

Nauset Regional School Committee
June 20, 2013
Eastham Town Hall

APPROVED
10-2-13
ORLEANS TOWN CLERK
14 AUG 5 2:11 PM

Present for the Committee: Ed Lewis, Jon Porteus, Sarah Blackwell, John O'Reilly, Jayne Fowler, Ed Brookshire, Chris Galazzi, and Brian Kavanaugh

Present for the Administration: Principal Thomas Conrad, Principal Maxine Minkoff, Dr. Ann Caretti, Dr. Gifford, Keith Gauley, Giovanna Venditti, and Dr. Richard Hoffmann

After welcoming new member Ed Lewis, Dr. Hoffmann proceeded to take nominations for the Chair. It was moved by Chris Galazzi, seconded by Brian Kavanaugh to nominate John O'Reilly for the Chair of the Regional Committee. The vote was unanimous.

Chair O'Reilly called the meeting to order at 7:10 p.m. and accepted nominations for the Vice Chair. On a motion by Brian Kavanaugh, seconded by Ed Lewis, it was voted unanimously to appoint Chris Galazzi as Vice Chair.

Reorganization is as follows:

Secretary: Ann Tefft

Treasurer: Bill Dugan

Asst. Treasurer: Cheryl Codair and Jon Porteus

Payroll Authorizer: Jayne Fowler, John O'Reilly, Sarah Blackwell

Payroll Authorizer alternate: Ed Lewis

Policy: Sue Skidmore, Cheryl Codair

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

Capital Asset Assessment: John O'Reilly, Sue Skidmore, Jon Porteus

CO Budget: Jon Porteus, Ed Brookshire

Health and Wellness: Sarah Blackwell

Negotiations: Brian Kavanaugh and Ed Lewis

Transportation: Jon Porteus

Technology Advisory: Cheryl Codair

CC Collaborative: Chris Galazzi

MS Council: Ed Lewis

HS Council: Ed Brookshire

Agenda Changes

Chair O'Reilly stated there would be an Executive Session after the Approval of Minutes and the Committee would not reconvene in public session. Under the FY14 budget, technology infrastructure will be discussed.

Recognition

Superintendent Hoffmann recognized Bonny Gifford, who has done an outstanding job in her Assistant Superintendent position in Nauset and who will be an outstanding Superintendent for Falmouth. Bonny was thanked for all her efforts on behalf of the Nauset Public Schools and commended for her continued hard work as the year comes to a close.

Citizens Speak

None

Priority Business

Administrators' Reports

Principal Conrad reported numerous events happening at Nauset High School including a very successful senior week with no incidences. Scholarship evening, sports banquets, awards programs for seniors and underclassmen, prom, senior BBQ and graduation were wonderful events. Project graduation was successful and Principal Conrad thanked businesses for their support in keeping kids safe. The Fine and Applied Arts Night was held and it was noted a new gallery is being constructed to exhibit art pieces. Mr. Brophy will donate stained glass pieces for the exhibition area. Step-Up day was held, finals exams are taking place and Kevin Fitzpatrick visited school. Principal Conrad noted the Cape Cod Times article about students giving blood platelets with teachers spearheading the effort all year long and throughout the summer to help their classmate.

Principal Minkoff reported that the band and orchestra won 3 gold medals in competition in the Great East Music Festival. Field trips included Gr. 8 to Washington, D.C., Gr. 7 French Students to Quebec, Grade 7 Spanish Students to Spanish Harlem, other Gr. 7 students hiked in New Hampshire and local trips by Adventure Ed went to the National Seashore and Provincetown. Gr. 6 went on a Whale Watch. Honor awards assemblies took place and Gr. 8 had a very wonderful evening at the Jail house Tavern for their "Neon Lights: dinner dance. Step-Up day was very exciting. A school-wide field day will take place with a cookout and a school-wide lip dub will take place. Principal Minkoff noted that they are 2/3 to their goal for the greenhouse fundraising, noting that Friends Marketplace sponsored a fundraising event.

Dr. Caretti reported that she met with the District Attorney's office and school psychologists relative to preventing truancy and developing procedures for all schools. Discussion ensued regarding number of days that triggers attention, available resources for families, students with anxiety or depression, and measures taken by schools before seeking the court interventions.

