

Nauset Regional School Committee  
December 6, 2012  
Eastham Town Hall

APPROVED  
K. Dair, Asst  
'13 MAR 22 1:41PM

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

ORLEANS TOWN CLERK

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

Others Present: David Dunford, Aimee Eckman, Russ French

CALL TO ORDER

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

Recognitions

Dr. Hoffmann recognized the new inductees into the Nauset Regional Middle School National Honor Society and the Nauset High School musicians who competed in the senior districts.

Citizens Speak

Dave Dunford, Selectman from Orleans, addressed the committee regarding enrollment figures.

PRIORITY BUSINESS

Administrators' Reports

Principal Conrad reported he attended an extremely beneficial workshop, *Table Talk Crisis*, put on by Chief Kulhawik, Eastham Police Department and Deputy Chief Foley, Eastham Fire Department. They went through policies as events happen to make sure it is well organized and everyone is well prepared. He also reported everyone at the High School is working on evaluations; goal setting, self-assessments, and action plans. He mentioned that the Nauset Honors Chorus is appearing in the four towns through the next couple of weeks and that they are wonderful ambassadors for the District and further reported that Channel 22 will be turned on right after the new year. Students are meeting on January 3<sup>rd</sup> to find ways to support the Fitzgerald Family as Kevin awaits a serious medical procedure. The High School was recognized for its College Board Program because of increase participation and high scores.

Chair O'Reilly asked about the summer parking program and Principal Conrad indicated he would have a recommendation in the near future.

Principal Minkoff sadly reported on the loss of a Nauset Middle School student, Brad Litske. She indicated the Crisis Team and Counselors have been involved and everyone is reeling from the sad news. She also reported the Drama Club has a production this weekend and the Greenhouse Project.

Dr. Ann Caretti, Director of Student Services, also reported on the benefits of the *Table Talk Crisis*, noting that during the workshop the fire and police officials were very complimentary of the Principals and the school staffs. She noted that Educator Evaluation is ongoing - teacher training being provided and the training is also being provided for the Kurzweil Program.

Mr. Kavanaugh asked if defibrillators have been purchased and Dr. Caretti indicated that the fire department has ordered them. It was noted this is an unanticipated cost and the Middle School will find the money to fund this purchase.

Dr. Bonny Gifford reported on the literacy project, 29 Days of Gift Giving that culminated with a book drive and was very successful involving our schools and the community. She also reported on her attendance at the Title I Annual Conference providing highlights for the committee.

Dr. Hoffmann reported that the Nauset Educator Evaluation System has been accepted by the Department of Elementary and Secondary Education. He also attended a very successful fundraiser for the Cape Cod Village, which is a project being launched by former, Chair of the Region, Bob Jones, to help children with autism become a more integral part of their community. He noted that on November 6<sup>th</sup> the schools held a very successful professional development day where teachers were trained on the new educator evaluator system. He thanked Mark Mathison, NEA President, for his support. He also attended the MASC Conference and finished 24 hours, 3 days of training for the Educator Evaluator System. He also attended the Brewster Finance Committee Meeting and introduced Ms. Venditti and presented the Capital Asset Assessment Plan as well as the status of the Capital Maintenance and Repair Plan. Dr. Hoffmann, Principal Conrad and Kathleen Tringale are meeting with Cape Cod Community College President to discuss the STEM initiative.

Mr. Kavanaugh asked that discussion be held at a future meeting regarding the Superintendent's evaluation and compliance with DESE. Superintendent Hoffmann indicated that Claudia Bach, Director of the Program indicated that the Superintendent and the Administrative Evaluation Tools are in full compliance.

#### MASC Conference

Members shared thoughts on their attendance at the MASC Conference finding it to be informative and very worthwhile.

#### FY 13 Budget

Ms. Venditti reviewed the monthly expenditure report and the variances with the committee answering questions and noting adjustments that have been made since the printing of the report. Encumbrances, plans for spending, and balances were discussed. Revenues were reviewed and Dr. Hoffmann noted there will be a significant decrease in state aid because Gov. Patrick implemented his 9C cuts. Areas of impact will be: McKinney-Vento, Regional Transportation, Circuit Breaker and a 1% cut in local aid. Dr. Hoffmann also indicated that the enrollment number will be given to Towns once the Department of Education certifies the enrollment, which will be at the end of December indicating he wants to be sure "all school age children from the towns" are included in the assessment, especially those who attend school outside of the District.

