

Nauset Regional School Committee  
November 1, 2012  
Brewster Town Hall

APPROVED  
K. Dery, Asst.  
13 MAR 22 1:41 PM  
ORLEANS TOWN CLERK

Present for the Committee: Sue Skidmore, Sarah Blackwell, Jon Porteus, John O'Reilly, Jayne Fowler, Brian Kavanaugh, Cheryl Codair

Present for Administration: Dr. Caretti, Dr. Gifford, Ms. Lavoine, Principal Conrad, Principal Minkoff, Richard Hoffmann

Others Present: Greg Levasseur, David Dunford

CALL TO ORDER

Chair O'Reilly called the meeting to order at 7:02 p.m.

Recognitions

Principal Conrad recognized the performance and reliability of his custodians in response to Hurricane Sandy and use of the high school as an emergency shelter.

Citizens Speak - none

PRIORITY BUSINESS

Administrators' Reports

Principal Conrad reported that high school students just completed a week of activities surrounding Homecoming which were very successful and enabled staff and students to have a little break in their rigorous academic schedules. Fall sports teams met with a great deal of success with the Nauset Football Team undefeated, the Soccer Team winning State Division I, the Volleyball Team going to the playoffs, the Cheerleading Team competing in the ACL Cheering Championships and the Golf Team playing in the State tournament. The Music Department held its fall concert which was a great evening. Update on the Green Repair Project is that Modern Glass is working on the punch list which will take approximately 1 ½ to 2 weeks to finish the project. The Cafeteria renovation is fantastic, uplifting and the wall murals are almost completed. The Administration worked very hard on the upcoming Professional Development Day to roll out the Evaluator Tool for the entire district.

Principal Minkoff reported on the procurement of the vans and thanked the school committee for approving this purchase. The vans are 2009 Toyota Senenas, in immaculate condition, with about 50,000 miles and cost \$34,700. The Middle School Basketball Program has been reinstated with over 100 students wanting to participate and room for an A & B team to accommodate approximately 60 students. This program also brings a lot of student spectators after school. Dr. Minkoff is continuing parent coffees and the school is in the process of hosting 5<sup>th</sup> grade tours. The Greenhouse Project is moving forward and they are submitting a proposal to town of Orleans for site approval. The 8<sup>th</sup> grade parents meeting was held regarding the Washington, D.C. trip, held summer reading celebrations, and have begun the Book Bowl Competition.

The Greenhouse will be a 30' x 50' polycarbonate learning lab with multiple uses for educational opportunities for students. It will cost approximately \$200,000 which includes the removal of an underground water tank, preparing the property, as well as maintenance in the summer. This project has huge community support and future fundraisers include an auction, dinner dance for adults, garden discount cards, and donations.

Barbara Lavoine, Director of Technology, shared her *Tic Talk News* with the committee. She also reported that a technician has been hired for the District and is helping update the infrastructure. To date all servers have been replaced and servers have been added to schools who did not have them, Point of Sales Systems have been installed in cafeterias throughout the district, elementary schools are wireless, and she is working

on getting the high school and middle school wireless. IPAD workshops are being held for Professional Development. She reported that she just finished mapping technology standards to grade levels and will write technology plans to the system.

Dr. Caretti reported that she is beginning the budget process with psychologists from each school. She is in the process of compiling a list of community resources to include on the website which will include activities for families and students on the weekend. She mentioned her ongoing responsibility to assist students with depression and anxiety throughout the district.

Dr. Gifford reported on the upcoming Professional Development scheduled for November 6<sup>th</sup> that will concentrate on the Teacher Evaluation System. She indicated this was a tremendous initiative and Administration determined early on that they would need to provide all day training for staffs throughout the district. She reported on the very successful Literacy Project which is taking place in our community with special thanks to Martha Jenkins at Orleans Elementary School. An evening of storytelling with Len Cabral and Bill Harley took place at the Middle School for families where children heard special messages about laughter, kindness, and life. The culminating event of the Literacy Project will be a book drive at all the schools with the High School Honor Society and Roberta Endich, distributing the books to various community places.

Dr. Hoffmann visited the schools on October 5<sup>th</sup> for the Professional Development Days viewing snippets of learning taking place throughout the district. The Middle School had a very dynamic speaker with a topic of differentiated learning and instruction. Dr. Hoffmann thanked the parents and community for allowing these Professional Development days for staffs. He also met with the Middle School Student Ambassadors and challenged them to help market and promote their school to fifth graders. Dr. Hoffmann also reported that he and Dr. Gifford attended a workshop on training Educator Evaluators. The MASC conference in Hyannis is scheduled from November 7-10. He is working on a schedule to visit schools, parent groups and school councils. He also took a moment to thank the Police, Fire, and DPW personnel who assisted him during the recent hurricane.

