

Nauset Regional School Committee
August 8, 2013
Brewster Town Hall

APPROVED
DeVly, Assoc
ORLEANS TOWN CLERK
'13 OCT 31 2:11PM

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

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

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

Agenda Changes – None

Recognition

Superintendent Hoffmann recognized a very generous citizen of Brewster who not only donated many thousands of dollars of materials to Nauset High School, but also many hours of labor to refurbish the locker room floors that were in desperate need of repair. He also recognized Keith Kenyon for assisting Mr. Fowler, with the enormous undertaking.

Citizens Speak

Mark Mathison, President of the NEA, addressed the committee relative to an incident that took place at the end of the school year involving a member of the school committee. Chair O'Reilly asked that Mr. Mathison submit a letter to the Chair indicating his concerns.

Priority Business

Administrators' Reports

Principal Conrad reported that the Einstein Institute has been at Nauset Regional High School this summer. The Committee was updated on staffing, enrollment (1,012) and the Foreign Exchange Program. Principal Conrad indicated they are establishing a stipend position for a coordinator of the program and are also forming an International Student Club. Mrs. Kathy MacDonald will take the exchange students as an advisory group as well. He also suggested school committee members visit the campus and see the wonderful stained glass and woodwork that will showcase displays. The freshmen have been invited to a BBQ on August 29th and school committee members are invited to attend. During the BBQ there will be 15 minute seminars on topics such as: X2, buses, and the Point of Sales System.

Principal Minkoff reported that it has been a busy summer at the Middle School. A carpeting project is being completed and a lot of work is going on in the building with regard to technology. She thanked Barbara Lavoine for all her efforts in getting the campus wireless and the new labs up and running. Smart Boards are being installed as well. Ten new staff members have been hired and to date 579 students are enrolled. Schedules are being prepared and August 27th there will be a fifth grade walk-through.

Dr. Hoffmann indicated that at the next meeting he will have a breakdown of enrollment and how many students are going to the Charter schools and how many are leaving for school choice.

Barbara Lavoine, Director of Technology, updated the committee on technology issues. A consultant from Atrion Networking Corporation has been contracted to evaluate certain technology components in the regional facilities and will conduct an assessment of the current technology network.

Barbara Lavoine indicated she anticipates having a report for the October meeting of their findings. Giovanna Venditti indicated the cost of the assessment for the Middle School, High School and Central Office is \$7,560.

Cheryl Codair asked since the High School was not yet wireless, would it be possible to amend the agreement with Atrion that they would assess the High School after it has wireless capabilities.

The Technology Advisory Committee has met and is meeting again on August 12th. Cheryl Codair indicated that this was not a subcommittee but an advisory committee and it is about facilitating a strategy and a vision for technology.

The Chair, along with other members, asked for clarification as to whether or not the Technology Advisory Committee was a subcommittee of the school committee and that Open Meeting Laws be followed if that is the case.

Dr. Hoffmann reported that Administration is gearing up for the start of school, looking at bus routes and staffing. The Administrative Team will be meeting August 19-21 for their annual summer leadership institute. The theme is focus, passion and perseverance. They will review the Strategic Plan, Curriculum Instruction, and Common Assessments in Math, Educator Evaluation, and the Technology vision. Dr. Ann Caretti, Giovanna Venditti, and Barbara Lavoine will review policy and procedures in their areas with Principals. School opens September 3rd for all staff when they will meet at the Middle School at 8:00 a.m. School Committee members are invited to attend. September 5th School opens for students in grades K-12 and one week later Preschool begins. Dr. Hoffmann also indicated he will be meeting with Jan Plaue, Chair of the Joint School Committee to discuss the Superintendent's Evaluation and to set up a September meeting of the committee. Savings from recent staff hiring's was discussed and the principals were seeking assurance that the committee would help them in case of an emergency using money from E & D. The Principals also indicated that they hire the very best candidates available to fill the vacancies in the district and there are times when the re-advertise to get the best candidates. Dr. Hoffmann also suggested the Budget and Finance Subcommittee draft a policy on E & D to submit to the Policy Subcommittee.

FY13 Year End Financials – Dashboard Report

Giovanna Venditti reviewed the Dashboard Reports with the Committee. Mr. Kavanaugh asked if end of the year spending was for staff or pre-purchasing for next year. Ms. Venditti indicated she would send the committee a breakdown of the spending. The committee requested more detailed information on the Green Repair funding at the next meeting. It was also noted that the Business Office is making good progress on Capital Projects but still have more projects to do.

Policy Update

The Superintendent indicated Section D of the Policy Manual, Finances, will be discussed at the next Policy Subcommittee meeting. Giovanna Venditti is reviewing the present policies and will make recommendations. The Budget and Finance Subcommittee as well as Jim Hardy, MASAC, will look at these policies also. School Committee mail and communications were discussed.

A motion was made by Mr. Kavanaugh and seconded by Mr. Galazzi that unqualified distribution of all mail and correspondence is forwarded to the school committee. If there was a concern, a letter from Counsel or the Superintendent will accompany the correspondence. Discussion ensued.

The motion was amended to read:

On a motion by Mr. Kavanaugh, seconded by Mr. Galazzi, it was voted unanimously (7 yeas). that all mail be forwarded except in an extreme circumstance, that a cautionary letter or on the advice of the District's Counsel, the Chair will be notified by the Superintendent and an emergency meeting will be called.

Mr. Kavanaugh requested clarification on E & D law and drawing down and use of revolving accounts and how they can create a higher or lower E & D.

Middle School Roof Project

Superintendent Hoffmann updated the Committee on the Middle School roof projecting recapping the process to date. MSBA invited the school to submit a feasibility study for possible funding. The School Committee voted to apply \$50,000 out of E & D for the feasibility study and Town Administrators and Selectmen were notified of that decision. The Superintendent, Chair O'Reilly and Mr. Lewis attended a meeting in Brewster because they wanted to learn more about the project. The Selectmen took no action, which means they will approve E & D money for this purpose. Mr. Brookshire attended a Selectmen's work session and indicated the meeting went very well. They were very interested in the fact that the MSBA invited us to make the proposal. They are not against it and realize the roof needs to be redone. Mr. Dave Dunford, Orleans Selectmen, indicated that it was the general consensus of the Selectmen to accept this by not doing anything. Dr. Hoffmann indicated that Wellfleet is handling it the same as Orleans. The next steps will be to submit by September 4th a package with a proposed schedule. If the MSBA is satisfied, they will assign an architect and a project manager. We will send them a certified copy of the vote and a statement of assurances as well as the maintenance plan. Dr. Hoffmann distributed the schedule.

It was suggested that the townspeople be given considerable notice. Mr. Kavanaugh indicated that the Administration did a good job on being out front of this issue.

Meeting dates and locations were distributed.

Approval of Minutes

On a motion by Jane Fowler, seconded by Ed Brookshire, it was voted unanimously (7 yeas) to approve the minutes of June 20, 2013.

Adjournment

The meeting adjourned at 8:57 p.m.

Respectfully submitted,
Ann M. Tefft

Included in the packet: Dashboard Report, End of Year Balances, schedule for Middle School Roof project, dates and locations of school committee meetings, and minutes of June 20, 2013.

