

Nauset Regional School Committee  
September 26, 2013  
Eastham Town Hall

APPROVED

K. Derly, Asst  
ORLEANS TOWN CLERK

'13 OCT 31 2:11PM

Present for the Committee: Ed Lewis, Sarah Blackwell, Jon Porteus, Chris Galazzi, Cheryl Codair, Sue Skidmore, and Brian Kavanaugh

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

Student Representative: Nicole O'Leary

Chair O'Reilly called the meeting to order at 7:01 p.m.

Agenda Changes – None

Recognition

Dr. Hoffmann recognized Keegan Gilmore, Molly Dunbar and Morgan Drabrebo for participating in the Stellwagon Bank National Marine Sanctuary Art Exhibition. He also recognized the Masonic Angel Foundation, particularly the Universal Lodge in Orleans for their most generous donations of refurbished laptops as well as school supplies for students over the past year.

Citizens Speak

None

Priority Business

Administrators' Reports

Principal Conrad's report was included in the packet. He highlighted the Freshman BBQ event that took place prior to the start of school which was very well attended, the garden that has been worked and tended all summer by Dave Handville of Eastham, and partnerships with the food service program. He thanked the School Committee once again for voting the late start time for high school students as it was recently reported in the Worcester Telegram that Nauset is recognized for that initiative. He welcomed Nicole O'Leary, student representative for the Committee. He thanked Giovanna Venditti for her work on the transportation as the buses have been running smoothly since Day 1. Enrollment to date is 1,024 students. Homecoming events are taking place at the high school with soccer, football, and field hockey games being played.

Principal Minkoff's report was included in the packet. She highlighted the purchase of new math books that are aligned with the standards. She thanked Barbara Lavoine for expediting the purchase and installing of 20 Smart Boards. The Professional Development Day was dedicated to technology. There is a new foreign language course being taught for 8<sup>th</sup> graders who did not have a chance to take a language previously. The Middle School is also beginning a program called, "Calmer Choices" in grade 6. New employees include 7 new teachers, a new guidance secretary, a new school nurse and a new school resource office.

Discussion was held regarding grade levels and the tuition agreement or school choice reason for enrollment. Grade 6, Truro is School Choice while Grades 7 and 8 are pay tuition. Provincetown students in Grades 6, 7, and 8 are School Choice.

Mr. Kavanaugh asked if there was a good pool of qualified applicants for the vacancies and if the pay was adequate to which Principal Minkoff answered affirmatively.

Barbara Lavoine, Director of Technology, updated the Committee on the agreement with Atrion Networking Corporation to conduct an assessment of the current technology network. She also reviewed the capital projects, Advisory Subcommittee progress, and indicated that a draft Technology Plan has been submitted. A parent/community forum has been planned to get feedback from stakeholders. Workshops for the fall have been presented to staff and the Professional Development Day in October will focus on Technology. She anticipates the telephone system for the high school will be completed in October and WIFI access in about mid-November.

Assistant Superintendent Gauley's report was included in the packet. He highlighted the new Teacher Mentoring Program, training for 28 mentors has taken place, Assessment Calendar, and the October Professional Development Day which will include Technology training for staff.

Dr. Ann Caretti reported on the extended school year program that went very well, the upcoming mid-cycle Coordinated Program Review, and emergency plans in schools. Questions were raised as to whether or not the schools would be distributing Iodide Pills. Dr. Caretti indicated the schools are not distributing the pills and that parents should contact the Health Department in their towns for further information. Mr. Lewis asked if we are working with Emergency Management Teams in the towns. Dr. Hoffmann indicated that he met with Susan Murray, Director of Food Services and Chief Kulhawik to discuss providing food at the shelter at Nauset High School during an emergency.

Dr. Hoffmann reported a great opening with 519 staff members meeting at the Middle School noting there are 29 new teachers across the District. He commended Dr. Caretti for the very successful extended year program. He visited the Middle School this summer and observed students learning excellent life skills. He reviewed the preliminary enrollment figures with the Committee giving an overview of School Choice, Provincetown and Truro students. A question was raised as to what opportunities would be lost to our students if we did not have school choice students and would this impact the plans for the International Baccalaureate program. There will be further information on enrollment after the official October 1<sup>st</sup> date.

#### Food Service Report

Susan Murray, Director of Food Services gave a presentation on the status of the food service at the Middle School and High School, what is working, what did not work and future plans to increase participation.

#### FY14 Budget Update

Giovanna Venditti, Director of Operations and Finance, reviewed the monthly expenditure reports noting that salaries have not been encumbered. In October, salaries, substitutes, utilities, transportation and updates on various funding sources will be reported. The Committee requested detail on the IDEA and Title I Grant funding and how the money is allocated.

