

ORLEANS SCHOOL COMMITTEE
Meeting of July 30, 2012
Nauset Administration Building

APPROVED

ORLEANS TOWN CLERK

Present for the Committee: Josh Stewart, David Abel, Gwynne Guzzeau, Mary Lytle (9:04)

Present for the Administration: Dr. Hoffmann, Principal Carreiro, Dr. Caretti, Ms. Venditti

AUG 1 2:26PM

May

CALL TO ORDER

Chair Stewart called the meeting to order at 8:23 a.m.

AGENDA CHANGES

Superintendent's Evaluation

Vote to adjust last year's building project amount

Three-year TLCR Building Repair Project List

CITIZENS SPEAK – None

PRIORITY BUSINESS

FY 12 Final Expense Review

The School Committee reviewed the end of the year expense report which was a one-page summary indicating the balance of \$.77. Principal Carreiro noted that a little over \$2,000 was returned to the town from a late payment from Brewster for a special needs student.

School Committee members discussed line items and encumbrances. Principal Carreiro explained the budget process beginning with a meeting with the Superintendent in the beginning of October, teachers' requests due by late October, budget amounts received from the director of finance and operations, which is all compiled. Dr. Hoffmann noted that occasionally you have to go before the Finance Committee or Selectmen to explain an unanticipated expense. Various line items were discussed such as preschool transportation, long term substitutes, and the cafeteria account.

Principal Carreiro informed the committee of a potential impact on the FY13 budget due to an outside placement and splitting the cost of the placement with the Town of Eastham because of a custody agreement. Dr. Caretti indicated that was a state placement and she will get an official notice stating this is a split cost for the towns. Transportation and tuition amount is approximately \$40,000. Principal Carreiro indicated she would bring forward a plan in September as to how to pay for the Orleans portion in the FY13 budget. Ms. Guzzeau wondered if at some point each town allocates money into one fund for out placements. Revenue sources were discussed such as school choice and circuit breaker money.

Participation in school choice was discussed. The committee voted to open the application period for another week for grade four.

MOTION:

On a motion by Gwynne Guzzeau, seconded by David Abel, it was voted unanimously to open grade four school choice for two seats and close it on Friday August 3rd.

Electricity was discussed and Mr. Abel asked if energy conservation had been discussed with Cape Light Compact. Principal Carreiro indicated she would contact Cape Light Compact. Mr. Abel also suggested calling Ron Collins at the Town Hall and if he could not help then Mr. Abel indicated he would volunteer to do the assessment. Billing for the Preschool was discussed and as well as why it is called tuition. It was noted that Dr. Maggie Mack is the Preschool Director for the district and staff and expenses are paid for collectively. (Union 54 Program) The Integrated preschool program is opened for students with special needs and also includes community friends.

Playground maintenance was mentioned and it was indicated that this would not be needed this year but would be next year, which will be a minimal cost. The company has given the school a maintenance binder and the money saved in the playground account will cover Orleans for a while. Approximately \$1,000 per year will be needed to replace wood chips.

The budget format, encumbrances, anticipated costs, salaries and utilities costs were discussed. Ms. Vendetti indicated she will provide a draft of a variance report of the monthly expenditure report. Budget transfers were discussed and it was the consensus of the committee to eliminate the practice, as they would much rather see where the encumbrance is too high or too low. Ms. Vendetti indicated the committee and administration should monitor the bottom line. She also indicated with three years of information they should be able to see the trends in each account. Mr. Abel would like to see the budget, actual and variance indicated in monthly reports.

Chair Stewart cautioned the committee not to over analyze the budget as there are always unanticipated costs. The committee indicated that Principal Carreiro did a good job with the allocated funds. Principal Carreiro indicated that she has purchased a lot of science materials with the current year's money. She also indicated the cafeteria floor is being refinished and the entry way may be carpeted. She also noted the gymnasium has been completed. She will send the committee an overview of what has been purchased and what has been done to the building over the past few months. Some of the projects that were in FY13 budget will be covered by the town. (See TLCR Report) Copy paper was pre-purchased as well as supplies and postage with end of year money. Smart boards and in focus machines were purchased. Capital equipment purchases were discussed and defined. Principal Carreiro stated that \$16,000 in the Capital Account is for security for the building as the present equipment is antiquated and must be properly updated. In the future people will be "buzzed in" to the building. This will be brought to the School Committee prior to any purchases for their review and approval.

