

APPROVED

Nauset Regional School Committee
August 9, 2012
Brewster Town Hall

ORLEANS TOWN CLERK

'12 OCT 1 2:26PM

Present for the Committee: Dan McEnaney, Cheryl Codair, Sue Skidmore, Brian Kavanaugh, John O'Reilly, and Ed Brookshire

COMAEE

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

Others Present: Greg Lavesseur

CALL TO ORDER

Chair O'Reilly called the meeting to order at 7:03 p.m.

AGENDA CHANGES

Move Item C. (fundraising initiatives) behind A. (Building Needs Assessment) and add F. Email System.

Citizens Speak – None

Priority Business

Steve Habeeb from Habeeb and Associates Architects reviewed the Capital Asset Report. A team of engineers, architects and inspectors went through the High school, Middle School, and Central Office looking at the site, envelope, interiors, mechanical and electrical systems. A list of items that should be corrected moving forward was compiled. Cost estimates were established using prior experience and estimating manuals. A summary, photographs and general building areas as well as floor plans was included in their report. He indicated the buildings are well-maintained. However, there is approximately \$15,000,000 of potential repairs and replacements here identified at the high school, with the majority being mechanical and electrical systems which have not been neglected but have just come to the end of their 30-40 year life span. Some systems are so old that parts are unattainable. Approximately \$9,300,000 was identified at the middle school and \$800,000 was identified at the Central Office. He also indicated there is a priority list with three classifications:

Class I – Projects which are recommended for the continued operation of the building and to protect the asset. These projects include repair and replacement of failed building systems and items, which may pose a risk of injury to occupants. For example roof and wall leaks may cause continued deterioration to building components if not repaired. Class I items identified represent items which pose an immediate risk of injury to occupants or a potential catastrophic building failure. Such items should be corrected immediately.

Class II – Projects which are recommended to extend the life of the building systems or bring building systems up to current standards. Typically these projects include upgrades for thermal and energy efficiency, life safety systems and accessibility improvements.

Class III – Projects which are recommended to improve the general appearance of the facilities (i.e. landscaping and painting).

Chair O'Reilly indicated a subcommittee would be formed to review the report and prioritize as well as see where overlaps may occur within the present Capital Plan. Town leaders will be sent a copy of the report. Mrs. Tefft will poll the committee to see who would like to serve on this subcommittee.

Fundraising Initiatives

John Sims, Adventure Ed Program, addressed the committee regarding the need for a van which is critical to the success of the program. He indicated the van was like a textbook for the class, an instrument that allows us to go to places and do things that are tying into students' lives. The van allows them to have direct, first-hand contact with places like the Cape Cod Museum of Natural History, Wellfleet Bay Wildlife Society, and the National Seashore. Chair O'Reilly thanked Mr. Sims for creating the program.

Principal Minkoff addressed the need for the van and would use savings from retired teachers' salaries to purchase two used 8 passenger vans. She estimated the cost at \$35,000 and the vehicles will be garaged on site. The Middle School does not have any vans and the High School has four vans used for athletics and field trips. Use of Town of Orleans vans was brought up for discussion as it would create a nice partnership with the Council on Aging. Dr. Minkoff will look into the possibility of a partnership but really needs the vans accessible as needed for this program and cannot work with someone else's schedule. Principal Conrad indicated that teachers are excited to do things outside of school that make their subjects come alive. Mr. Brookshire suggested that money be set aside for maintenance of the vehicles.

Motion:

On a motion by Brian Kavanaugh, seconded by Ed Brookshire, it was voted unanimously to authorize the purchase of two vans for the middle school not to exceed \$35,000.

Motion:

On a motion by Ed Brookshire, seconded by Brian Kavanaugh, it was voted to accept with gratitude the gift of \$5,000 for the greenhouse project at the middle school.

Principal Minkoff also reported that Dr. Caretti produced a virtual tour of the middle school for incoming sixth grade students. She encouraged the committee to watch as the students did a fabulous job with the touring and the interviewing.

FY12 Year End Financial Report

Giovanna Venditti reviewed the financial reports with the committee that had previously been reviewed by the Budget and Finance Subcommittee. Reports included: Final expenditures for all region accounts, FY12 Expenditures Compared to FY13 Budget – Region Only, FY12 revenue and Year End Balances, FY13 Final Revenue Amounts, and Elimination of Account Transfers. Budgetary transfers were discussed and it was the consensus of the committee to preserve the original budget and not approve transfers in line item accounts in the future. Dr. Hoffmann indicated that the auditor recommended that we do not make transfers and need the historical data. Accountability will be through a variance report at each meeting. It was also suggested that an additional column be added to the monthly expenditure report indicating money actually expended. It was also suggested that footnotes be used to indicate sources of funds.

E & D was reviewed and it was noted once a certain amount is reached, the money is then used to reduce assessments to the towns. The E & D amount for 7/1/2012 is \$1,081,000 and that is the amount that will be sent to the Department of Revenue for certification.

Summer Parking Fees at NHS

Chair O'Reilly suggested the Principal come back to the committee with a plan for instituting beach parking fees in the summer at Nauset High School. Principal Conrad will build in a cost for a parking attendant.

Green Repair Project

Dr. Hoffmann reported on the replacing roofs, window, and exterior doors project at the high school. Presently the project is running 1.3 million dollars under budget. Modern Glass and Cape Way Roofing have been fantastic contractors. Principal Conrad has not had much vacation this summer overseeing the project along with a project manager and a clerk of the works who is on site very day. It will be close but the project will be 95% complete by the opening of school. Principal Conrad encouraged the committee to come up and take a look at the great job that is being done and thanked the committee and towns for all their support.

Motion:

On a motion by Sue Skidmore, seconded by Ed Brookshire, it was voted unanimously to approve the borrowing of \$2,250,000 in Bond Anticipation Notes dated 8/15/2012 due 2/15/2013 for the high school Green Repair Project at an interest rate of 0.50%.

Superintendent's Evaluation

Superintendent Hoffmann informed the committee about the format and forms that need to be reviewed by them prior to their September meeting relative to the Superintendent's evaluation. He indicated that this is an evidence based evaluation recognizing the role the Superintendent plays in moving the district initiatives forward. Forty-two professional standards (elements) are listed, a self-assessment needs to be completed and then the Superintendent will meet with the Chairs of the school committees to narrow down the number of elements to be used in the evaluation. Members of the committees should review the elements to indicate what they feel is most important to them. The Superintendent will select goals and will write up a description of these by the end of September. The Superintendent indicated we are adapting the DESE forms and that we will re-evaluate it at the end of the year.

Email Addresses

It was the consensus of the committee to use the Nauset email system for their school committee mail. The Superintendent distributed a "how to" so that each member could set up their email account.

Approval of Minutes

On a motion by Dan McEnaney, seconded by Sarah Blackwell, it was voted to approve the minutes of the June 21, 2012 meeting. Abstaining: Sarah Blackwell

ADJOURNMENT

On a motion by Sarah Blackwell, seconded by Sue Skidmore, it was voted unanimously to adjourn the meeting at 9:12 p.m.

Respectfully submitted,
Ann M. Tefft