### Capital Plan

Dr. Hoffmann reviewed the documents provided in the packet. FY15 Capital was the focus of discussion for the meeting. A discussion ensued relative to the maintenance and repair budget, where the towns contribute money each year for the upkeep of the facilities. It was suggested that this be increased by 2.5% so that the towns would now be contributing \$470,475. Dr. Hoffmann referenced the Habeeb Report noting there are numerous projects that are far beyond the \$470,000 that are of particular concern. The Capital Asset Subcommittee will meet to review these items and bring a recommendation back to the full Committee. It was suggested that special articles be considered for major repairs. Dr. Hoffmann suggested re-prioritizing some of the projects and if there is money left in that line, reallocate some of the funds. (example: replace siding at High School – aesthetically it would look better but should the concrete walkways be addressed first) Mr. Lewis indicated his frustration with the timeframe in which projects are completed or not completed. He suggested the capital money should be spent or given back to the towns.

A motion was made by Ed Lewis and seconded by Mr. Kavanaugh, that in the future the \$459,000 in capital funding should be spent by the following fiscal year and if projects are not completed, the money will go back to the town.

Discussion ensued regarding managing the projects, progress over the past two years completing projects, technology being included in the operating budget, in the capital budget or both, and completion of projects. It was also noted that when funds are voted, the Committee make sure there is an executable plan, a timeframe and budget, person or process in place so that projects are completed.

Mr. Lewis withdrew his motion and Mr. Kavanaugh withdrew the second.

Chair O'Reilly suggested using a portion of this money to engage someone to write the specifications. Dr. Hoffmann indicated he would look into this and will provide more details on the pending projects for the October meeting.

### Middle School Roof Project

Superintendent Hoffmann updated the Committee on the Middle School roof project indicating that MSBA has approved the project to move forward at the feasibility study phase. The project has been assigned an architect (Strategic Building Solutions) and an owners project manager (Icon Architectural). Dr. Hoffmann stated it may be prudent to pay the architect for the design to be used for bidding without having the MSBA signed document, then at town meeting you would have the bid in hand and would be ready to proceed. Dr. Hoffmann suggested this be reviewed again in October. Dr. Hoffmann sent a letter to the Board of Selectmen in all four towns indicating that the MSBA has voted for us to proceed with a feasibility study. Dr. Hoffmann is meeting with Eastham Finance Committee and Board of Selectmen on October 7<sup>th</sup>, Wellfleet Finance Committee and Board of Selectmen in November, and is meeting with Brewster Finance Committee on October 2 with a later date for a meeting with Selectmen. To date, he has not heard from Orleans.

### OTHER REPORTS AND INFORMATION

Policy Subcommittee – Sue Skidmore reported on the progress of the revisions to the Policy Manual  
Wellness Subcommittee – Sarah Blackwell reported that the Wellness Committee has shifted the responsibility to the schools, where Wellness Committees have been formed.

Transportation Subcommittee – Jon Porteus – no report

Technology Advisory Subcommittee – Cheryl Codair reported that the Advisory Subcommittee is developing a technology plan for review that covers grades K-12. She is pleased with the process and people that are on the committee. Assistant Superintendent Keith Gauley is the Chair of the Committee and Cheryl Codair and Jayne Fowler are members.

Capital Asset Subcommittee – a meeting is being scheduled

Cape Cod Collaborative – Chris Galazzi – no report.

Future Agenda Items – John O'Reilly – no items mentioned

Mr. Galazzi requested that the Committee hear more about syllabus, pedagogy, and programs we offer. He would like to incorporate this into the agenda in the future. How do we keep our high academic achievement? What are our best practices? Focus more time at School Committee meetings on student learning.

#### Executive Session

Chair O'Reilly asked for a motion to go into Executive Session to discuss a complaint brought against a public officer, employee, staff member or individual. The Committee was to return to open session to approve the minutes of August 8, 2013.

On a motion by Sue Skidmore, seconded by Sarah Blackwell, it was voted unanimously to go into Executive Session.

On a roll call the vote was as follows: Ed Lewis- yea, Sarah Blackwell – yea, Jon Porteus – yea, Chris Galazzi – yea, Cheryl Codair – yea, Sue Skidmore – yea, and Brian Kavanaugh – yea

The Committee went into Executive Session at 9:15 p.m.

The Committee came back into public session at 10:20 p.m. and a motion was made by Brian Kavanaugh, seconded by Chris Galazzi, to ratify the vote taken in Executive Session. The vote was ratified 7 yeas and 1 abstention.

#### Approval of Minutes

On a motion by Sue Skidmore, seconded by Jon Porteus, it was voted unanimously to approve the minutes of the August 8, 2013 meeting.

#### Adjournment

On a motion by Brian Kavanaugh, seconded by Chris Galazzi, it was voted unanimously to adjourn the meeting at 10:22 p.m.

Respectfully submitted,  
Ann M. Tefft

Included in the packet: Reports from the Principals and the Assistant Superintendent, Enrollment Data, Dashboard Reports, Capital Plan and Summary, Middle School Roof Project, and Minutes of August 8, 2013.