

C. May

APPROVED

TOWN OF ORLEANS  
TOWN CLERKS OFFICE

NAUSET PUBLIC SCHOOLS

Joint School Committees - Meeting of January 28, 2010  
Held at the Nauset Regional Middle School

10 JUL 16 AM 11:20

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Chair Steve Jones.

ROLL CALL:

Brewster: Marie Enochy, Stephen Jones, John O'Reilly, David Telman  
Eastham: Sean Fleming, Wendy Frazier, Ann Crozier, Laura Freeman, Joanna Stevens  
Orleans: Gwynne Guzzeau, Mary Lyttle, Josh Stewart  
Wellfleet: Terri Frazier, Mort Inger, Jill Putnam, Peggy Donoghue (Absent: Jan Plauze)  
Region: Sarah Blackwell, Ed Brookshire, Marie Enochy, Bob Jones, Jon Porteus, Fred Walters  
and Jean Souther (Absent: Jennifer Rabold, Pam Jordan)  
Administration: Richard Hoffmann, Gail Briere, Hans Baumhauer, Ann Caretti, Kathy Schrock, Greg Baecker,  
Tom Conrad, Sue Helman, Diane Carreiro, Mary Beth Rodman and Keith Gauley

At this time Chairman Jones asked that the Committee have a moment of silence after the passing of Paul O'Connor, a stalwart advocate for the children in the Region.

CITIZENS SPEAK – None

PRIORITY BUSINESS –

Central Office Budget Review

The Central Office Budget Subcommittee met two or three times and scrutinized each line item in the Central Office budget. Dr. Hoffmann hoped the Committee would consider voting to approve a bottom line number for the Central Office, then that piece of the budget would be firm for the four towns.

Announcements

Dr. Hoffmann announced that the Central Office budget was reduced by \$67,000. He is restructuring the position of technology coordinator and has reduced that position to 160 days. This will be a major impact on schools, leadership and planning, as well as purchasing of hardware/software and data management training. Kathy Schrock is an outstanding employee and the difficult decision did not have anything to do with the quality of services. Dr. Hoffman reminded the Committee, when you reduce hours, you do not get 100%.

Dr. Hoffmann also announced the retirement of Gail Briere, Assistant Superintendent. Her exceptional leadership for the Nauset Public Schools in curriculum instruction, professional development, grant writing, as well as her visionary and practical expertise shall be sorely missed.

Personnel Coordinator, Marcia Templeton is retiring in June. Dr. Hoffmann is planning on restructuring that position and will take on some of the personnel duties. He also told the Committee that the Central Office team would be reducing work hours. He made the commitment to cut \$67,056.

Chairman Jones questioned the contracted services line item for \$15,000 for support of software. It was indicated that the old system cost \$10,000 for support. This support is needed for updates as well as technical support. Purchase orders are presently being submitted through this software and it is the intention to have some personnel accruals for staff processed through this software as well.

On a motion by Jean Souther, seconded by Bob Jones, it was *voted to approve* the Central Office budget as presented. Revised figure = \$1,204,167.

Region voted: 7 ayes, 1 opposed and 2 not voting

(M. Enochy voted against. Not voting: Bonnie Nunheimer and Dion Dugan)

Union 54 vote: 11 in favor and 1 opposed (Chairman Jones voted against.)

Chairman Jones stated that after the power point presentation showing the total amount that needs to be reduced, he cannot vote for the Central Office budget until he knows what happens in Brewster.

Strategic Planning

Dr. Hoffmann reviewed the vision statement with the Committee. Jim Hardy, MASC Consultant will be at the April

8<sup>th</sup> meeting. Dr. Hoffmann reviewed the preliminary work in creating a strategic plan. (steering committee, internal and external stakeholders, collection of data, adoption of themes and goals)

School Calendar

On a **motion** by Ms. Enochy, seconded by Jean Souther, it was **voted unanimously** by Brewster School Committee, Eastham School Committee, Orleans School Committee, Wellfleet School Committee and the Nauset Regional School Committee to approve the 2010-2011 School Calendar.

Executive Session

On a **motion** by Chairman Jones, seconded by Bonnie-Jean Nunheimer, it was **voted** by roll call vote to go into Executive Session at 7:26 p.m. for the purpose of discussing strategy with respect to collective bargaining. Chairman Jones announced that the Committee would return to open session for approval of minutes.

On a roll call the vote was as follows: Marie Enochy-aye, Stephen Jones – aye, John O'Reilly-aye, David Telman – aye, Sean Fleming – aye, Wendy Frazier - aye, Ann Crozier – aye, Laura Freeman – aye, Joanna Stevens – aye, Gwynn Guzneau – aye, Mary Lytle – aye, Josh Stewart - aye, Terri Frazier – aye, Jill Putnam – aye, Peggy Donoghue –aye, Sarah Blackwell – aye, Ed Brookshire – aye, Marie Enochy – aye, Bob Jones – aye, Jon Porteus –aye, Fred Walters - aye

Approval of Minutes

On a **motion** by Ms. Enochy, seconded by Ms. Nunheimer, it was **voted unanimously** to approve the minutes of the December 3<sup>rd</sup> meeting as corrected. Dion Dugan arrived late and Fred Walters was present for the Orleans Committee.