Barbara Lavoine, Director of Technology, gave an update on the status of bids and capital projects. loss of data incident at the Middle School and backing up data was discussed. Dr. Hoffmann noted that the Technology Advisory Committee has met and have two meetings scheduled this summer. The committee would like to fast track assistance so they can understand the scope of the problems. Dr. Hoffmann indicated he would like to have a draft of the first part of the long range technical plan at the end of the summer. It was suggested that a quick snapshot of the entire district be done so that critical issues can be identified as soon as possible. The committee would also like the back-up situation remedied immediately. It was suggested that Administration contract someone from the State Bid list as a consultant to assist in identifying critical issues with technology. Barbara Lavoine will discuss this with the Director of Budget and Finance.

It was the consensus of the Committee to ask Dr. Hoffmann and Barbara Lavoine to come up with a cost and proposal to do a review of the region technical status and report back to the Committee in August.

Dr. Bonny Gifford reported on wrapping up grants, professional development survey for staff, new hires, MTEL, highly qualified teaching status, and Title I. She noted that she is about to purchase IPADs for students in the Title I program. It was also noted that the Title I grant provided some smart boards to schools. This year the High School will receive Title I funds and will receive IPAD carts in the Math, History and in the SWS Program. Educator Evaluation is ongoing but we had a

great year meeting with teachers on the evaluation tool. Even though it was an arduous process, everyone worked together to move forward.

Superintendent Hoffmann thanked all the citizens in the four towns for passing the operating budgets. He noted many events including the Celebration of Excellence, National Honor Society Inductions at the Middle School and High Schools. Keith Gauley will begin work at the Central Office in his new role as Assistant Superintendent on July 1st. Mr. Gauley has been working with Dr. Gifford to present a significant summer program for teacher to continue working on curriculum.

Appoint Alternate Board Member to the Cape Cod Municipal Health Group Steering Committee

On a motion by Ed Brookshire, seconded by Ed Lewis, it was voted unanimously to appoint Susan Wallen, Payroll Clerk, to the CCMGH Steering Committee to represent Nauset.

FY13 Budget Update

Giovanna Venditti indicated that the spending plans had been reviewed by the Budget and Finance Subcommittee. Any savings will close to Excess and Deficiency at the end of the year. She also indicated there is an unanticipated legal expense of \$14,143 that will be taken out of the Circuit Breaker account. Dr. Caretti indicated that there have been two dispute resolution hearings and also let the committee know this has been the first hearing since 2001. A cafeteria deficit in the amount of \$76,124 was reported and is included in the end of year spending plan. Ms. Venditti indicated that Administration is working on strategies to improve participation in the school lunch program as well as improved marketing strategies.

Giovanna Venditti reviewed the revenue sources in the FY13 budget including final state aid amounts as of 3.31.2013. It was noted that most of the funds will close to E & D with the exception of Circuit Breaker funds which closes to its own account.

FY14 Budget Update

Ms. Venditti had no updates on the FY14 revenues. It was indicated that at the end of the year the School Committee will receive a report on what was budgeted and what was spent in accounts so they could see if they are over forecasting or under forecasting.

Dashboard reports were discussed and Ms. Venditti is working with the auditor and the Softright Co. to see if these reports can be done more efficiently using their software. Some reports will be given monthly and others quarterly. The subcommittee suggested hiring someone in the next budget to assist with this. Chair O'Reilly asked that an actuals column be added to the report and a draft be sent to members of the subcommittee. The Committee would like to have the report updated for their August meeting. It is the hope of the Committee that these reports will not be labor intensive but automatically obtained through the present software program.

Dr. Hoffmann gave a brief update on the status of the school resource officer. An agreement has been signed by Chair O'Reilly and given to the Orleans Town Administrator, John Kelly, who has not gotten back to the Superintendent. Mr. Dunford, Orleans Selectman, indicated that the position has been approved by the Selectmen and that the individual will be going to the police academy for training in the fall. Dr. Minkoff indicated that she has been in touch with Chief MacDonald and there is an individual they both liked for the position. It will take a year for her to go through the academy and in the interim Kevin Coffey will be in the position. The Chief and Principal Minkoff felt he would interact well with the students. He will have some training over the summer and will also meet with Officer Back, SRO at the High School.

Technology at the High School was discussed with Principal Conrad, Barbara Lavoine and Giovanna Venditti. The original plan was to provide wireless access across the campus in two phases. However, it would be more cost effective and beneficial to students and staff to do the entire project this summer. The total cost would be \$133,000-\$180,000. \$84,000 is in the capital plan. The Committee would like to see costs integrated in the Technology Plan and would work off the plan budgeting to the plan. Dr. Hoffmann and Mr. Conrad suggested using up to \$70,000 from the Foreign Student Tuition Account so the project could be completed in one phase.

