

TOWN OF GILL

M A S S A C H U S E T T S



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SELECTBOARD MEETING MINUTES

September 11, 2013

Call to Order: The Selectboard meeting was called to order at 6:04 p.m. in the second floor meeting room of the Montague Town Hall, 1 Avenue A, Turners Falls. The meeting was held with GMRSD Superintendent Michael Sullivan in conjunction with meetings with the Montague Selectboard and Finance Committee.

Present: John Ward, Ann Banash and Randy Crochier, Selectboard members; Ray Purington, Admin. Assistant; Claire Chang, Timmie Smith, Ronnie LaChance – Gill Finance Committee members; School Committee Chair Joyce Phillips, Vice Chair Jane Oakes.

Introductions were made around the room. The meeting was led by Montague Finance Committee Chair John Hanold. A handout titled "Michael Sullivan Visit" provided the framework for the discussion.

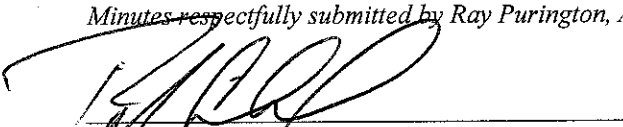
The Superintendent reviewed a handout titled "School District Issues of Wider Interest". Under the topic of capital improvements, it was noted that he is meeting with the District's Facilities Manager and the Gill and Montague elementary school principals on 9/16 to discuss security-related upgrades to classroom doors.

All present were invited to attend the School Committee's 9/24 and 10/18 meetings. Staff from The Management Solution will be giving a presentation on district expenses and revenues and other components of the district budget.

Hanold and Sullivan each provided samples of revenue and expenditure reports that could be used during the FY15 budget process to more effectively share district financial information with the two towns. There was significant similarity between the reports, which was a relief! Montague Finance Committee member Mike Naughton will work with Sullivan to blend the two reports into a single format that will hopefully work for everyone.

Adjournment: The Selectboard meeting adjourned at 7:50 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.


Randy Crochier, Selectboard Clerk

MICHAEL SULLIVAN VISIT
11 September 2013 Montague FinComm

A. Who We Are

- A six-person committee, maximum of seven possible. Intro, plus our Selectboard.
- Our “charter” includes providing advice to Annual and Special Town Meetings on Montague’s operating budget and non-operating financial projects. The Gill-Montague Regional School District assessment is a major element of our total budget – for Fiscal Year 2014, \$8.0 million out of \$16.5 million (excluding sewer operations) (48.5%).
- Intro of Gill Selectboard and FinComm members present, any opening comments from them.

Gill \$1.44 million out of \$3.05 million (47.1%)

B. Purpose of Today’s Meeting

Education - All 1.57 out of 3.05 (51.4%)

- We have invited several past superintendents at this time of year for this kind of familiarization. Our objective is to maintain a communication channel with the District Administration – to augment, not replace, the role of the School Committee. The quality of our recommendation to Town Meeting is improved when we better understand the activities and assumptions of the G-M District.
- Today we are interested in your initial objectives, and the general trends in education, that may eventually have a financial impact. Though we have some financial items for the end of the meeting they are not today’s focus.

C. Sullivan on Gill-Montague Status and 2013-2014 Expectations

- DESE evaluation of G-M District as a whole and its individual schools.
- Status of Accel. Improvement Plan (AIP) and any other plans subject to State monitoring, including any future milestones
- Superintendent’s opinion of how remaining implementation of these initiatives will affect the District: both operational and financial impacts.
- Other general objectives or influences for the current school year’s operations: changes in staffing, programs, grants, etc.
- Opportunity for other comments or questions from/to Administration or School Committee members

D. Town Side: "Affordable Assessment"

We give the School Committee and GMRSD Administration our calculation of what Montague can afford for the assessment – keeping in mind that the town must provide non-educational services as well. This "Affordable Assessment" calculation is communicated first in mid-January, and periodically updated as later Revenue information is available.

