon
3. Also present: C. Thibodeau and E. Muserallo

N. Bakanowsky asked for a moment of silence for Westminster Police Officer Lawrence Jupin who passed away recently from injuries sustained two years ago while on duty. She also noted the passing away of teacher, Amy Phillips, mother; Oakmont Pee-Wee Football league won their division; David Marble wife gave birth to a healthy little girl.

D. Christianson and G. Leger arrived at 7:05 PM

PUBLIC HEARING

1. C. Thibodeau reviewed the status of Oakmont with NEASC. They are currently on warning status and NEASC is considering putting Oakmont on probation status.
2. Principal Waight stated that Oakmont was first accredited in 1964. He then gave an overview of the accreditation process and how being accredited has affected Oakmont.
3. Vice Principal Lawrence noted why the process is important and would like to look at ways to get Oakmont's standards back to what it once was.
4. E. Holmes asked if the District offered less athletic programs, but funded those programs offered fully, would that appease NEASC? Response: B. Waight – No. This is not the full solution. There are also concerns about cuts in other academic programs. Because Oakmont is on warning the school is looked at more closely. There is no right answer to fix the accreditation problem.
5. J. Anderson asked if NEASC standards for schools all the same? Yes.
6. E. Holmes asked if probation status would negatively affect Oakmont and its students or would it be better to no longer be apart of NEASC? Response: B. Waight – Feels it is important to continue with NEASC and try to improve Oakmont's status with them and also feels not being accredited would affect students more.
7. L. Beaton stated that he would not like to lose accreditation status.
8. N. Bakanowsky asked how much time can Oakmont be on probation status before having their accreditation fully pulled? Response: B. Waight – no defined time.
9. G. Leger feels it would be absurd to withdraw from NEASC's accreditation program.
10. N. Bakanowsky noted that the District would not lose any federal funding if Oakmont lost their accreditation.
11. N. Bakanowsky asked how much would need to be budgeted for the NEASC visit? Response: B. Waight – NEASC outlines approximately \$10,000 is needed for this visit; however this figure is a general figure for all school systems throughout New England. N. Bakanowsky then asked if additional half days would be needed next school year for professional development? No. Same as this year.
12. Public discussion followed.

J. Anderson left at 7:58 pm

13. G. Leger noted that from newspaper headlines and the interpretation from the audience it was their understanding that the Committee was considering withdrawing from NEASC's accreditation program. She then stated that she does not favor withdrawing from NEASC.
14. D. Christianson fully supports remaining in NEASC.

8:25 PM RETURN TO GENERAL SESSION

Ashburnham-Westminster Regional School District
DECEMBER 2, 2002 MINUTES

B. Presentation by Scott McIntire – Melanson, Heath & Co. Revised Management Letter

1. Scott McIntire reviewed the financial statements. Information included: the independent auditors report; combined balance sheet; combined statement of revenues, expenditures and changes in fund balances; statement of revenues and other financing sources; state of expenditures; notes to financial statement.

J. Anderson returned at 8:32 PM

2. Mr. McIntire also reviewed the management letter. Information included: follow ups on prior year issue (i.e. GASB 34 implementations) and current year issues.
3. Discussion followed.

C. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 11/21/02 with the following corrections by J. Anderson, seconded by N/ Bakanowsky Y – 7 N – 0 Abstention – 3 (P. Janhunen, J. Anderson, E. Holmes)
 - G.1.a. – “Tom Erickson...”
 - F.1.b. – “...will send...”
 - H.3.a – “...have December 2nd ...”
 - G.2.b. – N. Bakanowsky asked Mr. Mullins how he came up with the stipend amount for FIRST Robotics. Response – Mr. Mullins said he looked at the contract and decided that since the Odyssey of the Mind position was not being filled, that he wanted to use that position for FIRST Robotics. N. Bakanowsky asked if the hours for the two activities were equivalent and is a formula was used to determine the stipend amount. Response – Mr. Mullins said no formula was used for any of the stipend positions in the current collective bargaining agreement.

D. PUBLIC PARTICIPATION

1. Town resident and Oakmont guidance counselor from 1970-1993, Dick Maki stated that he spoke with over 150 residents and does not feel the people are well informed about the budget. He stated the Committee should put together a budget that has “less fat”. He found comments from towns people were similar stating “[towns people] have been blackmailed” and “enough is enough”.
2. Mr. Makey feels there is too much time spent preparing for MCAS and as a result other things have suffered (i.e. SATs).
3. Mr. Makey will forward his compiled information to the Committee.

E. CORRESPONDENCE

1. Letter of retirement from C. Thibodeau.
2. Two letters from Attorney Greg Angelini and a letter from Theresa Girard re: athletic issues. Both correspondences will be discussed further in Executive Session.
3. Field trip request.
4. N. Bakanowsky received an e-mail from Dennis Caisse re: NEASC status.

