

ORLEANS SCHOOL COMMITTEE

January 28, 2013

Orleans Elementary School

APPROVED

Present for the Committee: Josh Stewart, David Abel, Gwynne Guzzeau, Mary Lyttle, Eric Ehnstrom  
Present for the Administration: Dr. Hoffmann, Principal Carreiro, Ms. Venditti  
Others: Dave Dunford, Brian Kavanaugh and Rick Siegel

13 MAR 22 1:40PM  
K. Dery, 0851  
ORLEANS TOWN CLERK

CALL TO ORDER

Chair Stewart called the meeting to order at 5:25 p.m.

AGENDA CHANGES

None

CITIZENS SPEAK

None

PRIORITY BUSINESS

Executive Session

Executive Session – The Committee was in Executive Session from 3:30 p.m. to 5:15 p.m.

Cape Cod Village

Bob Jones, former chair of the Region School Committee and member of the Orleans School Committee, addressed the committee on plans to develop Cape Cod Village, a residential campus for young adults with autism. Mr. Jones discussed the feasibility of securing the 3.5 acre land adjacent to the school for the site for the Cape Cod Village. Giselle Gauthier from the Housing Assistance Corporation and Director of Real Estate Development talked about the plans for the 3.2-3.5 million dollar project. The project consists of 4 houses, 16 residents, will employ about 50 full time people and will work with Cape Abilities. Joanne Kieffer spoke to the project as well. Ultimately Cape Cod Village would like the parcel as a gift or through a 99 year lease agreement.

Motion

On a motion by Gwynne Guzzeau, seconded by Eric Ehnstrom, it was voted unanimously to support the project with Cape Cod Village as proposed so that they can move forward with the next steps.

The Committee indicated they would like to see the management plan for the campus and would also like the project to be “a good neighbor.” Ms. Gauthier indicated that when they get into the design development that there will be a subcommittee and a member of the school committee will be part of the team. Ms. Gauthier indicated that George Meservey has given his approval to the project. It was requested that Cape Abilities send the committee something about the population that will be living there.

Food Service Presentation

Susan Murray, Director of Nutrition and Food Services, gave an overview of the status of the cafeteria program. Included in the report were meal and menu changes, healthier items, most popular lunches, POS system, goals, and ideas for continuing to improve the program. Dr. Hoffmann noted that costs have gone up for food and labor costs while participation has dropped.

### FY13 Budget Update

Giovanna Venditti reviewed changes in expenditures since the last monthly report. Principal Carreiro and Ms. Venditti will be working on a spending plan to encumber funds in the next few weeks. Principal Carreiro reported that approximately \$12-13,000 has been spent on security out of the operating budget. She also reminded the committee that there are five more months of school and there will be other expenses. Some of the unanticipated expenses included an office secretary out for an extended leave, two teachers on maternity leave, and emergency expenditures such as fixing the doors.

### FY14 Budget Update

Dr. Hoffmann reviewed the FY14 Orleans Elementary Budget gap spreadsheet with the committee. The potential increase in funding for the FY14 budget is being used to cover the dramatic increase in fringe benefit costs leaving no funds for increases in the operating budget. Discussion ensued relative to how the health care benefits costs have calculated along with the operating budget. Mr. Dunford indicated that Dave Withrow did a person by person analysis of the employees and found a number of retirements and a number of new hires, which placed more people on the rolls for getting health insurance. Chair Stewart felt this was more than a communication issue and that it was a change in operating procedure, noting that the past 7 budgets the school committee was given a percentage target goal based on last year, and it did not include fringe benefits. Schools are being asked to absorb that cost into the operating budget. It was suggested by Mr. Dunford that the schools use the saving from retirements and hiring of lower salary teachers to offset cost of fringe benefits.

The committee requested that Administration ask Dave Withrow to come to the next school committee meeting and explain the \$858,000 in benefits cost for 2013-2014.

Principal Carreiro indicated that she has a potential reduction list. The committee decided to schedule another budget meeting for February 11<sup>th</sup> to discuss the budget gap and reductions.

### Capital Improvement Plan

Mr. Ehnstrom indicated that Orleans did not have anything in the town's capital plan as written on the town's website. Dr. Hoffmann indicated that he thought \$25,000 was included for Orleans. (\$87,000 was requested and \$25,000 was in Mr Kelly's financial plan from the fall) Principal Carreiro stated they usually get some funds and thought perhaps because the school is getting a boiler project that nothing else is being considered.

Mr. Abel suggested that we have some money for a HVAC system review as the TLCR report is not very detailed.

### School Choice

On a motion by Gwynne Guzzeau, seconded by Mary Lyttle, it was voted unanimously to table the school choice agenda item until February 26<sup>th</sup>.

### Superintendent's Mid Cycle Review

The Superintendent reviewed the process that will be used for evaluation this year. He also reviewed his goals and the forms that will be used for the formative assessment scheduled for the Joint School Committee meeting on January 31, 2013. Gwynne Guzzeau asked if the state approved the

Superintendent's evaluation tool. Dr. Hoffmann told the committee that the Department of Elementary and Secondary Education's initial plan was to review the Superintendents' evaluation documents but have decided they are not going to do this. The Superintendent contacted Dr. Claudia Bach at the Department of Elementary and Secondary Education relative to the number of elements for the evaluation tool and she indicated Nauset's plan was fine. The Superintendent will share her telephone number with members if requested.

#### Policy Update

Gwynne Guzzeau presented Section A of the Policy Manual as revised by Jim Hardy from MASC and the Policy Subcommittee.

Motion:

On a motion by Eric Ehnstrom, seconded by David Abel, it was voted unanimously to approve "in form" for a first reading Section A of the Policy Manual.

#### Other Reports and Information

Update on Capital Plan – David Abel indicated he will speak to Ron Collins regarding the facility plans. If they don't do certain projects, there may be funds for double pane windows to replace the single pane windows, as well as the heating system.

Cape Cod Collaborative – no report

Playground – Josh Stewart indicated they were finishing up the project and are looking for a design architect to create a master plan to develop the open spaces in a fun way.

Transportation – Eric Ehnstrom reported that the subcommittee met and they are working on an analysis of cost differentials between the two tier and three tier systems.

#### Approval of Minutes

On a motion by Gwynne Guzzeau, seconded by David Abel, it was voted unanimously to approve the minutes of the December 17, 2013 meeting.

#### Adjournment

On a motion by David Abel, seconded by Gwynne Guzzeau, it was voted unanimously to adjourn the meeting at 8:28 p.m.

Respectfully submitted,  
Ann M. Tefft

Included in the packet: Case Statement from Cape Cod Village, Food & Nutrition Services Mid-Year Report, Monthly Expenditure Reports, FY14 Orleans Elem. Budget Combined, FY14 Cut Recommendations, Supt. Evaluation Process – Mid Cycle Review, Principal's Report, Assistant Superintendent's Report, Report from Dr. Ann Caretti, Technology Workshop Offerings, Minutes of November 19, 2012, and Minutes of December 17, 2012.