The Capital Receivable from the Town of Brewster was pulled out of E & D due to the fact that the money was not collected until September. Potential funds available is \$1,446,781. The Superintendent also indicated that it is incorrect to think that the balances in accounts are available balances. He also stated the School Committee has never directed him to encumber all of the expenses in the budget.

Chair O'Reilly requested that Ms. Venditti provide a financial report on the status of the cafeterias at a future meeting.

#### FY 14 Budget

Superintendent Hoffmann indicated that at the next three meetings the focus will be the FY14 budget. (January 3 – Principals will review budgets, January 10<sup>th</sup> – Capital Plan, Region Only and Region Shared, January 24 – Revisit all line items with a preliminary bottom line at the end of January)

Members shared priorities that included: making the "kids in the middle" a priority, communication, discussion regarding E & D to offset providing better technology in the schools, post graduate statistics, reasonable class sizes, and positions funded outside of the budget.

Dr. Hoffmann indicated that he and Principal Conrad looked at the Program of Studies, singleton courses, class of 10 or 12 and elective courses. They would like to maintain the SWS Program and the Access Program. He also noted that when the Committee receives the budget it will be up 5-6% and it will be the School Committee's job to make reductions to programs and services. Dr. Hoffmann also stated he was told to increase the E & D Account his first year as the balance was only \$193,000. He has achieved this goal with the balance to date being \$877,000. He also stated that the District has done a good job saving funds

and could spend some of these funds to preserve programs. The Superintendent also indicated over the past two years some staff members have been directly funded through the School Choice Account and that the School Choice Account will be depleted at the end of the year. The School Committee will have to decide how to fund these positions and they will remain outside of the budget until the Committee votes to bring them back into the operating budget. (a vote of the committee took them out and a vote is required to bring them back in)

Enrollment projections were reviewed. The Middle School is working hard to make sure that 6<sup>th</sup> grade class size is reasonable – 23 students. Seventh and Eighth grade average class size could be 25 or less. School Choice figures will be adjusted in March.

MSBA reimbursement was discussed. Mark Mathison, NEA President, spoke to this stating that the assessments to the towns were much lower because of the reimbursement. He also noted in some years the towns made money and in others money was lost and that you can't hold the budget hostage to those numbers.

#### Capital Maintenance Repair Plan

Dr. Hoffmann informed the Committee that he was urged to begin a conversation with the four towns to apply a 2.5% increase to capital assessment amounts which is \$459,000 and has been for 8 years. He will be scheduling a meeting with the Orleans Selectmen to review the Capital Asset Assessment Report from Steve Habeeb, Associates. The Middle School roof project will be discussed at the January 6<sup>th</sup> meeting. The subcommittee will ask the school committee to move forward with approaching the towns and getting on spring warrants for capital project at the Middle School. The Green Repair Project came in 1.6 million dollars under budget and perhaps those funds could be reallocated to fund the High School siding project. The HVAC systems at both the Middle School and High School will be researched as the proposal in the report is not realistic at this time. The Capital Repair and Maintenance Plan will be voted on in February.

#### Appoint Payroll Authorizer

Chair O'Reilly appointed Jayne Fowler as payroll authorizer and thanked her for volunteering.

#### REPORTS AND INFORMATION

Sustainability Subcommittee – Will meet in January

Policy Subcommittee – no report

Wellness Subcommittee – Sarah Blackwell indicated that the committee is moving along but needs the Middle School to establish a Wellness Committee.

Transportation Subcommittee – Jon Porteus indicated another meeting will be scheduled after winter sports

MASC Conference – Members talked about their good experience at the conference.

Green Repair Subcommittee – Dr. Hoffmann indicated that the roof is 100% complete and the commissioning agent will be out to commission it. The window project is 98% complete and the contractor is working on the punch list. Money is still being held from the window company, project manager and architect. Getting ready to do a project close out and will then get together with town accountants and will then move to permanent bonding. (Wellfleet may not want to bond and may take money from free cash) Dr. Hoffmann informed the committee that the subcommittee is struggling with the solar part of the project. The attorney raised concerns over the 30 year warranty and making sure the warranty is preserved when they place the solar panels on the roof. They have a clause that states upon installation of the roof panel, they can choose whether they will validate the warranty after the work is done.

Approval of Minutes

On a motion by Sarah Blackwell, seconded by Sue Skidmore, it was voted to approve the minutes of November 1, 2012. (Abstaining: Brian Kavanaugh, Greg O'Brien, and Ed Brookshire)

Adjournment

On a motion by Sue Skidmore, seconded by Jon Porteus, it was voted unanimously to adjourn the meeting at 9:10 p.m.

Respectfully submitted,

Ann M. Tefft