F. REPORTS OF COMMITTEES

1. **Oakmont Building Committee**
 - a. Defer to next meeting
2. **Westminster Building Committee**
 - a. G. Leger and C. Thibodeau gave an update on the progress at Westminster Elementary.
3. **Budget Subcommittee**
 - a. **MOTION** to accept the minutes of 11/21/02 by D. Loescher, seconded by C. Gagnon Y – 9 N – 0 Abstention – 1 (E. Holmes)

Ashburnham-Westminster Regional School District
DECEMBER 2, 2002 MINUTES

- b. The Subcommittee will be meeting with the Advisory Boards and Selectmen of both towns on 12/10.
- 4. **Technology Subcommittee - none**
- 5. **Executive Committee - none**
- 6. **Other**
 - a. Transportation Subcommittee met 11/14/02 and continued to discuss exterior advertising.

I. ACTION ITEMS

1. Transportation Subcommittee Motions

- a. **MOTION** to establish an Advertising Governing Board consisting of the following seven members: three Transportation Subcommittee members, one Central Office Administrator, two community members with an advertising and/or marketing background and one bus company representative by E. Holmes, seconded by D. Christianson Y- 9 N – 0 Abstention – 1 (D. Loescher)
- b. **MOTION** to establish a School Bus Advertisement Fund (should advertising funds become a reality in the District) pursuant to the terms of Section 97 by E. Holmes, seconded by L. Beaton.
MOTION to accept a friendly amendment to include "...Section 97 subject to acceptance of exterior advertisement on school buses by the full Committee." by E. Holmes, seconded by L. Beaton Y – 10 Y – 9 N – 0 Abstention – 1 (D. Loescher)

G. ADMINISTRATIVE UPDATE

1. Makeup of 3 Days at ORHS

- a. Mr. Thibodeau stated that the makeup days will consist of January 1-2, 2003, which will be ½ days, and March 14, 2003 which will be a full day. These makeup days meets with union approval.

2. Other – Ice Hockey Program

- a. Mr. Thibodeau was informed that the co-op ice hockey program in all likelihood will be denied. Westboro will not support the request and it was found that both varsity and JV would have to participate in the co-op program.
- b. 15 JV players came to their first practice. Bryan Brown will need a waiver for the minimum number of participants to continue this sport and will be asking for reduced fees.
- c. Discussion followed.

J. AGENDA

- 1. C. Thibodeau FY04 budget presentation to the Committee
- 2. Superintendent's Search
- 3. Ice Hockey Program

K. EXECUTIVE SESSION - MGL 39 SECTION 23B

- 1. **MOTION** to go into Executive Session at 9:57 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining by D. Loescher, seconded by D. Christianson

E. Holmes – Y; P. Janhunnen – Y; N. Bakanowsky - Y; C. Gagnon - Y; L. Beaton – Y; G. Leger – Y
D. Christianson – Y; J. Anderson – Y; K. Glenny – Y; D. Loescher - Y YES – 10 NO – 0

K. ADJOURNMENT

- 1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:36 PM by E. Holmes, seconded by L. Beaton Y – 9 N – 0

Submitted,
Elaine Niedermeier

Ashburnham-Westminster Regional School District

DECEMBER 17, 2002 MINUTES

A. CALL TO ORDER

1. The meeting was called to order in the Overlook Library by Chair N. Bakanowsky at 7:03 PM
2. Members present: C. Gagnon, D. Christianson, L. Beaton, K. Glenny, N. Bakanowsky, D. Loescher, P. Janhunen, G. Leger, J. Anderson, E. Holmes
3. Also Present: C. Thibodeau and E. Muserallo

Oakmont Regional High School will hold their make-up days on January 2 & 3, 2003. Both days will be half days. Also on March 14, 2003. This day will be a full day.

K. Glenny read a statement for public record re: his association with the AWRSC and MSCA.

B. APPROVAL OF MINUTES

1. **MOTION** to approve the minutes of 12/2/02 with the following corrections by J. Anderson, seconded by D. Christianson Y – 10 N – 0
 - D.2/3. – Mr. Mackey
 - G.1.a. – "...January 2-3, 2003..."

C. PUBLIC PARTICIPATION

1. L. Beaton announced that he was saddened to receive Mr. Thibodeau's retirement letter.

D. CORRESPONDENCE

1. Letter dated 12/9/02 from NEASC re: Oakmont's probation
2. Letter from MASC re: Superintendent's search
3. Thank you letter from Kathy Pellulo re: National Reading Day
4. Mr. Mackey e-mailed information.
5. Ed Simoncini e-mailed info re: Falmouth's School budget.
6. E. Holmes received MASC materials re: Superintendent search
7. E. Holmes received Monty Tech's annual report
8. E. Holmes received materials from Summit Educational Group re: test preparation programs.

E. REPORTS OF COMMITTEES

1. Oakmont Building Committee

- a. P. Janhunen gave an overview of the progress at Oakmont.

2. Westminster Building Committee

- a. G. Leger and E. Muserallo gave a brief overview of the building project.