Science curriculum and materials purchased to support the new frameworks were discussed. It has yet to be decided as to how often students will receive science instruction and may vary by grade level. Science activities provided by outside agencies will be part of the enrichment program.

Email Addresses

The Committee decided to use the Nauset Email and requested that the email addresses not be included on the website.

Superintendent's Evaluation

Dr. Hoffmann reviewed the forms from the Department of Education. He indicated that the Superintendent completes a self-evaluation and submits it to all school committee members. He

indicated he will work through the school committee chairs as well as the chair of Union 54. A meeting will be held with the chairs to decide what is most important and what elements they should be collecting evidence on for the evaluation. The Superintendent asked that the committee review the process for the September school committee meeting. Dr. Hoffmann also brought up the concept of "Smart Goals." (S = Specific and Strategic, M = Measurable, A = Action Oriented, R = Rigorous, Realistic, and Results-Focused, and T = Time and Tracked) The process of the evaluation was discussed and it was suggested a separate meeting be set aside to evaluate the Superintendent. Dr. Hoffmann noted in the second year of the evaluation there will be staff feedback. Dr. Hoffmann will prepare a timeline for the school committee members.

Gwynne Guzzeau had to depart at 10:25 a.m.

Building Maintenance Project Plan

\$37,000 was allotted for Capital improvements.

\$20,000 estimated for doors and the actual cost was \$20,779

\$17,000 estimated for freezer and the actual cost was \$14,872.20

Motion:

On a motion by David Abel, seconded by Mary Lyttle, it was voted unanimously to approve the slightly adjusted cost for each item, sign and return to David Withrow, Town Accountant.

TLCR Building Repair Plan Review

A summary of the plan was placed in school committee packets. It was noted for the first year funds have been set aside in the Town's budget to begin repairs. Principal Carreiro spoke to the report. The report is broken down for a three-year period. She indicated she will meet with Ron Collins who will oversee the projects to talk about procedures. A discussion regarding replacing carpet with tile, noise complaints and allergies ensued. Mr. Abel also mentioned that all the toilets in the bathrooms are non-compliant with current code. He requested that Principal Carreiro get back to the school committee when details are provided on the items as the committee wants to be kept well informed along the way on all projects, especially the water issues and toilets.

The HVAC system was discussed. Mr. Abel would like a report on that before any purchases are made. He felt this could save \$10,000 - \$15,000 per year on gas. Principal Carreiro indicated the list was prepared by Ron Collins. Mr. Abel wants to be sure the school committee is included in any discussions. Principal Carreiro will invite Ron Collins to a school committee meeting to present his plan. Mr. Abel also inquired about the age of the water heater.

Playground

Chair Stewart and Principal Carreiro reported on the progress of the playground. It was the consensus of the committee to put in a 200 amp locked box which will cost about \$300 per month and will be paid for by the playground budget. NSTAR needed school committee approval as it will have a separate meter and account number.

Motion:

On a motion by David Abel, seconded by Mary Lyttle it was voted unanimously to authorize the inheritance of the new 200 amp meter for the playground for permanent electrical use.

It was noted the Community Playground Build Project is September 26-30 and all are invited to volunteer their talents. It was suggested that the volunteer form be placed on the website.

Enrollment to date -

K – 17, 17

1 – 15, 16

2 – 16, 15

3 – 19, 19

4 – 13, 13

5 – 15, 15

Approval of Minutes

On a motion by Mary Lyttle, seconded by David Abel, it was voted unanimously to approve the minutes of June 18, 2012.

Adjournment

On a motion by Mary Lyttle, seconded by David Abel it was voted unanimously to adjourn the meeting at 10:50 a.m., subject to payment of bills.

Respectfully submitted,

Ann M. Tefft