#### FY13 Budget

Giovanna Venditti, Director of Finance and Operations reviewed the revenue figures that included State Base Aid, Charter School Aid, State Transportation Aid, Truro Tuition, Choice Tuition, Provincetown Tuition, Assessment for Therapists, Assessment for Technician, Circuit Breaker Funds, CCMHG Reimbursement, receipts and transfers from E&D. Dr. Hoffmann noted that six educators are directly charged to the school choice revolving account and that Principals are still encumbering funds for purchase orders. Mr. Kavanaugh requested figures on Provincetown enrollment, Truro tuition, and School Choice tuition. Dr. Hoffmann noted that the School Choice figure will be certified in December. Discussion ensued relative to students attending the Lighthouse Charter and Sturgis Charter Schools. Fuel, Oil, and Gas prices were questioned with the hope that these encumbrances would have been adjusted down. It was noted that the School Committee voted the budget in March and discussion took place after that date regarding the encumbrance figures. Ms. Venditt stated the principals and business office are working to encumber as much as possible. Accounts were reviewed and explanations given for overages.

Ms. Venitti indicated that the Region transportation costs have been encumbered and the special needs transportation will be encumbered by the end of next month. There is a \$17,000 savings for Middle School and High School as mileage was less than projected. (FY12- 404 miles per day, FY13- 387 miles per day) Dr. Hoffmann noted that mileage went down, net expenses went up and the cost was still under budgeted.

Mr. Kavanaugh would like to see the six educators put back into the operating budget. He would like to see all money encumbered as soon as possible. Chair O'Reilly indicated this discussion will take place at the budget and finance subcommittee meeting. The Chair also stated that some supplies and lines items have not been encumbered or ordered. He did not want people to have a false sense that we are sitting on money that would not be spent. Dr. Hoffmann reiterated that Administration has not fully encumbered costs that we

know exist. Dr. Hoffmann stated the Principals should order their supplies as soon as possible and is in complete agreement with Mr. Kavanaugh that the six educators should be placed back in the operating budget for FY14.

#### FY14 Budget Process Timeline

Dr. Hoffmann reviewed the budget process and timeline with the school committee members. He is hoping to have a preliminary budget to the committee on December 7<sup>th</sup>. He also noted that the base salaries are going up 2.5% and that does not include step increases and lane changes. Dr. Hoffmann indicated this would be a challenging budget and we need to see what is essential and identify top priorities. Mr. Kavanaugh requested that Administration put all their effort into locking down this year so that there is a good foundation of actual costs in FY13 moving forward.

#### Capital Project Update

Ms. Venditti reported that Step 1 of the Capital Plan Project has been completed with the school committee voting transfer of balances to offset invoices. She described the project status and indicated they are moving at a good pace getting projects completed.

#### One Person One Vote

The Superintendent requested legal counsel review the census figures for 2010. The attorney asked Town Clerks for their current census figures. This raised questions as to what figures to use as far as representation on the regional school committee was concerned. Town warrants and votes were researched regarding the configuration of the regional school committee which led the Superintendent to recommend that the committee continue the practice of reapportionment every ten years using the figures from the United States Decennial Census as was voted back in May, 2002 and that no action to reconfigure be taken at this time. This would be reviewed again in 2021 after the official census figures become available. Mr. Greg Levasseur, concurred that the committee did not have to reconfigure and gave a brief history of the process surrounding the representation and weighted votes on the regional committee.

#### Green Repair Project

Dr. Hoffmann reported the roof is 100% complete and they are completing a punch list on the windows and doors. Once the project is completed, the final bonding will be obtained. The Superintendent and Business Manager will get together with the town accountants to finish the financing process.

#### REPORTS AND INFORMATION

Sustainability Subcommittee – Dr. Hoffmann reported that the committee met on October 17<sup>th</sup> and welcomed some new members. Members reviewed the Strategic Plan, section 5.

Policy Subcommittee – Sue Skidmore reported that the committee met and reviewed the first two sections of the Policy Manual. Initially it was thought this endeavor of reviewing and updating the policy manual would take a year but it may be a two year project. She noted it will be well worth it as some of the policies are very outdated. The next meeting is December 4<sup>th</sup>.

Transportation Subcommittee – No report. Meeting will be scheduled after the next ridership study has been completed.

Capital Asset and Assessment Subcommittee – The committee will meet on November 7<sup>th</sup>.

#### Approval of Minutes

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted to approve the minutes of October 4 and October 18, 2012. (1 Abstention-Mr. Kavanaugh)

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted to approve the Executive Session minutes of September 8, 2011. (voting in favor – John O'Reilly, Sarah Blackwell and Jon Porteus)

On a motion by John O'Reilly, seconded by Jon Porteus, it was voted to approve the Executive Session minutes of October 5, 2011. (voting in favor – John O'Reilly and Jon Porteus)

On a motion by Sarah Blackwell, seconded by Brian Kavanaugh, it was voted to approve the Executive Session minutes of the November 3, 2011 meeting. (voting in favor – Brian Kavanaugh, Sarah Blackwell and John O'Reilly)

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted to approve the Executive Session minutes of April 5, 2012. (voting in favor – Brian Kavanaugh, John O'Reilly, Sarah Blackwell and Jon Porteus)

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted to approve the Executive Session minutes of May 3, 2012. (voting in favor – Jon Porteus, Brian Kavanaugh, John O'Reilly, and Sarah Blackwell)

#### ADJOURNMENT

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted unanimously to adjourn the meeting at 8:55 p.m.

Respectfully submitted,

Ann M. Tefft