On a motion by Ed Lewis, seconded by Ed Brookshire, it was voted unanimously to create and accept the new foreign student tuition revolving account and use up to \$70,000 from this account in FY14 to complete the High School technology infrastructure project.

Middle School Roof Project

Dr. Hoffmann reported that the MSBA voted to invite the Middle School into the accelerated repair program and a letter was sent on June 4th to all Town Administrators informing them of this development. Dr. Hoffmann indicated that the school committee packet included all of the certifications that the district will need to comply with in order to qualify for the MSBA Grant. The project cost is not final but Habeeb & Associates estimated a total cost of about \$1.6 million. The minimum MSBA grant will be 31% and could be worth \$496,000. He also noted that the MSBA is INVITING the district to proceed in the process, but there is no grant yet.

Requirements within 60 days of June 5th – the Committee must approve funding for a feasibility study/schematic design. Dr. Hoffmann suggested using funds from the E & D account but in order to do so, we need to inform the member towns and they have 45 days to tell us that they DO NOT want us to use E & D funds for this purpose. If that were to happen, the Committee would need to meet and find another way to fund the feasibility study. Dr. Hoffmann also indicated that he believes that the towns will look at the potential of receiving 31% of the costs of the project as very favorable and will not oppose using the E & D funds for this purpose.

On a motion by Ed Lewis, seconded by Jon Porteus, it was voted unanimously to approve the appropriation of up to \$50,000 from the Excess & Deficiency Account to conduct a feasibility study/schematic design portion of the potential Middle School roof replacement as described in our Statement of Interest submitted to the Massachusetts School Building Authority and in conformance with any laws, regulations, or requirements of and in collaboration with and the approval of the Massachusetts School Building Authority.

Dr. Hoffmann also reported that the slate roof at the Middle School was examined by the MSBA and they found it to be in very good condition indicating we were fortunate to have a slate roof on much of the building. They were very impressed and were also impressed that the building and roofs were so well maintained.

It was the consensus of the Committee that each town representative of the school committee should contact their Town Administrator right away to let them know about the project.

Policy Manual Sections E & F

On a motion by Chris Galazzi, seconded by Jayne Fowler, it was voted 6 yeas and 2 abstentions (Ed Brookshire and Brian Kavanaugh) to approve in form sections E & F for a second reading.

Meeting Dates

It was indicated that the financial reporting needs more time than allotted if the committee meets on the first Thursday of the month so it was suggested the Regional Committee move their meetings to the second Thursday of the month.

The Joint School Committee has meetings scheduled for July 15 and 29 from 4:00 – 6:00 p.m. July 15th will focus on evaluations and former Superintendent; Mike Gradone will be the facilitator. There will be brainstorming sessions on how the process can be streamlined for school committee, teachers, and principals. If the Joint Committee wants to meet on July 29th, it is suggested members send agenda topics to the Superintendent. Perhaps there is no need for two meetings. The Superintendent is looking for feedback or the need to meet on July 29th.

The Committee scheduled their next regular meeting for August 8th at 7:00 p.m. which will focus on a recap of the financials, WIFI information, and a technology update.

Reports and Information

Policy Subcommittee – no report

Transportation Subcommittee – no report

Wellness Subcommittee – no report

Capital Asset Subcommittee – no report

Cape Cod Collaborative – no report

Member to assist Superintendent in negotiating agreements with Truro and Provincetown – S. Blackwell

Technology Advisory Subcommittee – no report

Approval of Minutes

On a motion by Sarah Blackwell, seconded by Ed Brookshire it was voted to approved the minutes of May 2, 2013.

On a motion by Sarah Blackwell, seconded by Ed Brookshire, it was voted 5 yeas, 3 abstentions (Brian Kavanaugh, Ed Brookshire and Ed Lewis) to approve the minutes of January 24, 2013.

Executive Session

On a motion by Ed Lewis, seconded by Ed Brookshire it was voted by roll call vote to go into Executive Session at 9:25 p.m. On a roll call the vote was as follows:

Ed Lewis-yea, Jon Porteus-yea, Sarah Blackwell-yea, John O'Reilly-yea, Jayne Fowler-yea, Ed Brookshire – yea, Chris Galazzi - yea and Brian Kavanaugh-yea.

The Committee indicated they would not reconvene in open session.

Respectfully submitted,
Ann M. Tefft

Included in Packet: Asst. Superintendent's Report, Principal Minkoff's Report, End of Year Spending Plans, Cafeteria Year to Date Activity, Revenue Summary, Draft of Dashboard Reports, Middle School Roof and MSBA Information, Draft of SC meeting dates, Minutes: 5/2, 1/24.