3. Budget Subcommittee

- a. **MOTION** to accept the minutes of 12/2/02 by C. Gagnon, seconded by D. Christianson Y – 10 N – 0

6. Other

- a. Transportation Subcommittee will need to discuss issues re: high school students speeding on Williams Road.
- b. Negotiation Subcommittee met with PR&R last Wednesday. Attorney Greg Angelini represented the District and did an outstanding job.
- c. Legal Services Subcommittee reviewed surveys that were sent to regional school districts. At this time only five regional school districts have responded. The Subcommittee has made arrangements to contact the current legal counsels to discuss their services.

Ashburnham-Westminster Regional School District

DECEMBER 17, 2002 MINUTES

- d. There is a possible potential change in the Ashburnham Town Meeting, which is usually held the first Saturday in April. If moved the certification of the budget by the Committee could also be postponed.

F. ADMINISTRATIVE UPDATE

1. FY04 Budget Presentation

- a. C. Thibodeau handed out and reviewed administration's recommendations for FY04 budget. This is a preliminary budget which reviews three scenarios - \$1.23 mil override / no override / 10% cut in state aid
- b. No override – estimated \$352,469 increase; 1.7% increase (2 ½ % plus growth); assessments – Ashburnham 4.33% / Westminster 4.34%; review of budget by expenditure category; review of school budget by category.
- c. 1.23 override – level service budget (what the district offers currently) - \$1,587,499 increase 7.64 % increase; assessments – Ashburnham 17.45% / Westminster 17.24%; review of budget by expenditure category; school budget by function; priority list for non-and instructional personnel.
- d. Discussion followed re: priority list and administrative cuts
- e. Estimated revenue projection – 10% cut by state aid – assessments – Ashburnham 13.63% / Westminster 13.49%
- f. C. Thibodeau currently recommends a \$1.23 mil override (level service budget) plus 10% reduction in Ch. 70 aid (\$854,074) for a total of \$2,084,074 FY04 increase in order to keep what the district currently offers.
- g. E. Muserallo recommended a stipulation of \$1.23 + difference of what the state does not fund through Ch. 70 aid. Additional monies funded through aid would be returned to the Towns.
- h. The Committee will hold a retreat on 1/4/03 to discuss the budget and options.

G. DISCUSSION ITEMS

1. Superintendent Search

- a. Mr. Thibodeau believes his last physical day will be sometime in July. He is predicting 7/1/03.
- b. J. Anderson gave an overview of the process from the last Superintendent's search.
- c. L. Beaton suggests not having an interim Superintendent
- d. 1/21/03 the Committee will meet with an MASC representative to discuss how they can help with the process.

2. Snow Days

- a. Mr. Thibodeau announced that as of today there have been three snow days. He has not heard yet from the DOE re: the requested waiver of two emergency snow days. If more than five snow days occur than the District may have to look at Saturdays or possibly April vacation to make-up the days.
- b. Discussion followed

3. NEASC Accreditation

- a. It is possible that if Oakmont provided the level of service that was once offered at Oakmont the school may earn back their status they once had in a couple of years. It was reiterated that there is no one specific thing that NEASC looks at for accreditation.

Ashburnham-Westminster Regional School District

DECEMBER 17, 2002 MINUTES

4. Ice Hockey Fee

- a. Bryan Brown requested that there be a reduction from a \$300 to a \$200 surcharge for JV ice hockey and outlined why he believes the surcharge should be lowered for the JV ice hockey team
- b. Currently there are 14 eligible participants. Because of this the Committee would also have to waive the minimum participants for the sport.
- c. Discussion followed.

H. ACTION ITEMS

1. Ice Hockey Fee

- a. **MOTION** to reduce the surcharge for the JV Ice Hockey program for the 2002-2003 school year to \$200 by L. Beaton, seconded by G. Leger Y – 9 N – 0 Abstention – 1 (D. Loescher)

G. DISCUSSION ITEMS

5. Other

- a. Mr. Brown also informed the Committee of the status of the girl's basketball team.
- b. Currently the team is under the minimum by four players. Mr. Brown did not know how many girls the team would be short until last Friday. The deadline for students to sign up for sports and pay the fee was 12/13/02.
- c. The coach and Mr. Brown are looking to fund raise the additional monies needed to cover the costs required for the sport to run.
- d. Discussion followed.
- e. **MOTION** to refer the athletic fee policy back to the Budget Subcommittee for revision by P. Janhunen, seconded by E. Holmes Y – 10 N – 0

I. AGENDA SETTING

1. FY04 budget

School Committee meetings will be held in January on the 14th, 21st, and 28th.

J. EXECUTIVE SESSION – MGL 39 SECTION 23B

1. **MOTION** to go into Executive Session at 10:30 PM according to MGL Chapter 39 Section 23B to discuss collective bargaining by E. Holmes, seconded by K. Glenny

E. Holmes – Y; P. Janhunen – Y; N. Bakanowsky – Y; C. Gagnon – Y; L. Beaton – Y; G. Leger – Y;
D. Christianson – Y; J. Anderson – Y; K. Glenny – Y; D. Loescher – Y Y – 10 N – 0

K. ADJOURNMENT

1. **MOTION** to come out of Executive Session and adjourn the meeting at 10:45 PM by J. Anderson, seconded by G. Leger Y – 10 N – 0

Submitted

Elaine M. Niedermeier