Nauset Regional School Committee June 21, 2012 Orleans Town Hall



Present for the Committee: Jon Porteus, Dan McEnaney, Jayne Fowler, Cheryl Codair, Sue Skidmore,

Brian Kavanaugh, John O'Reilly, Ed Brookshire and Greg O'Brien

ORLEANS TOWN CLERK

'12 AUG 14 12:11PM

Present for Administration: Richard Hoffmann, Bonny Gifford, Ann Caretti, Thomas Conrad and Maxine Minkoff

Others: David Dunford, Ed Lewis and Greg Levasseur

CALL TO ORDER/REORGANIZATION

Dr. Hoffmann called the meeting to order at 7:05 p.m., welcomed new members and took nominations from the committee for chair. Greg O'Brien nominated John O'Reilly for the position of chair with a second from Brian Kavanaugh. Ed Brookshire moved to close nominations and it was voted unanimously to appoint John O'Reilly as Chair of the Nauset Regional School Committee.

Chair O'Reilly assumed the chair and asked the committee for nominations for vice chair. Jon Porteus nominated Sarah Blackwell as Vice Chair with a second from Ed Brookshire. Ed Brookshire moved to close nominations and Sarah Blackwell was voted unanimously to the position of Vice Chair for the Nauset Regional School Committee.

Assistant Treasurer: Cheryl Codair and Jon Porteus

Payroll Authorizer: Sarah Blackwell, John O'Reilly, Dan McEnaney

Payroll Authorizer Alternates: Jayne Fowler, Brian Kavanaugh, Sue Skidmore

Policy Subcommittee: Cheryl Codair, Sue Skidmore

Budget & Finance Review Subcommittee: Brian Kavanaugh, John O'Reilly, Sue Skidmore, Jayne Fowler, and Ed

Brookshire

'entral Office Budget Subcommittee: Jon Porteus, Ed Brookshire Negotiations Subcommittee: Brian Kavanaugh, Sue Skidmore

Transportation Subcommittee: Dan McEnaney, Jayne Fowler, Jon Porteus

Community Representatives:

Cape Cod Collaborative: John O'Reilly School Council Rep NRMS: Sarah Blackwell School Council Rep NHS: Ed Brookshire

Recognitions - None

Citizens Speak - None

Priority Business -

Adventure Education Program – Dr. Maxine Minkoff gave a brief overview of the program in the absence of John Sims, instructor of the program. The Adventure Ed Program is a way to engage kids who are not as engaged in the classroom with a more field based education. Students participate in a great deal of community based learning and integrate it with ELA, Math, and Science. The program is for 7th and 8th graders for one term. (11 students each term – 44 students per year) Adventure Ed helps students discover their strengths and see what areas they need to work on in their own personal lives. Dr. Minkoff indicated that a passenger van for 11 students is needed for the program as they are borrowing one from the high school. Dr. Ann Caretti showed a short video highlighting students in the program and their thoughts. The selection process for the program was discussed and it was suggested that the selection process be documented for teacher protection. Chair O'Reilly asked that John Sims be invited to another meeting later in the year. School Committee members congratulated Mr. Sims and his efforts.

auditor's Report

Mr. Bienvenue from Malloy, Lynch, Bienvenue, LLP, Certified Public Accountants & Advisors gave an overview of the Nauset Regional School District Basic Financial Statements and Management's Discussion and Analysis with

Independent Auditor's Report for the Year Ended June 30, 2011. Also included in the report is Suggestions for Improvement in Accounting Procedures and Internal Controls June 30, 2011. It was noted the districted received an unqualified opinion with the internal weaknesses. Attention was paid to the future liability of health insurance costs for retirees and that the consider setting up a fund for this purpose. Questions relative to assisting the school committee with their fiduciary responsibility were voiced. Mr. Bienvenue indicated that other clients have financial dashboards with key indicators and narratives. It was suggested this be brought up at a Budget and Finance Subcommittee meeting. Mr. Bienvenue stated he would help move forward with whatever the committee feels is important such as having a starting point, E & D balances, Revenues, etc. and will touch base with the Director of Finance & Operations to help with those types of financial reports if requested.

ADMINISTRATORS' REPORTS

Principal Minkoff reported that lots of events have been taking place at the Middle School at the end of the year. The *Show and Tell Curriculum Night* was a huge success. Concerts, field trips, and field days went beautifully ending the year on a very positive note.

Principal Conrad reported that it was a fantastic senior week, without incident, culminating in graduating 250 students from Nauset High School. Staff members attended a lecture from Mike Huff, Regional Director, about the International Baccalaureate Program to gain a better understanding of the program. Valerie Bell has been selected to teach a PreVet class in the Virtual High School Program. Roberta Endrich volunteered to be the coordinator of the Virtual High School program which will offer 25 seats first and second semesters. They continue to look at Education 20/20, another on line program that will help the Access Program students.

