

APPROVED

Nauset Regional School Committee  
September 10, 2012  
Eastham Town Hall

'13 MAR 22 1:41PM  
D. M. Assel  
ORLEANS TOWN CLERK

Present for the Committee: Cheryl Codair, Sue Skidmore, Brian Kavanaugh, Jon Porteus, Greg O'Brien, Brian Kavanaugh, John O'Reilly, and Ed Brookshire

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

Others Present: Greg Lavesseur, Dave Dunford

#### CALL TO ORDER

Chair O'Reilly called the meeting to order at 7:00 p.m.

#### Citizens Speak

Ms. Heidi Norris, Eastham, MA addressed the committee regarding a bus transportation issue and a change request that has been denied. She feels this is a safety issue and should be top priority.

Dr. Hoffmann indicated the Business Office will take another look at the situation.

#### PRIORITY BUSINESS

##### Administrators' Reports

Principal Tom Conrad reported on the fantastic opening of school with 975 students enrolled. There was a little struggle getting the afternoon buses organized with the torrential rains, but bus dismissal has improved every day and all buses were on schedule today. He thanked the School Committee, Dr. Hoffmann and the four district towns for supporting the building project. Staff members and students are very excited about the new windows and upgrades to the campus. Principal Conrad thanked Dr. Hoffmann for his assistance with the cafeteria which was greatly in need of new flooring and painting. New furniture has been ordered and a mural is being planned by Ginny Ogden and Hans DeCastellane. In the future they hope to serve breakfast as well as afternoon snacks to students. Principal Conrad thanked Giovanna Venditti for moving forward on some capital items with bids out and some projects completed.

Principal Minkoff reported that the Nauset Middle School has 592 students enrolled with classes off to a good start. She reported there is a lot of community building on teams to help create the feeling of a smaller school within a big school. The Advisor/Advisee Program will begin tomorrow and each adult has a group of 7-8 students. The new cafeteria tables are in place and the new menu is being enjoyed by students. The front hallway is being painted with the assistance of a parent volunteer decorator. Bids for the vans are out with a closing early next week. Meetings for the greenhouse continue and they are looking at fundraising and marketing strategies. The Middle School had serious bus glitches on the first day but service has improved with the help of Marcia Cameron, the Business Office and First Student Bus.

Chair O'Reilly introduced Susan Murray, Food and Nutrition Director. Ms. Murray addressed the committee indicating she has heard some good things so far about the new menu. She also indicated that new regulations limit what is being served but that lots of fruits and vegetables have been incorporated into the menus. It was also noted that Peanut Butter will not be served at any of the schools due to peanut allergies. All menus are posted on the Nauset website.

Dr. Caretti informed the committee that all schools are required to file an Emergency Medical Operations Plan with the Department of Education. The Middle School does not have any defibrillators which cost \$1,300. Dr. Caretti indicated she was looking for grants to purchase defibrillators for the school. Principal Conrad reported that the high school received their defibrillators through donations and working with the Fire and Police departments.

#### MOTION:

On a motion by Greg O'Brien, seconded by Ed Brookshire, it was voted unanimously to seek a recommendation from the Fire Department regarding the purchase of defibrillators as well as the number of defibrillators needed for the Middle School and purchase as soon as possible.

Dr. Bonny Gifford reported on the busy summer months spent developing new writing assessments with performance criteria as well as numerous other initiatives. Binders were prepared for all teachers in the district to use as a reference tool in ELA, Math, Professional Development, and the new teacher evaluation system. She visited the schools on the first day and everything was very positive.

Dr. Hoffmann updated the committee on the opening day gathering at the Middle School with the 510 members of the Nauset staff. He spoke to the staff regarding the goals and objectives for the year. There was a glitch in one bus in Eastham as a driver quit at the last minute. Giovanna Venditti met with the bus company to rectify the situation as well as make other recommendations to ensure good communication. The Superintendent reported visiting the schools opening day, where teaching and learning was already happening. The Educators Evaluation tool is not finished but a meeting with NEA is anticipated. The Superintendent also noted that Nauset is part of the Virtual School Program, where Nauset students can take on line classes with students from around the world. The cafeteria Point of Sales system is rolling out and it was decided the roll out would begin at the elementary level starting in Wellfleet. Information will be disseminated to all families with their child's pass code etc.

November 7-10 is the Massachusetts Association of School Committees conference in Hyannis. Members are urged to register. First year members were reminded their participation is part of the Massachusetts General Laws.

#### FY13 Budget Update

Giovanna Venditti reviewed the monthly expenditure report and the variance report with members enlisting input as to what they would like to see in the monthly report. She is working on combining the two reports so that the committee will receive just one report that includes all pertinent information. Mr. Kavanaugh requested that the report include: Last Year Actual, FY13 Budget, Year to Date Actual, Year to Date Encumbered, Summation of Actual and Encumbrances, and Envisioned Deficiency or Excess. He felt this would give the committee a better idea of how we are moving throughout time and how we are tracking dynamically. Mr. O'Brien requested that Giovanna Venditti give the committee a general communication of how the budget is doing monthly and draw their attention to problems or concerns. Ms. Codair suggested a color coding clip level. (For example, 10% out of clip level-green, 25% out of clip level-amber, 75% out of clip level-red) Chair O'Reilly would like an explanation on account 8322-textbooks.

