

Orleans School Committee
August 26, 2013
Orleans Elementary School, Music Room

APPROVED
K. Collins Asst
ORLEANS TOWN CLERK
'13 OCT 31 2:11PM

Present for the Committee: Chair Stewart, Ginger Marks, David Abel, Ed Rohmer, and Eric Ehnstrom 4:30 p.m.

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

Others: Chief Scott MacDonald and Deputy Chief Douglas

Recognitions – None

Priority Business

Principal Carreiro and Ron Collins, Town Facilities Manager, updated the committee on the boiler replacement noting a September 20th completion date.

Giovanna Venditti indicated that she received from the facilities study from Habeeb and Associates and will share it with the subcommittee at their next meeting. The window project will go out to bid by Thanksgiving with replacement of windows occurring next summer. Ron Collins indicated he will bring a map of the building to the next meeting to show committee members where the 1957 windows are located. Ron Collins also indicated that the electric faucets were installed and met the Conservation Committee's goals.

The safety and security project was discussed. Chief MacDonald assured the committee that in the event of any threat; Orleans Elementary School will get a sound tactical response and would like the response to mesh well with the security that will be in place.

It was also reported that R.G. Vanderweil Engineers, LLP. had been awarded the bid for designing the security system. All companies that looked at the project suggested relocating the front entrance. It was suggested that a long term, comprehensive solution be looked at for the project. Chief MacDonald would like to balance the technology with personnel and stated that the entrance is a major problem. Principal Carreiro indicated it would take approximately 45 days to get a design which will bring us to November. She is speaking with the company to see if they can break the project into segments, doing some of the project earlier.

For clarification purposes, Chair Stewart indicated that the building subcommittee will report to the full committee and the full committee will vote. Dr. Hoffmann suggested the School Committee set parameters as to what the subcommittee can approve. (a certain dollar amount) David Abel suggested getting what is actually needed, waiting for the experts to indicate what is needed, and keeping the town informed.

Vanderweil Engineers will design the system based on the specifications from the RFQ which included; access, security checkpoints, visual, door locking, silent system, and windows. Dr. Hoffmann suggested obtaining more than one option for concept designs.

Motion: Giovanna Venditti read the motion – The consensus of the Subcommittee, based on qualifications as stated in the RFQ is to recommend engaging R.G. Vanderweil Engineers, LLP for the design for Orleans Elementary School security project pending negotiations. This motion was then formally made by Ed Rohmer and seconded by David Abel, which was voted unanimously (5-0).

Motion: On a motion by David Abel, seconded by Ginger Marks it was voted unanimously (5-0), to approve the creation of a building subcommittee with the following positions; Business Manager, Assistant Business Manager, Principal, Town Liaison (Ron Collins), 2 school committee members (Ginger Marks and David Abel), and a representative from the Police Department, as appropriate.

Administrator's Reports

Principal Carreiro reported on enrollment, current projects, technology upgrading, summer building projects, new teacher mentor training, programming, the recycling initiative a new salad bar, PTC website, Calmer Choice, Kindergarten Open House and the PTC luncheon for staff.

Mr. Ehnstrom inquired about the number of employees currently employed as compared to the number of employees included in the budget that was given to the Town. Principal Carreiro indicated that there is 1 science teacher that may or may not take benefits, and 2 educational assistants that do not receive benefits.

A discussion was held regarding the Grade 1 enrollment and class size. Presently there are 18 and 19 in each classroom. Ms. Nancy Waldron addressed the committee voicing the teachers concerns and stating she thought there was a policy that Grades K-3 could only have 12-17 students. Dr. Hoffmann indicated that the School Committee does not have a policy but referenced a guideline that was used in 2002-2003 and again in 2009 (Star Report). This was a recommended class size and not a policy. Principal Carreiro indicated that 4 new students enrolled in Grade 1 over the summer months. She also indicated that the educational assistants are certified teachers and are well trained. Dr. Hoffmann indicated that one educational assistant has already been hired to work in the classroom. It was suggested that this be budgeted for next year, if necessary. Mr. Ehnstrom reminded the committee that the school committee just asked the town for a 3rd Kindergarten teacher and, if voted, would have to go back to the town to ask for an additional First Grade teacher with classes of 12. Mr. Ehnstrom also noted that the Star Report recommended class size of 13-17, either way the committee cannot meet the guideline.

Chair Stewart reviewed the options for the committee – keep First Grade as is, 2 classrooms with 2 teachers and 2 educational assistants, add a third classroom, or wait to see what happens. Mr. Ehnstrom indicated this did not seem much of a crisis, as last year the committee was trying to increase the class size in Grade 4 by approving participation in School Choice because the classes only had 12 and 13 students.

It was the consensus of the committee to take no action at this time. Chair Stewart indicated they would move forward with the 2 first grades and with the half-time educational assistants in each classroom. The committee is willing to take another look at this if issues arise that warrant a second look. Chair Stewart also stated that the committee should consider establishing and formalizing a class size policy. It was suggested that this be on the next meeting agenda.

Superintendent's Report

Dr. Hoffmann reported on the Administrative Leadership Institute where topics such as strategic planning, technology visioning in grades 6-12, and student assessment were discussed. September 3rd is Opening Day for Staff with an 8:00 a.m. meeting at the Middle School for all staff to review goals and initiatives. September 4th is a staff development day to build on curriculum instruction and assessment. September 5th is opening day for students. The Superintendent's evaluation will be reviewed at a Joint Meeting on September 18th where a draft of goals will be presented. A subcommittee for the interim Superintendent evaluation has yet to be formed.

FY13 Final Expense Review

Ms. Venditti reviewed the final expense report with the committee. She let the committee know that the building facilities report had just been received and reported that \$2,155 was returned to the Town. She reviewed the cafeteria revolving report noting that participation is down about 21%, revenue is down, and expenses were down, leaving a net loss of \$3,595. Ms. Venditti indicated that the Food Service Director will be present at upcoming meetings. Discussion ensued relative to foods being served and nutrition. The Committee would like to have an Executive Summary at the next Joint Meeting recapping last year; what worked, what did not work and plans going forward.

Mr. Ehnstrom questioned the end of year spending of \$15,000 for flooring. Ms. Venditti indicated that end of year spending was completed and with the remaining funds, it was decided to repair the flooring. Mr. Ehnstrom questioned the spending of the money instead of returning it to the town. He suggested the committee have a policy that if we get to the end of the year, money go back to the town to promote goodwill. When the school committee goes to the town for funds, they would be more apt to give it to us. Mr. Abel stated that when the committee has a blueprint of the capital expenses, that the end of year money could be spent on capital. It was suggested that a list of capital projects be compiled.

Discussion was held regarding the replacement of the cafeteria manager, presentation of meals, and improving the quality of lunches. Orleans would consider paying more for a cafeteria manager but cannot because of Union affiliation.

Chair Stewart indicated that the discussion on "goals" needed to be tabled. A meeting was set for Friday, September 20th at 4:30 p.m. to discuss that topic only.

On a motion by David Abel, seconded by Eric Ehnstrom, it was voted unanimously, (5-0) to adjourn the meeting at 6:25 p.m., subject to payment of bills.

Respectfully submitted,

Ann M. Tefft, substitute recording secretary

