

# Meeting Agenda Worksheet / Notice of Public Meeting

Team Name: School Funding Multi-Town/Board Committee  
 Meeting Purpose: To identify all key stakeholders and milestones for school budget approval and create action plan to get buy in.  
 Facilitator: Upton BoS, Bob Fleming  
 Date, Time, Location: Tuesday, 22 November 2011 @ 7:00PM, Nipmuc HS, PDC Room, 90 Pleasant Street, Upton, MA  
 Meeting Number: #2011-04  
 Minutes Approved:

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Facilitator	The meeting was called to order by Bob Fleming at 7:10PM	
Approval of Previous Meeting Minutes	Facilitator	<p>A discussion took place about one set of meeting minutes vs each group keeping their own set of meeting minutes. The group decided that one set of semi-formal meeting minutes would be best. Mike Goddard submitted minutes from the previous meeting. A motion was made to except the minutes. The motion was seconded. The motion passed unanimously.</p> <p>Note attached: exhibit 2011-04A</p>	
Update on Revenue/Expense Projection	Rich Schofield, MFC	<p>Prior to the meeting a completed financial projection model was forwarded to all team members for their review and discussion at the #2011-04 meeting. There were no questions about the data or projected financial trends.</p> <p>The team discussed sharing the model with other Town committees and with the general public. The team agreed there is value to disseminating this information but would discuss how publicize the information at a future meeting.</p> <p>Note attached: exhibit 2011-04B:</p>	Rich Schofield will update the projection model as data changes. Rich will present an updated model to the team as the need arises.
Focus & Who's Our Audience	Rich Schofield, MFC	<p>Rich started the discussion by illustrating the Towns vote like a bell curve; the 10% left base of the curve represented the group opposed to additional school funding at any level, the 10% right base of the curve represented the group supporting additional school funding at the highest level, the 80% volume of the curve illustrates the majority of votes that are unsure what level of school funding is necessary. Rich defined the 80% volume as parents that don't have time to be completely absorbed and/or don't understand the issues of school funding. We need to focus on the 80% target group and not the two 10% groups. Greatest positive impact on school funding will be to slightly shifting the curve to the right. To shift the curve to the right the team needs to supply credible and</p>	<p>The communication group will recommend the following:</p> <ul style="list-style-type: none"> <li>• What information needs to be disseminated</li> <li>• How to disseminate the specified information.</li> <li>• Recommendation to be made at the Jan 2012 meeting.</li> </ul>

		<p>easily understandable information to the 80% target group.</p> <p>Team agreed that communicating the message is important and should be another track of the team. A communication sub group was discussed and formed to present option to the team. Bob Fleming, Mike Goddard and Heather Applegate were appointed to the sub group.</p>	
Internal Management / Operations Study	Joe Marusczak, RSD Superintendent	<p>Joe submitted a first draft handout entitled "School District Capacity Assessment" for the team to review and comment on at a future meeting. Joe stated that the capacity assessment is not a management / operation study but a self assessment tool to determine if a school district is achieving one primary goal; to provide educational opportunities that will enable students to successfully complete a postsecondary degree and/or become productive members of the workforce and citizens in a democratic society. The district capacity is demonstrated by the successful execution of six primary tasks. It is understood that a school district must be operating efficiently if it achieves the six primary goals. The components of the district capacity are directly related to these six primary tasks, and can be organized into two broad categories: 1. The instructional, human, financial, and capital resources needed to execute its primary tasks; and 2. The organizational structures and management systems needed to ensure that the district functions effectively and efficiently.</p> <p>The self assessment tool has nine indicators; each indicator has a set of statements that solicits a yes or no answer. The indicator statements are specifically structured such that an affirmative response suggests a deficient or decreasing level of capacity. The district should use the results of the assessment as a starting point to engage in further discussions about district wide strategies to address areas of need and to build on existing capacities within the district. Most measures are based on trends, conditions and/or comparisons to "like districts". The ten "like districts" are identified by using the ESE District Analysis and Review Tool (DART).</p> <p>Moving forward Joe would prefer that this topic be changes to "School District Capacity Assessment; MURSD". Joe is requesting the team review and comment of the first draft of the SDCA, so he can fine tune the assessment. Once the assessment is completed Joe will create an executive summary of the assessment for dissemination.</p>	Team members are to review the submitted draft assessment and forward questions or comments to Joe directly and/or submit at the next meeting. Joe will be prepared to answer some next meeting.

