

ORLEANS SCHOOL COMMITTEE

Monday, December 17, 2012

APPROVED
13 MAR 22 1:40 PM
JCDun, Asst
ORLEANS TOWN CLERK

Present for the Committee: David Abel, Eric Ehnstrom, Gwynne Guzzeau, Mary Lyttle,* and Josh Stewart (*Mary arrived at 3:45 PM).

Present for the Administration: Dr. Richard Hoffmann, Principal Diane Carreiro, Giovanna Vendetti

CALL TO ORDER: Chairman Stewart called the meeting to order at 3:32 PM.

CITIZEN SPEAK: John Hodgson spoke up to Dr. Hoffmann, offering the services of a contact he has: the man is a Secret Service Agent, who specializes in risk assessment of schools, and he is willing to come in and volunteer his time to do a risk assessment of this school and put together any kind of safety plan that may be needed. This also includes any services needed at the middle school and the high school. Dr. Hoffman can and will contact John for further information.

ADMINISTRATOR'S REPORTS

Principal's Report: Principal Carreiro recognized retired teacher and volunteer, Joan Sutton, for the time she donated in assisting teachers by conducting reading support groups for the first and second grades. Diane also recognized the retirement of librarian, Kathy Lennox and cafeteria employee, Marie Casey, effective at the end of December, 2012. Jen Lyons, an ESL teacher, was also recognized for her dedicated efforts to OES as she is moving on to a new position in Harwich.

Diane then gave a quick update on remaining Christmas programs going on within the school and participating events within the community.

Test Assessment: She then explained the DIBELS program which measures different areas in reading and fluency. There is a new version called *DIBELS Next* which will be starting up online. The Town Report is due on January 4th so everyone is busy working on that. There will also be a surprise "Thank You" message put in the Cape Cod Times for all of the people who worked on the playground. This will be a full page, in color, with photos. Photos will also accompany the report to the Town, as per their request.

Regarding the latest tragedy in Newtown, CT, Diane reported that a letter went out to parents and teachers and a separate letter to staff. Diane has a meeting on Tuesday, December 18th with representatives from Tyco International Security, they do free campus and school assessments reviewing the current security system and business operations, and they make suggestions on how to improve the current system and integrate newer programs into what is currently operating.

Assistant Superintendent's Report: Dr. Hoffmann asked that this report be skipped due to the length and importance of the upcoming discussion on the budget.

Director of Student Services' Report: Dr. Ann Caretti described her attendance at a table top drill with administrators from Nauset High School. This drill was held at the Fire Department in Wellfleet and was attended by police and fire personnel from all of the towns in the Nauset area. The scenario presented was a shooter outside of the high school cafeteria. Presently, all plans are being reviewed.

Superintendent's Report: Dr. Hoffmann highlighted a few events:

1. He congratulated the fifth grade teachers and students for an amazing display at the Orleans Historical Society. The students built a village with building made out of clay, and it was truly amazing. Not only did the students use their artistic skills, but their historical writing skills were also combined, making this project unique.
2. As one of his goals this year, Dr. Hoffmann also reported that he is visiting all 7 schools going to School Council meetings as well as PTC meetings. He also congratulated Principal Carreiro on taking such an active role in these meetings, both of which Dr. Hoffmann attended recently.
3. School Safety Issue: We are also looking at what we can control and are actively looking for ways to improve our existing systems in all of the Nauset schools. Dr. Hoffmann is interested in meeting with Tyco Integrated Systems as well as the person recommended by John Hodgson. Dr. Hoffmann commended the staff for doing a great job in answering/psychologically assisting parents, teachers and students. Crisis plans are presently under review.

FY 13 Budget Update: Giovanna Venditti reviewed the FY 13 monthly expense and variance report. She pointed out a variance on line 3007, Substitute Secretary, explaining that there were unanticipated absences, and on line 3009, there is a review going on about Supplies in the General Office. ON LINE 3014 the variance almost doubled from the last report due to retirement of the librarian and another retirement of the ELL teacher, both with unencumbered funds.

Giovanna also explained variances on line 3016 (Instruct. Coordinators) and that of line 3085 (Special Needs Transportation) an adjustment will be made and this will be reviewed monthly.

Giovanna also explained the contract we have with the town for utilities, answering a question asked by David Abel. Dr. Hoffmann explained that there may be surpluses in some of these accounts.