Dr. Ann Caretti reported on the co-teaching that is taking place in the fall in one of the four classes at each grade level at the Middle School. Director of Special Needs for the United States indicated in a study that students do better in general education classes in a co-teaching model. The Special Needs Teacher and the Regular Education teacher co-teach students in these classes. The child's placement is still driven by their Individual Education Plan. In Team Meetings, careful consideration is given as to who will be successful in a general education class. Letters were sent home to all parents letting them know what is happening. It was also note that Advanced ELA and Advanced Math classes are still offered in grade 7 and grade 8.

Dr. Bonny Gifford reported on the status of the science program. Clarification of the focus topics and performance expectations for each grade level has better prepared the team to map out the curriculum. Six to nine teachers will help develop lessons for next year.

Dr. Hoffmann thanked the Police Chiefs from the four towns for a very good meeting in May. He also thanked Chief Kulhawik who helped stage a mock accident at the high school that was a very powerful message for students. Susan Murray, Food and Nutrition Service Director has been working behind the scenes and is looking into uniforms for all cafeteria staff employees for a more professional look. She is also preparing September menus and also had an opportunity to visit the high school and middle school. With the new calendar and a few extra half days added for professional development, she plans to provide some staff development and training for kitchen staffs. The POS system has been ordered and will be piloted in one or two school in September/October. Dr. Hoffmann took an opportunity to thank Principal Minkoff and Principal Conrad for the very nice graduation ceremonies. Elementary schools fifth grade celebrations were terrific and Dr. Hoffmann had an opportunity to attend them as well. He also noted that he attended school council meetings in all schools to get feedback for the Strategic Plan.

FY12 Budget Update

Dr. Hoffmann reported that at the last meeting the committee reviewed the over expenditures in transportation, health insurance and special needs tuition accounts. The final expenditures plan is being implemented and principals are reviewing balances daily. Dr. Hoffmann reviewed the Expense Update Report dated June 15th with the Committee. Dr. Hoffmann also reported that the deficit may be smaller than anticipated on June 30th due to special needs tuition and insurance encumbrances not being released earlier in the year.

Green Repair Project

Dr. Hoffmann thanked Principal Conrad publicly for being at the high school all summer while the renovations are taking place. Principal Conrad reported that the campus is tired and is about to get a new roof and windows which is very xciting. Roofing work has begun on Building N. Sika is providing roofing materials with a 30 year warranty. Someone from that company is on site every day to insure that everything is being done to their specifications. It was also noted the roof was opened up and there was no sign of rust on the steel decking. The windows are being shipped July 9th which makes it very tight for the opening of school. Presently window sites are being prepared from the inside and they are working on curtain walls and doorways. Steve Labarge, clerk of the works, will be on site every day. If the roofers get behind due to weather, they indicated they will go to a six-day work week.

Principal Conrad could not answer questions regarding the solar panels but noted there is a lot of concern about moving forward. The solar panel company is talking with the roofing company. Chair O'Reilly indicted that there is a 30 year warranty on the roof and there are concerns as to how solar panels and supports are attached to the roof. The roof manufacturer and installer are trying to work out the issues, so for now the project is in limbo. Dr. Hoffmann indicated the architect has issued submittals for solar, should it be put on later. Sika has a document to sign if and when we proceed. Principal Conrad indicated the project was off to a great start.

Summer Meeting Dates

It was suggested that an August meeting be held to update the committee regarding the end of year financials and to talk about financial monthly reporting next year and whether or not to transfer funds during the year. It was decided the next meeting will take place on AUGUST 9th at 7:00 p.m., location to be announced.

Joint Meeting – July 9th – Supt. Evaluation Process and Strategic Plan Joint Meeting – July 24th – Jim Hardy, MASC Roles and Responsibilities of the School Committee

REPORTS AND INFORMATION

Policy Subcommittee – no report

Transportation Subcommittee – no report
Sustainability Subcommittee – Mr. O'Brien would like to schedule another meeting
Cape Cod Collaborative – no report
Middle School Liaison – no report

APPROVAL OF MINUTES

On a motion by Ed Brookshire, seconded by Brian Kavanaugh, it was voted 6 yeas, 3 abstentions (Sue Skidmore, Jayne Fowler, and Cheryl Codair) to approve the minutes of May 3, 2012.

EXECUTIVE SESSION

On a motion by Ed Brookshire, seconded by Brian Kavanugh, it was voted by roll call vote to go into Executive Session for the purpose of discussing strategy with respect to collective bargaining with union employees. The Committee went into Executive Session at 9:25 p.m.

Mr. Kavanaugh – aye, Ms. Codair – aye, Mr. Porteus-aye, Ms. Fowler– aye, Mr. McEnaney-aye, Ms. Skidmore-aye, Mr. O'Brien –aye, Mr. Brookshire – aye, and Chair O'Reilly - aye

The Committee went into Executive Session at 9:25 p.m., indicating they would not return to open session.

Recording Secretary