		Note attached: exhibit 2011-04C	
Alternate Revenue Task Force	Kathleen Drennan, RSD	<p>The task force presented a draft scoping sheet which identified four primary action items;</p> <ol style="list-style-type: none"> <li>1. Additional Funding</li> <li>2. Converting Costs to Revenues</li> <li>3. Shared Services / Purchase</li> <li>4. Restorative &amp; Non-Financial</li> </ol> <p>The purpose of this exercise is to;</p> <ol style="list-style-type: none"> <li>1. Reduce the tax burden</li> <li>2. Identify new sources of revenue</li> <li>3. Reduce operational costs of each town and the district</li> </ol> <p>Note attached: exhibit 2011-04D</p>	At the next meeting the ARTF will submit to the team a refined scoping sheet.
Chapter 70 Funding Update	Heather Applegate, RSD	No update information was available at this time.	The RSD will update the team when information is available at a future meeting.
<p>MURSD &amp; Multi Town Collective Bargaining</p> <ul style="list-style-type: none"> <li>• Strategy meeting Shared</li> <li>• Healthcare Bargaining</li> </ul>	Blythe Robinson, UTM Liana Moore, RSD	<p><u>Shared Strategy</u>: At this time Blythe had nothing to report. A meeting will be scheduled between the Upton Town Manager, a representative of the Mendon BoS and the School District Superintendent. The purpose of this nonpublic meeting is to share bargaining strategies between municipal chief executive officers.</p> <p><u>Bargaining Healthcare</u>: Liana was unaware that she listed on the agenda and was unprepared to make a presentation.</p>	The Town's CEOs and the SD Superintendent will meet and share collective bargaining strategy points. Blythe will report back to the team only that a meeting has taken place and that an understanding has been shared.

<p>School District &amp; Town(s) Expense Sharing</p>	<p>Superintendent, Joe Marusaczak</p>	<p>The SD and the Town of Upton evaluated sharing IT expertise. It was determined that the SD does not have enough manpower to meet the needs of the SD and the Town of Upton.</p> <p>The SD and the Town of Upton evaluated sharing snow plowing and sand/salt application to Town roadways and SD parking lots. It was determined it was not viable to meet both entities timeline needs with the available equipment the Town of Upton has.</p> <p>Moving forward the SD agreed to evaluate creating a bidding specification document for snow removal and advertizing for this specific service to ensure competitive pricing with qualified bidders.</p>	<p>No further action at this time.</p>
<p>Look Head / Next Meeting</p> <ul style="list-style-type: none"> <li>• Facilitator</li> <li>• Date</li> <li>• Location</li> <li>• Topics</li> </ul>	<p>Facilitator</p>	<ul style="list-style-type: none"> <li>• The meeting will be facilitated by the School District.</li> <li>• The meeting will be held on Tuesday, 20 December 2011 @ 7:00PM</li> <li>• The meeting will be located in the Nipmuc HS, PDC Room, 90 Pleasant St, Upton</li> <li>• The scheduled topics but not limited to are as follows: <ul style="list-style-type: none"> <li>o Collective bargaining update</li> <li>o School District Capacity Assessment</li> <li>o Alternate Revenue Task Force</li> </ul> </li> </ul>	<p>The meeting facilitator will share the meeting agenda two weeks prior of the scheduled date. Each Town department will post their respective meeting notice.</p>
<p>Other Topics Not Reasonably Anticipated</p>	<p>Facilitator</p>	<p>No additional topics were brought forward for discussion.</p>	
<p>Adjourn the Meeting</p>	<p>Facilitator</p>	<p>The meeting was closed at 8:30PM</p>	