E. District Side: Information Supporting Successive Budget Requests

- Requested comprehensive format provided today
- Historical framework for financial request: FY 2013 – 2015
- Major-category detail, subcategories as needed in response to questions
- Census information and trends: enrollment, choice in/out, charter, plans

F. Montague Budgeting Milestones

- December: Town forecasts revenue for next fiscal year, which is the basis for calculating the Affordable Assessment.
- January: Town communicates "Aff. Assess." to SC and G-M Administration, prior to District's 31 January deadline for its preliminary budget
- Jan. to April: Continued refinement of Revenue and Aff. Assess., as Town progresses toward a sustainable balanced budget.
- March: Budget hearing (probably 5 March) when GMRSD explains budget and tentative assessment, as they exist at that time. (Gill invited as well.)
- Mid-April: FinComm and Selectboard complete discussion and vote proposed budget to recommend to Annual Town Meeting 3 May 2014.

B

L Gill "traditional" = May 5, 2014 but in recent years, money matters are continued until mid-June.

School District Issues of Wider Interest

1. District Accelerated Improvement Plan and Other Initiatives (See reverse side)
 - Retention of students within the district is a high priority
2. Computer Technology
 - a. Capacity for PARCC assessments in 2014-15 or by 2015-16
 - b. Vision/plans for one-to-one devices
3. Capital Improvements: Roofs, boilers, floors, doors, etc.
4. School Finance Issues
 - a. Chapter 70 Funding Formula
 - b. Planning for future health insurance costs
5. School Budget
 - a. Common Understanding of School Budget
 - b. Building FY15 Budget

AIP Coordination with Other Processes 2013-14	Strategic Objectives	Initiatives	SC Goals	Central Office Admin Goals	School Improvement Plans	Principal/AP Professional Practice Goals	Teacher Professional Practice Goals	Collection of Evidence for Evaluations
	I. High Quality Instruction	<ul style="list-style-type: none"> 1. Implement curricula aligned to the Frameworks 2. Practice Differentiated Instruction 3. Provide administrator mentors 4. Conduct monthly learning walkthroughs 5. Use common planning time to improve instruction 		<ul style="list-style-type: none"> x x x 	<ul style="list-style-type: none"> x x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x
	II. Analyze student performance data and use to inform instruction	<ul style="list-style-type: none"> 6. Use formative, interim, and benchmark assessments K-10 to inform instruction 7. Data teams mine data for themes that will inform instruction and PD 8. Create collaborative structures for data collection and analysis 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x
	III. Provide PD that will Improve Teaching	<ul style="list-style-type: none"> 9. Provide PD that increases teacher use of research-based best practices 10. Provide PD targeted to new teachers or previously untrained teachers 11. Support and hold accountable instructional coaches, building and district administrators 12. Provide PD to train teachers in new evaluation system 13. Actively support the AIP and use to focus the district 14. Improve communication within SC and between SC and stakeholders 15. Create confidence, clarity, and transparency, in part by adopting norms and protocols 	<ul style="list-style-type: none"> x x x x x x 					
	IV. School Committee Effectiveness							

GILL-MONTAGUE REGIONAL SCHOOL DISTRICT						
FY14 Revenues (Unofficial)			FY14		FY12	
3.29.13			GILL-MONTAGUE	MONTAGUE	GILL	FY13
Number of Students		887		763	124	
Apportionment		100%		86.02%	13.98%	
Revenue Sources:						
Chapter 70 State Aid			6,037,994	5,193,900	844,094	
FY14 Assessment:						
Minimum Contribution	5,617,797			4,704,760	913,037	
Above Minimum Contribution	3,261,382			2,805,450	455,932	
Transportation (Net)	359,716			309,429	50,287	
Debt Retirement	166,005			145,918	20,087	
Total FY14 Assessment			9,404,900	7,965,557	1,439,343	
Other Revenues:						
Erving Tuition	582,400					
Excess & Deficiency	220,000					
Charter School Reimbursements	114,273					
Investments	5,000					
Medicaid Reimbursements	360,000					
School Choice	750,000					
Circuit Breaker	586,334					
Grants	800,000					
Transportation Reimb. (FY13)	211,326					
Total Other Revenue			3,629,333			
Total District Revenue			19,072,227			

