

CMay
APPROVED

ORLEANS SCHOOL COMMITTEE

March 18, 2013

Orleans Elementary School, Music Room

PRESENT FOR THE COMMITTEE: Josh Stewart, David Abel, Gwynne Guzzeau, Mary Lyttle, Eric Ehnstrom

PRESENT FOR THE ADMINISTRATION: Dr. Richard Hoffmann, Principal Diane Carreiro and Giovanna Venditti

OTHERS: John Hodgson, Board of Selectmen – Town of Orleans

I. CALL TO ORDER/AGENDA CHANGES: Chair Stewart called the meeting to order at 3:31 PM. AGENDA CHANGES: None

II. CITIZENS SPEAK: Judy Suchecki, one of the kindergarten teachers, along with Jessica Murray, also a kindergarten teacher, made a presentation to the Board requesting a third kindergarten class. Judy stated that the projected number of children for the upcoming 2013-2014 school year would be 46, resulting in 23 children per class as it now stands. This is far too many children for the two kindergarten teachers to handle and a reduced class size is important. Chairman Stewart said the discussion on a budget for another teacher and educational assistant would come up for discussion during the FY 14 budget update.

III. RECOGNITIONS: Krisha Adikari, a fifth grader in Mr. Peterson's class, was in attendance and read her poem. She was the winner of the Poetry Contest called "A Celebration of Poets" and there were thousands of entries throughout the United States. Truly an insightful student.

IV. PRIORITY BUSINESS:

A. Administrators' Reports

1. Principal's Report: Diane Carreiro reported on kindergarten registration, projected enrollment information, security funding updates (funding was approved for Phase 1, final amount not specified but in the \$20K range), leveled reader book establishment, preparations for the new all school read project, the furnace design phase, expanded health and wellness initiatives and update School Choice information.
2. Assistant Superintendent's Report: Dr. Hoffmann asked the Board to please read this report, but he brought particular attention to the **District Writing** initiatives. Martha Jenkins is leading these sessions and the district Writing Committee will use this information to solidify the district writing processes and protocol.
3. Director of Student Services: The special education department has set up information sharing meetings. These meetings occur during the first week in April. A survey on civil rights was also conducted. All students must have comparable facilities and have access to a full range of education programs regardless of disability, race, color, gender, religion, homelessness, sexual orientation and gender identification.
4. Superintendent's Report: Dr. Hoffmann told the Board that he was privileged to read a book to the kindergarten class of Mrs. Murray called "Ish." He also reported that he had

attended a seminar during the February vacation on educators evaluations and it was a good feeling to know that the Nauset School System does, in fact, have training sessions for the teachers. Online testing was also discussed. Safety issues and crisis plans were updated and Dr. Hoffmann feels that the district is doing as much as they can. He thanked the Eastham police department and their involvement in the Nauset school district.

- B. FY 13 Budget Update:** Giovanna reviewed the FY 13 monthly expense and variance report and provided an update on the FY 13 Spending Plan. Everything seems to be going along as planned.
- C. FY 14 Budget Update:** At last month's meeting a vote was taken to ask Principal Carriero to make reductions to the operating school budget, which she did at the rate of 2 ½%. Total amount of reductions: \$80,983.00. Gwynne Guzzeau then spoke up to the parents in the audience, bringing to their attention that there will be two seats open on the Board as she and Mary Lyttle will be leaving as their terms are up. Gwynne asked the audience to please think of running for these positions. Deadline for applying is April 1, 2013.

Discussion ensued as to the need for a line item for the cost of benefits. It was suggested that the benefits number be included as a footnote rather than a line item in future budgets. John Hodgson said that this figure should be incorporated into the school's budget as it is an important piece of the budget. Mary Lyttle suggested that each month Dave Withrow, town accountant, send over the figure and at least it would be in the packet to review and discuss.

The Committee discussed the TLCR money, Capital Outlay and potential funds leftover at the end of the year. A third classroom is the only outstanding item regarding this budget. All of the Board agreed that the Town has been extremely generous with money allocated to the school.

Diane then explained her thoughts on hiring a third kindergarten teacher and an educational assistant: If there were 42 children with 2 classrooms it would be 21 children per class; if there were 3 classrooms, 14 children per class. If there were 46 children, 2 classrooms of 23 children and with 3 classrooms, there would be 15-16 children per class. Salaries for a teacher and an educational assistant would be as follows:

Kindergarten Teacher with a Step 5 Masters Degree: \$55,000

Educational Assistant 3 hrs per day would be: \$25,000

\$80,000 per year

The \$80,000 is not in the FY14 budget. A suggestion was made by Mrs. Murray to hire someone with a bachelor's degree which would decrease the cost. Conversation continued whereby the policy of the school is that there be no more than 14-17 students per class.

Gwynne Guzzeau recommended that a vote be taken to reaffirm this class size policy.

A MOTION was made by Mary Lyttle, seconded by Gwynne Guzzeau to approve the 2014 budget dated 3/7/2013 to read \$3,374,491,491 (added \$80K to original figure of \$3,294,491) ,

Chairman Stewart proposed an amendment to the motion whereby the amount of \$80,000 be added to the 2014 budget to hire a third kindergarten teacher and an educational assistant. All were in favor, and the Vote passed unanimously.

- D. Update on Capital Plans:** David Abel updated the Board on the facility maintenance plan. He has been working with Ron Collins. John Hodgson stated that it is unclear whether the money comes out of the school's budget that is for the repair of major items like the replacement of the boiler, or is it the Town's budget that is responsible? This work will be done in the summer and will hopefully be completed by the time school begins in September. Possible window replacements were also discussed and the Town has agreed to pay for them.

It was suggested that Diane write a letter to the Town and show that the Capital Outlay has been reduced from 85K to \$25K and include our request for an additional \$80K for the third kindergarten class.

A MOTION was made by David Abel, seconded by Gwynne Guzzeau and voted unanimously to make the changes as discussed for the building and facility maintenance request for \$25K for next year.

There was further discussion to get bids for an engineering group to come into the school and go through the building and come up with a list of facility issues that need to be repaired or replaced.

Security issues were discussed about manning a newly built office at the front of the building. Discussion ensued on how to handle the front entry system when the buzzer system is in place.

- E. Discuss Declaration of Surplus L and:** Cape Cod Village: Josh updated the Committee. Information is slow to come from Town Hall. It was recommended by the Town Administrator that we should take 6-9 months to better understand fully what needs to be done for us to make a decision. Town Counsel will be asked to advise us on legal matters. Eric suggested to "table it" until after the budget gets passed. There was discussion as to the definition of "surplus property." Gwynne also expressed her position to table this matter pending legal information.

V. OTHER REPORTS AND INFORMATION

1. Update on Capital Plan: already done.
2. Cape Cod Collaborative – no comments
3. Playground Subcommittee: Further maintenance is required, which will be done in the spring, when the weather gets warmer; twice a year maintenance should be done on the upkeep.
4. Transportation Subcommittee: Eric will meet in the very near future and let the Board know the results of his meeting.
5. Policy Subcommittee - no comment
6. Preschool Enrollment – no comment

VI. APPROVAL OF MINUTES

Approval of the minutes of February 25, 2012 -unanimous

VII. Payment of Bills – done

VIII. Adjournment was at 6:30 PM

