

C. Mary
APPROVED

ORLEANS SCHOOL COMMITTEE

May 20, 2013

Orleans Elementary School, Music Room

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

PRESENT FOR THE ADMINISTRATION: Bonnie Gifford , Principal Diane Carreiro, and Giovanna Venditti

OTHERS: John Hodgson, Board of Selectmen – Town of Orleans and Jim Nowack

I. **CALL TO ORDER/AGENDA CHANGES:** Chair Stewart called the meeting to order at 3:34 PM. AGENDA CHANGES: Move the bulk of the reports to the end.

II. **CITIZENS SPEAK:** None

III. **RECOGNITIONS:** Diane Carreiro introduced the new kindergarten teacher, Laura Wright, who spent the past 5 years as a kindergarten teacher in Wellfleet. A warm welcome went out to her.

IV. **PRIORITY BUSINESS:**

A. Administrators' Reports were moved to the end of the agenda.

B. FY13 Budget Update: Giovanna Venditti, Director of Finance and Operations, reviewed the FY13 monthly expense and variance report. She also reviewed the end of year spending plan. It was noted that the HVAC Study should be renamed the *Facilities Building Study*. There should be a balance left of \$6,640 by June 30th and an outline of how Diane could utilize it was attached.

C. Discussion continued with Jim Nowack from the Board of Selectmen re: the Facilities Building Study. If under \$5,000, there are no quotes needed. David Abel will review some sort of a pro-forma study before anything is decided upon.

Cafeteria Year To Date activity was then explained by Giovanna. Bottom line is that there is a -\$3,000 variance from last year. Noted differences were the salary of the Director was not in last year's budget and there was an increase in food costs because of new regulations. David Abel suggested that the Director of Food Services, Susan Murray, issue us a report as to what works and what didn't work with the kids' eating habits. Guidelines are needed to assess the numbers. Giovanna then explained the Revolving Fund Report. Diane also suggested that the Health and Wellness committee get involved in writing some sort of report. Regulations were discussed, in particular over regulation rules through the district. It was suggested that Susan Murray be invited to a summer meeting.

- D. Update on Capital Plans: The Committee reviewed the status of the various Capital Plans: TCLR, Capital Outlay and Town Meeting Articles.
- E. Update on Cape Cod Village: Chairman Stewart explained to the Committee that as of this morning he emailed Town Planner, George Meservey with two questions: a) is the lot currently sub-divided?; b) if not what is the process we would have to go through to do so? Before Eric left his office he looked up and found that there is one large parcel of land and that the attorneys point was that there could be variances created. Bob Jones was invited to speak at this meeting and he gave an update as to where everyone stood regarding this property.

Josh will try and get together with a few of the other Board members and get a feel for the project. Bob would like to see a convergence of the school, the town, this committee and see where we are. If there is not access from 6A then this a moot point. Bob also informed the committee that there is a 4 acre parcel of land in Dennis but not really accessible. Also there is a parcel in East Harwich, however, neither of these two meet up to our needs such as this property here in Orleans. East Harwich is having severe zoning problems.

F. Policy Manual – Sections E & F (First Reading)

David Able made a Motion to approve Sections E & F (Support Services and Facilities) and Gwynne Gusseau seconded it. This passed unanimously. Current Nauset Policies are still in force until the completion of the manual and until the new policy is adopted in its entirety.

ADMINISTRATIVE REPORTS:

Principal's Report: Diane explained the calendar of events for the month of June. Lots going on! Diane also updated security plans.

Assistant Superintendent's Report: Bonnie Gifford discussed Educator Evaluation, Writing session guidelines and Title I.

V. OTHER REPORTS AND INFORMATION

1. Update on Capital Plan: Done
2. Cape Cod Collaborative: Done
3. Playground Committee: Diane covered in her report
4. Transportation Subcommittee: No Update
5. Policy Subcommittee: Highly recommended
6. Preschool Enrollment: Covered by Diane's report

VI. APPROVAL OF MINUTES: The minutes of April 29th 2013 were approved by Gwynne Gusseau, and seconded by David Abel. NOTE: "HVAC" study should be changed to "In Depth Facilities Study."

VII. PAYMENT OF BILLS: Completed

VIII. ADJOURNMENT – A motion to adjourn was made by Chairman Stewart at 6:25 PM.

There was then a thank you extended to both Gwynne Gusseau and Mary Lyttle by all of the Committee for their services on the OES School Committee. Gwynne has been on the Committee for 6 years and Mary for 12 years. A social followed.

Respectfully Submitted:

Kathleen D. O'Connor, Secretary