Budget Report Expenditures				
Fiscal Year: 2012-2014				
		FY14 BUDGET	FY13 BUDGET	FY12 BUDGET
		ALL FUNDS	ALL FUNDS	LOCAL
Account	Description			
		-		
Func: School Committee - 1100		58,583	58,583	57,524
Func: Superintendent - 1200		234,040	199,040	191,320
Func: Grants Director - 1230		8,990	8,803	4,519
Func: Administration Business Office - 1400		190,895	188,894	167,225
Func: Legal Service for School Committee - 1430		10,200	10,200	8,700
Func: Administration Technology - 1450		195,886	168,361	169,280
Func: SPED Supervision - 2100		193,119	187,447	166,726
Func: Teaching/Learning - 2110		143,561	130,833	123,027
Func: Instructional Supervision - 2200		825,461	787,002	784,740
Func: Teaching - 2300		5,954,501	5,685,161	4,564,398
Func: Music/Art/PE Teaching - 2305		453,537	438,383	404,178
Func: Specialist Teachers - 2310		298,698	291,589	285,055
Func: ESL - 2311		164,147	155,771	141,116
Func: Teacher Mentors - 2315		60,300	60,300	36,808
Func: Medical/Therapeutic Services - 2320		116,539	106,875	98,498
Func: Staff Development - 2350		38,500	20,900	44,552
Func: Professional Development - 2351		-	-	217
Func: Textbooks - 2400		51,715	56,715	182,426
Func: Instructional Technology - 2450		15,600	15,600	117,420
Func: Hardware - 2453		35,000	35,000	168,488
Func: Software - 2455		105,190	89,310	113,513
Func: Library - 2500		68,913	66,930	69,959
Func: Audio Visual - 2600		4,110	4,110	4,829
Func: Guidance - 2700		179,004	191,095	167,429
Func: Adjustment Counselors - 2710		233,991	230,342	226,877
Func: Psychological - 2800		232,901	283,520	194,143
Func: Attendance - 3100		1,020	1,020	850
Func: Health Services - 3200		269,678	230,566	247,596
Func: Transportation - 3300		571,042	549,079	555,462
Func: Food Services - 3400		41,206	41,206	26,095
Func: Athletics - 3510		186,000	185,401	180,940
Func: Other Student Body Activities - 3520		16,358	15,858	14,478
Func: Security - 3600		3,000	3,000	1,172
Func: Custodial/Maintenance Services - 4110		351,534	342,279	334,072
Func: Heating - 4120		327,995	314,398	264,977
Func: Utilities - 4130		446,566	428,339	295,390
Func: Maintenance of Grounds - 4210		150,313	112,410	146,897
Func: Building Maintenance - 4220		327,402	312,897	324,683
Func: Building Security System - 4225		7,000	7,000	16,507
Func: Equipment Maintenance - 4230		19,934	19,934	34,963
Func: Replacement of Equipment - 4240		29,800	29,800	22,464
Func: Networking & Telecommunications - 4400		105,272	144,296	176,026
Func: Benefits - Retirement - 5100		3,338,887	3,290,258	3,076,156
Func: Insurance - 5200		159,434	165,085	182,930
Func: Rental Lease, Interest, Other Fixed Charged - 5500		26,260	26,260	29,666
Func: Civic Activities - 6200		-	-	-
Func: Equipment Acquisition - 7100		-	-	-
Func: Improvement of Buildings - 7200		-	-	93,072
Func: Acquisition of Equipment Schools - 7300		-	-	74,404
Func: Debt Service Principal - 8100		105,000	131,825	132,778
Func: Debt Service Interest - 8200		67,505	73,156	71,672
Func: Programs with other Districts - 9000		35,000	35,000	120,018
Func: SPED Tuitions - 9100		832,759	813,156	41,755
Func: School Choice and Charter Tuitions - 9200		1,779,879	1,605,632	1,455,981
Grand Total:		19,072,227	18,348,616	16,413,772
			CIRCUIT BR	438,668
			SCH CHOICE	659,853
			GRANTS	1,499,171
Grand Total FY 12 (estimated)				19,011,464