Giovanna Venditti, Director of Finance and Operations, noted that once October 1<sup>st</sup> enrollment is calculated, buses are firm, and payrolls encumbered, the monthly reports will be more realistic. She noted that nothing has changed on the revenue side. Committee members inquired about the teacher savings when teachers retire and new teachers are hired.

### Green Repair Project

Dr. Hoffmann reported that the roofing is 99.44% complete, all exterior work on windows is substantially completed with caulking being done, and the punch list will be completed in a couple of weeks. Commissioning will take place. The roofing manufacturer will come in for an inspection. We are proceeding with the installation of solar panels within the next few months. Broadway Electric, the roofing contractor and roofing manufacturer are working together. Legal Counsel is reviewing the contract and Dr. Hoffmann will invite legal counsel to a future meeting. Construction costs will be at least 1.4 million dollars less than the amount budgeted for the project. We have only needed to use about \$30,000 of the \$330,000 contingency fund as there were only 4-5 change orders. The final cost will be approximately \$4,830,000 which is substantially less than the projected cost. Dr. Hoffmann praised the architect, Steve Habeeb and the thorough bid specifications. He also praised the project manager and the on-site clerk of the works as they all did an outstanding job. The contractors Capeway Roof and Modern Glass also did an outstanding job. The Superintendent thanked Principal Conrad for working all summer to answer questions and make decisions so as not to delay the project. Dr. Hoffmann also thanked the building committee for their work on the project, working well together and meeting regularly to process payments and address any concerns.

Chair O'Reilly recognized the Nauset High School custodial staff for all their hard working in getting school ready for opening day.

Motion: On a motion by Cheryl Codair, seconded by Ed Brookshire, it was voted, 7 yeas, 1 abstention, Mr. Kavanaugh, to give Principal Conrad a week of vacation time and that this be added to his time off. (Ms. Codair noted that Principal Conrad worked beyond his contract.)

Principal Conrad indicated he was honored by this kind gesture. He also noted the project was an enormous improvement to the high school.

### Superintendent's Evaluation

Dr. Hoffmann reminded the committee of the Joint Committee decision to narrow down the 42 elements to 10, using the four standards with an element or two for each one. The Joint Committee felt the document was too cumbersome. Mr. Kavanaugh expressed his disagreement with the process and felt that all 42 elements should be part of the evaluation. He did not feel this was the legislative intent. He felt the School Committee Members could supplement it but it did not say they can eviscerate it.

The Superintendent indicated that the Joint Committee decided not to adopt the document as printed but wanted to adapt and modify the evaluation tool. In a conversation with the Associate Commissioner of Education, it was noted that the expectation was not on the 42 elements but the focus is on the four standards and indicators in the rubric. Once all the committees meet, the Chairs of each committee will meet and combine their tallies to come up with the number of elements. This will then be sent to the Department of Education for review.

Committee members shared the discussion that took place at the Joint summer meetings on the evaluation document indicating it was too cumbersome and the need for a focus. Another member wanted to be sure with whatever we ended up with is on parity with all levels.

After a lengthy discussion, Chair O'Reilly asked the committee if they wished to move forward with the process of prioritizing the elements. Members agreed to move forward with the process rating each element with a show of hands. Mr. Kavanaugh indicated he would like to be recorded as casting a vote for all 42 elements. A proposal was made to try get something in writing from the Commissioner indicating it was appropriate to choose less than the 42 elements to evaluate the Superintendent.

Dr. Hoffmann indicated the main goal of the legislation was to professionalize the evaluation and do away with arbitrary comments and that the evaluation is evidence-based and performance driven. The Superintendent reminded the committee according to his contract he has to agree with the evaluation tool.

#### OTHER REPORTS AND INFORMATION

Sustainability Subcommittee – Mr. O'Brien suggested a meeting be scheduled for October 17<sup>th</sup> at 5:00 p.m. or later.

Policy Subcommittee – meeting scheduled for September 19<sup>th</sup> at 6:00 p.m.

Wellness Subcommittee – no report – no meeting scheduled at this time

Transportation Subcommittee – September 26<sup>th</sup> at 4:00 p.m.

Capital Asset Subcommittee – September 19<sup>th</sup> at 4:00 p.m.

Negotiations Subcommittee – no meeting scheduled at this time

Chair O'Reilly distributed a memo from the Town Administrator/Town Clerk in Orleans regarding the Conflict of Interest Law and its requirements, as well as other legal topics pertaining to members of Town boards and committees, inviting anyone interested to a Committee Orientation meeting at 7:00 p.m. on Monday, September 24<sup>th</sup> at the Orleans Town Hall.

#### APPROVAL OF MINUTES

On a motion by Ed Brookshire, seconded by Sue Skidmore, it was voted to approve the minutes of the August 9, 2012 meeting. Abstentions: Greg O'Brien, Jayne Fowler, and Jon Porteus

#### ADJOURNMENT

On a motion by Sue Skidmore, seconded by Ed Brookshire, it was voted unanimously to adjourn the meeting at 8:57 p.m.

Respectfully submitted,

Ann M. Tefft