FY 14 Budget Update: Dr. Hoffmann began by handing out the preliminary FY 14 budget and accompanying documents. He asked for the return of the FY 13 books, if anyone does not need them. He explained some new changes/increases regarding health insurance, information he received from the Town Hall's accounting office. Principal Carreiro then went on to explain the line items nos. 3001-3098. Gwynne requested that Diane let Maggie Mack, who was in the audience, invited as a guest to explain salaries and enrollment costs for the Pre-School Tuition, which is 17% of the program. Line #3088 Discussion ensued in the explanation of the difference of the salaries, based on enrollment, from \$88K to \$122,417, which represents an average amount over 3 years and accounts for the salaries for a total of 5.6 special needs students. Everyone agreed that this amount was high and the conversation ensued whereby members of the board were trying to figure out ways to get this salary cost down.

Since the tuition went up from \$80 per month to \$160 per month, and we are only able to collect approximately 65% of this, Eric Ehnstrom requested an analysis and recommendation to be presented at the January meeting for what a realistic charge per month would be.

At 4:50 PM Maggie Mack and Ann Carretti left the meeting.

Diane continued to explain the rest of the budget and noted that this is a preliminary draft.

Total Amount of budget: \$3,375,474.00 (increase of 5.02%).

FY 14 Capital Plan: Principal Carreiro started to explain the costs of building and facility maintenance for FY 14-FY18. These items included student lavatory faucet replacement; clock/time regulation system; building/facilities study and plan development; floor replacement; and door and window replacement.

Diane then went on to explain the handouts for the TLCR Report Projected Expenses and the Building/Facilities Maintenance Recommended Expenses for 2013-2014. She also explained that the school's boiler has been given top priority. The plan for the design phase will be completed soon, and actual installation is planned to take place as soon as warmer weather permits.

MOTION:

On a motion proposed by Josh Stewart and seconded by Gwynne Guzzeau, the original amount of \$25,000 was approved for the revised Building and Maintenance request for FY 14. All approved.

Security issues were then discussed, this subject being brought up by Gwynne. Diane explained that she will be meeting with a representative from Tyco International Security to discuss locks on the front doors, etc. David Abel suggested that the Board has an obligation to think carefully how does it work and that we need to make our case to Tyco and ask "what is your recommendation and why?" Dr. Hoffmann said that Wellfleet has a new security system installed last year; the Nauset Middle School's system was installed a year or so ago; Eastham has had it for a while, but it was not activated until today. Mary Lytle also mentioned that Stony Brook in Brewster has a buzz in policy.

Diane then explained the present system: there is a video system in four locations throughout the building that has to be at least 30 years old. The front door is unlocked all the time. There is no system in place presently to buzz people in. Parents, teachers and others are anxious to know as soon as possible what system we will be installing to protect the children and the staff. The point was made that the meeting with Tyco is of a fact finding nature and that the gentleman John Hodgson recommended also be contacted.

David Abel brought up the lack of response from Ron Collins regarding the boiler replacement. Since we are responsible for this, the following Motion has been requested:

MOTION has been requested to set up a Capital Improvement Committee for OES to look into the status of the Town's involvement with the installation of the boiler, and David Abel will chair this committee. The motion was requested by Gwynne Guzneau and seconded by Eric Ehnstrom. All approved.

SCHOOL CHOICE -has been tabled until the next meeting.

OTHER REPORTS AND INFORMATION

- Cape Cod Collaborative – no report
- Playground Committee – Josh reported that they are going into Phase II.
- Transportation: Eric had nothing to report.
- Policy Subcommittee: Gwynne announced that some time before the January meeting, you should be receiving the new Part A to the policy for review.
- Preschool Enrollment – Dr. Hoffmann reported that the only thing that has changed is that 2 new students with Special Needs come into the Wellfleet system.

For the next meeting in January, Administrators' Reports will not be on the agenda, due to the length and importance of the Budget discussions. However, reports will be included in the monthly packets.

APPROVAL OF MINUTES: MOTION made by Josh Stewart, seconded by Eric Ehnstrom, proposed by Gwynne Guzneau, to amend the minutes of November 19, 2012, to note that the committee voted to approve that the Lighthouse Charter School will provide an information sheet every year.

On a motion by Josh Stewart, seconded by Gwynne Guzneau, it was voted unanimously to adjourn the meeting at 6:45 PM.

Respectfully submitted,

Katie O'Connor, Recording Secretary