	FY13	FY14	FY15	Montague 86.02%	Gill 13.98%
Total Budget	18,332,263	19,072,227	19,072,227		
Less:					
Grants	789,537	800,000	800,000		
School Choice	609,292	750,000	750,000		
Circuit Breaker	365,794	586,334	586,334		
Operating Budget/Local Funds	16,567,640	16,935,893	16,935,893		
Revenues					
Chapter 70	5,967,929	6,037,994	6,037,994		
Transportation Aid	182,451	211,326	211,326		
Erving Tuition	560,000	582,400	582,400		
Excess & Deficiency	250,000	220,000	220,000		
Charter Tuition Reimb	113,598	114,273	114,273		
Investment Income	5,000	5,000	5,000		
Medicaid Reimbursements	230,000	360,000	360,000		
Building Use and Other Fees	-	-	-		
Total Revenues	7,308,978	7,530,993	7,530,993		
Assessments	9,258,662	9,404,900	9,404,900		
Debt	198,480	166,005	166,005	145,918	20,087
Minimum Contribution	5,429,796	5,617,797	5,617,797	4,704,760	913,037
Remaining apportion by %	3,630,386	3,621,098	3,621,098	3,114,879	506,219
Total Assessments	9,258,662	9,404,900	9,404,900	7,965,557	1,439,343

Debt Detail	FY2013	FY2014	FY2015 Total	Montague 87.90%	Gill 12.10%
Track (Gill paid-off)	10,931			-	
Sheffield Boiler	15,171			-	
TFHS Seating (Gill paid-off)	1,123			-	
Building Renovation	171,255	166,005	166,005	145,918	20,087
Total Debt	198,480	166,005	166,005	145,918	20,087

Change in Total Assessment					
Current Year Assessment	9,258,662	9,404,900	9,404,900	7,965,557	1,439,343
Prior Year Assessment	8,966,659	9,258,662	9,258,662	7,850,604	1,408,058
Dollar Change	292,003	146,238	146,238	114,953	31,285
Percent Change	3.26%	1.58%	1.58%	1.46%	2.22%

	FY13	FY14	FY15	Montague 86.02%	Gill 13.98%
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Change in Assessment net of Debt

CY Assessment net of Debt	9,060,182	9,238,895	9,238,895	7,819,639	1,419,256
PY Assessment net of Debt	<u>8783471</u>	<u>9,060,182</u>	<u>9,060,182</u>	<u>7,672,846</u>	<u>1,387,336</u>
Dollar Change	504,219	325,506	178,713	146,793	31,920
Percent Change	5.74%	3.59%	1.97%	1.91%	2.30%

Percentage Allocation FY15

	Enrollment	% of total
Operating Costs:		
District Resident Enrollment		
Gill	124	13.98%
Montague	763	86.02%
Total	<u>887</u>	100.00%

total district enrollment = 1083

Capital Costs:

TFHS/GFMS Resident Enrollment

Gill	49	12.10%	formula not rounded
Montague	355	87.90%	
Total	<u>404</u>	100.00%	

<u>Func</u>	<u>Description</u>	FY2013	FY2014 Budget		FY2015 Request	
		<u>Actual</u> <u>All Funds</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>
SOURCES						
<u>Grants & Other</u>						
	Grants	789,537	800,000		800,000	
	School Choice	609,292	750,000		750,000	
	Circuit Breaker	365,794	586,334		586,334	
	Total Grants & Other	1,764,623	2,136,334		2,136,334	
<u>Revenues</u>						
	Chapter 70	5,967,929	6,037,994		6,037,994	
	Transportation Aid	182,451	211,326		211,326	
	Erving Tuition	560,000	582,400		582,400	
	Excess & Deficiency	250,000	220,000		220,000	
	Charter Tuition Reimb	113,598	114,273		114,273	
	Investment Income	5,000	5,000		5,000	
	Medicaid Reimbursements	230,000	360,000		360,000	
	Building Use and Other Fees	-	-		-	
	Total Non-Assessment Rev	7,308,978	7,530,993		7,530,993	
	Assessments	9,258,622	9,404,900		9,404,900	
	Total Sources	18,332,223	19,072,227		19,072,227	

<u>Func</u>	<u>Description</u>	FY2013	FY2014 Budget		FY2015 Request	
		<u>Actual</u> <u>All Funds</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>
USES						
1100	School Committee	58,583	58,583	58,583		
1200	Superintendent	199,040	234,040	234,040		
1230	Grants Director	8,803	8,990	8,990		
1400	Business Office	188,894	190,895	190,895		
1430	Sch Comm Legal	10,200	10,200	10,200		
1450	Admin Technology	168,361	195,885	195,885		
2100	SPED Supervision	187,447	1	193,119	193,119	
2110	Teaching/Learning	130,833		143,561	143,561	
2200	Instructional Supervision	787,003	2	825,461	825,461	
2300	Teaching	5,649,864	3	5,954,501	3	4,734,501
2305	Music/Art/PE Teaching	438,382		453,536	453,536	
2310	Specialist Teachers	291,589		298,697	298,697	
2311	ESL	155,771		164,147	164,147	
2315	Teacher Mentors	60,300		60,300	60,300	
2320	Medical/Therapeutic Services	106,875		116,540	116,540	