ADJOURNMENT

On a **motion** by Jon Porteus, seconded by Bob Jones, it was **voted unanimously** to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Ann M. Tefft  
Recording Secretary

APPROVED

NAUSET PUBLIC SCHOOLS  
Joint School Committees - Meeting of April 8, 2010  
Held at the Nauset Regional Middle School

MINUTES

CALL TO ORDER

The meeting was called to order at 7:06 p.m. by Chair Steve Jones.

ROLL CALL:

Brewster: Steve Jones  
Eastham: Joanna Stevens, Laura Freeman, Ann Crozier  
Orleans: Gwynne Guzneau, Mary Lyttle, Fred Walters  
Wellfleet: Jan Plaue, Terri Frazier, Mort Inger, Jill Putnam, Peggy Ward -Donoghue  
Region: Bob Jones, Dion Dugan, Greg O'Brien, Jon Porteus, Jean Souther, Fred Walters  
Administration: Richard Hoffmann, Gail Briere, Hans Baumhauer, Ann Caretti,  
Kathy Schrock, Marcia Cameron, Tom Conrad, Denise Fronius, Keith Gauley,  
Sue Helman, Diane Carreiro, Mary Beth Rodman

CITIZENS SPEAK - None

PRIORITY BUSINESS

Discuss Strategic Plan -

Mr. Jim Hardy from the Massachusetts Association of School Committees gave a presentation to the committee on developing strategic plans with an emphasis on incorporating goals into primary objectives. He reviewed a series of slides with the committee entitled, "Strategic Planning - Why, How, When." He suggested that the committee begin with a "SWOT" analysis, examining strengths, weaknesses, opportunities, and threats. The goal, which needs a timeframe, would be to develop strategies to address goals for if and when funds become available. This plan could be used to drive all the school improvement plans and school councils would know what the district is doing while everyone works toward the same objectives. The plan should serve as a guide for the district and needs input and opinions from various groups and stakeholders such as teachers, students, parents, and representatives from each town. He also emphasized that data sources should be agreed upon, in advance of the process.

The Wellfleet School Committee members shared their "visioning process" with the group which was initiated as a response to comments suggesting a lack of communication and accountability. Sky Freyss-Cole was the facilitator of a lively discussion with many members of the community in attendance, with the end result being a broadening of perceptions, clarifications, communication, volunteers and better use of community resources.

Ms. Guzneau of the Orleans Committee thought this self-analysis would help school committees in the district function better and feel more confident about decisions that are made. Mr. Hardy informed the committee that they could have a facilitator from MASC at no charge, because they are members, to begin the process.

Dr. Hoffmann thanked Mr. Hardy for his presentation and felt it would be a unique process for Nauset with its four individual communities and noted the need to recognize the uniqueness of each town.

Mr. Bob Jones asked that this item be placed on the agenda of the Joint School Committee meeting in June. He questioned how stakeholders would be invited and asked that committee members think about this for the May 13<sup>th</sup> meeting.

Award Bus Contract -

The Brewster School Committee did not have a quorum, so they will have to vote the transportation contract at their next meeting on April 15<sup>th</sup>.

Mr. Baumhauer addressed the committee with a recap of what the Transportation Subcommittee has done to date. The Subcommittee recommended that the contract for regular day transportation contact be awarded to First Student, Inc. and the special needs contract be awarded to the Cape Cod Collaborative.

Brewster – no quorum

Eastham – Joanna Stevens – aye, Sean Fleming – aye, Ann Crozier – aye, Laura Freeman – aye, Wendy Frazier – aye  
The motion was approved in Eastham.

Orleans – Gwynne Guzneau – aye, Mary Lyttle – aye, Fred Walters – aye  
The motion was approved in Orleans.

Wellfleet – Jan Plaue – aye, Terri Frazier – aye, Mort Inger – aye, Jill Putnam – aye, Peggy Ward-Donaghue – aye  
The motion was approved in Wellfleet.

Region – Dion Dugan – aye, Bob Jones – aye, Jon Porteus – aye, Jean Souther – aye, Fred Walters – aye,  
Greg O'Brien – aye

The motion carried.

#### Superintendent's Evaluation –

Dr. Hoffmann shared the evaluation process and tools for the Superintendent's evaluation. He indicated that committee members fill out the evaluation form and submit it to the chair of their committee. The chairs of the committees then consolidate the evaluations and turn them into the chair of the Union committee, Mr. Inger, who in turn, meets with the Superintendent to discuss the results. The results are then brought to the Joint Committee meeting on May 13<sup>th</sup>. (time line was included in school committee packets) Mr. Inger asked that committee members make comments to give the results relevance. Dr. Hoffmann will also have the evaluation form emailed to the committee for those who wish to complete it on line. He will also be sending committee members two supporting documents, one listing goals and priorities, noting that he set the bar high. The other document indicates what progress is being made. He will also send his portfolio in a PDF file.

