

ORLEANS SCHOOL COMMITTEE
Minutes of April 29, 2013
Orleans Elementary School, Music Room

APPROVED

Present for the Committee: Josh Stewart, David Abel, Gwynne Guzzeau, Mary Lyttle

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

I. CALL TO ORDER/AGENDA CHANGES: Chair Stewart called the meeting to order at 3:35 PM. AGENDA CHANGES: None

II. CITIZENS SPEAK – None

III. RECOGNITIONS

IV. PRIORITY BUSINESS:

A. **Administrators' Reports**

1. Principal's Report: Diane Carreiro reviewed the information in the packet as well as Arbor Day Events, PTC funded irrigation system, the newly hired Kindergarten teacher, and shared a Peace Poetry Production from students in Gr 5.
2. Assistant Superintendent's Report: Written report was given to school committee members in their agenda packet.
3. Superintendent's Report: Dr. Hoffmann reported that the Preschool classroom in Orleans will be moving to Eastham at the end of the year. The Superintendent also discussed technology and the appropriateness of teaching programming and computer building as part of STEM.

Chair Stewart indicated that in the summer the committee should think about their ideas and goals such as what and why we teach foreign language, technology and a longer school day.

- B. FY 13 Budget Update: Giovanna reviewed the FY 13 monthly expense and variance report with a balance of \$91,472 and provided an update on the FY 13 Spending Plan.

Principal Carreiro reviewed the Capital Plan. A question was raised whether or not the \$8,000 to study the HVAC system, \$25,000 for general repairs in the TCLR Report and if it is included, who controls the money? Chair Stewart indicated they need an outside opinion. Dr. Hoffmann recommended using \$8,000 of appropriated funds in FY13 to pay for the study and it was by consensus of the committee to follow the recommendation. There was some concern regarding \$20,000 of Phase 1, Door Entry Security. Chair Stewart indicated that the Orleans Finance Committee Chair, Gwynne Holden Kelly, indicated that the money was not actually voted and approved. Chair Stewart indicated that more money might have to be added to the operating budget in the future for capital outlay or capital projects if other funding sources are not forthcoming.

Discussion ensued about the need for continued communication with the Town Administrator, Board of Selectmen and Finance Committee about school needs, especially fringe benefit costs, capital outlay and larger capital needs. One question asked is what is the process after the school committee submits requests for capital outlay to the Town Administrator?

David Abel would like to see a draft of the scope of services for the HVAC study.
By consensus, the committee approved spending up to \$10,000 to do the study this year.

- C. FY 14 Budget Update: Principal Carreiro indicated she would check with the Town Administrator to see who would present articles at the Town Meeting. Dr. Hoffmann noted there may be a possible increase in transportation costs for special needs preschool children. A handout was suggested for Town Meeting outlining the breakdown of costs for the security article. Principal Carreiro indicated she would create the handout.

The Committee discussed who would address any questions at Town Meeting. Principal Carreiro agreed to speak to Mr. Kelly and get back to the school committee via email.

- D. Update on Capital Plan: The Capital Plan was approved that included:

1. TCLR – boiler/windows – will be on May Town Meeting
2. Capital Outlay - \$25,000? Rolled into TCLR?
3. Article 52 – Safety & Security

- E. Superintendent's Evaluation

The Superintendent reviewed the forms, process, and due date with the committee.

- F. Policy Manual – Section E & F

Gwynne Guzzeau reported that she was unable to attend the policy subcommittee meeting but members should have received the edited versions for review. It was noted that Section F was not given to the committee. Gwynne Guzzeau also indicated that Section B will likely need more detailed review and that wording must be flexible to allow broad interpretation by each town. This item was tabled until the May meeting.

- G. REPORTS AND INFORMATION

1. Update on Capital Plan: already done.
2. Cape Cod Collaborative – no report.
3. Playground Subcommittee: Chair Stewart reported that the DPW has been helpful cleaning the site of the fence and old timbers. Trash cans have been ordered. David Abel would like a separate container for recycling. David Hock working on the site improvement plan. The balance in the Playground accounts is approximately \$6,000.
4. Transportation Subcommittee: No report.
5. Policy Subcommittee - Completed above.
6. Preschool report in packet.

- V. APPROVAL OF MINUTES

On a motion by Gwynne Guzzeau, seconded by Mary Lyttle, it was voted 4-0, to approve the minutes of the March 18, 2013.

- VI. Payment of Bills – done

- VII. Adjournment – On a motion by Gwynne Guzzeau, seconded by Mary Lyttle, it was voted unanimously to adjourn the meeting at 5:20 p.m.

Submitted by Dr. Richard Hoffmann