<u>Func</u>	<u>Description</u>	FY2013	FY2014 Budget		FY2015 Request	
		<u>Actual</u> <u>All Funds</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>	<u>All</u> <u>Funds</u>	<u>Local</u> <u>Approp.</u>
2350	Staff Development	20,900	38,500	38,500		
2351	Professional Development	-	-	-		
2400	Textbooks	56,715	51,715	51,715		
2450	Instructional Technology	12,825	15,600	15,600		
2453	Hardware	35,000	35,000	35,000		
2454	Software	89,310	105,190	105,190		
2500	Library	66,930	68,913	68,913		
2600	Audio Visual	4,110	4,110	4,110		
2700	Guidance	191,095	4 179,005	179,005		
2710	Adjustment Counselors	230,343	233,992	233,992		
2800	Psychological	283,520	5 232,901	232,901		
3100	Attendance	1,020	1,020	1,020		
3200	Health Services	252,487	269,679	269,679		
3300	Transportation	549,079	6 571,041	6 431,041		
3400	Food Service	41,206	7 41,206	41,206		
3510	Athletics	185,401	8 186,000	186,000		
3520	Other Student Body Activities	15,858	16,358	16,358		
3600	Security	3,000	3,000	3,000		
4110	Custodial/Maintenance Serv	342,278	351,534	351,534		
4120	Heating	314,398	327,996	327,996		
4130	Utilities	428,339	446,566	446,566		
4210	Maintenance of Grounds	112,210	150,313	150,313		
4220	Building Maintenance	312,897	9 327,402	327,402		
4225	Building Security System	7,000	7,000	7,000		
4230	Equipment Maintenance	19,934	19,934	19,934		
4240	Replacement of Equipment	29,800	29,800	29,800		
4400	Networking & Telecommun.	144,296	105,273	105,273		
5100	Benefits - Retirement	3,290,258	10 3,338,887	3,338,887		
5200	Insurance	165,085	159,434	159,434		
5500	Rental/Lease/Int/Other Fixed	26,260	26,260	26,260		
6200	Civic Activities	-	-	-		
7100	Equipment Acquisition	-	-	-		
7200	Improvement of Buildings	-	-	-		
7300	Acquisition of Equip Schools	-	-	-		
8100	Debt Service Principal	131,825	105,000	105,000		
8200	Debt Service Interest	73,156	67,505	67,505		
9000	Programs w/Other Districts	35,000	11 35,000	35,000		
9100	SPED Tuitions	813,156	12 832,760	12 56,426		
9200	Sch Choice/Charter Tuition	1,605,632	1,779,879	1,779,879		
	Total	18,332,268	19,072,228	16,935,894		

<u>Func</u>	<u>Description</u>	FY2013	FY2014 Budget		FY2015 Request	
		<u>Actual</u>	<u>All</u>	<u>Local</u>	<u>All</u>	<u>Local</u>
<u>Notes</u>	<u>Use of Grants and Other</u>	<u>All Funds</u>	<u>Funds</u>	<u>Approp.</u>	<u>Funds</u>	<u>Approp.</u>
1	IDEA	19,129	1			
2	Title 1	46,400	2			
3	School Choice	609,292	3	750,000		
	IDEA	117,000				
	EEC			15,000		
	Title IIA	89,160		55,000		
	Title I	173,803		380,000		
	Kinder			20,000		
4	RTTT	18,394	4			
5	IDEA	50,000	5			
6	IDEA	130,000	6	140,000		
7	School Lunch	13,668	7			
8	Athletic	28,000	8			
9	Facility Use	33,000	9			
10	IDEA	10,000	10			
11	IDEA	35,000	11			
12	Circuit Breaker	365,794	12	586,334		
	SPED Tuitions	25,983				
	IDEA			190,000		
	Total Grants and Other	1,764,623		2,136,334		