#### Policy Subcommittee – no report

#### Transportation Subcommittee

Mr. Dugan reported that the subcommittee is staying together to further review a 2 tier system by changing start times at schools. It will be an ongoing process to save money by making adjustments.

#### Sustainability Subcommittee

Mr. O'Brien reported that the subcommittee will be looking at the revenue and expense template. He indicated they need representatives from every constituency in the community. Mr. O'Brien reviewed the background and rationale for the sustainability subcommittee. He also welcomed the participation of the elementary schools. Mr. O'Brien thought that the teachers' union, administrators, and towns will appoint members. Parents and community members are also to be included on the committee. The committee should be formed in the over the next month and then will report back to the School Committee with ideas for next year's budget. Mr. O'Brien asked that committees put this on their agendas and choose a member for the subcommittee. The subcommittee would meet once a month. Ms. Guzneau thought any kind of conversation about this is important as we have to look at not just the budget but at the values of the system. State representatives, town officials, and MASC could also be a good resource. Mr. O'Brien will draft a letter to send out. It was stated that this will be a free-standing committee that will bring back reports and information to the school committee. No public notices necessary.

Ms. Guzneau commented that this needs to be done for all towns and for all schools. It is important to create a vision so that costs are understood. Mr. O'Brien stated that whatever happens at the middle school and high school effects the elementary schools. Mrs. Plaue thought the elementary schools should try to have a similar dialog. The elementary schools have no revenues as they have a different kind of financial system. Mrs. Plaue suggested Ms. Guzneau get the elementary committees together.

#### Negotiations Subcommittee

The former Negotiation Subcommittee members were: Marie Enocht, Joanna Stevens, Mary Lyttle, Jan Plaue, Bob Jones, and Bonnie Nunheimer. Ms. Nunheimer is not running for re-election. At the next meeting the Nauset Region Committee will have to decide on another member. Discussion ensued on who should and should not be on the Negotiation Committee weighing conflict of interest.

**JOINT SCHOOL COMMITTEE**  
**Meeting of May 13, 2010**  
**Held at the Nauset Regional Middle School**

**APPROVED**

The meeting was called to order at 7:03 p.m. by Chairman Stephen Jones

**ROLL CALL:**

Jennifer Rabold, David Telman, Sean Fleming, Ann Crozier, Joanna Stevens, Mary Lyttle, Josh Stewart, Fred Walters, Terri Frazier, Mort Inger, Jill Putnam, Sarah Blackwell, Dion Dugan, Bob Jones, Bonnie-Jean Nunheimer, Jon Porteus, Jean Souther, Greg O'Brien arrived late

**AGENDA CHANGES**

The committees will be updated on the search for an Assistant Superintendent.

**CITIZENS SPEAK**

Mark Mathison, member of the Executive Board of the NEA, addressed the committees indicating how much their negotiating team appreciated the tone and demeanor at the meeting held with the School Committee Negotiating Team. He also indicated that a proposal was given to the negotiating team and hoped all parties could come up with solutions to obtain common goals. It was his hope that positive dialog will continue.

**SUPERINTENDENT'S EVALUATION**

Mort Inger, Chairman of Union 54 reviewed Superintendent Evaluation process. The Superintendent received an overall score of 8.1, which is very good. Accolades and areas that need improvement were mentioned. Dr. Hoffmann reviewed his first year with the Committees, thanked everyone for their feedback and constructive comments and indicated he was honored to be their Superintendent.

**UPDATE ON ASSISTANT SUPERINTENDENT SEARCH**

Dr. Hoffmann indicated that there were 39 applicants and 8 interviews for the Assistant Superintendent. On May 24<sup>th</sup> the three finalists will spend a day in Nauset visiting Orleans Elementary School, Nauset Middle School, and Nauset High School. In the late afternoon they will be interviewed in a "round robin" fashion by teachers, principals, and school committee members.

**EXECUTIVE SESSION**

On a roll call the vote was as follows to go into Executive Session at 7:15 p.m. Chairman Stephen Jones indicated the Committees would not return to regular session:

Brewster: Jennifer Rabold – aye, David Telman, – aye, Chairman Jones – aye

Eastham: Sean Fleming – aye, Ann Crozier – aye, Joanna Stevens – aye

Orleans: Mary Lyttle – aye, Fred Walters – aye, Josh Stewart – aye

Wellfleet: Mort Inger – aye, Terri Frazier – aye, Jill Putnam – aye

Region: Sarah Blackwell – aye, Dion Dugan – aye, Bob Jones – aye, Bonnie Jean Nunheimer – aye, Jean Souther – aye

Greg O'Brien and Jon Porteus asked to reclude themselves from the Executive Session.

Respectfully Submitted,

Ann M. Tefft, recording secretary

