

Nauset Regional School Committee  
November 14, 2013  
Brewster Town Hall

APPROVED

'14 JAN 2 2:53PM

Present for the Committee: Ed Lewis, Jayne Fowler, Cheryl Codair, Sue Skidmore, Sarah Blackwell, John O'Reilly, Jon Porteus, Brian Kavanaugh (7:04 p.m.), and Chris Galazzi (7:04 p.m.)

Present for the Administration: Thomas Conrad, Maxine Minkoff, Dr. Ann Caretti, Ms. Barbara Lavoine, Mr. Keith Gauley, Ms. Giovanna Venditti and Dr. Richard Hoffmann, and Bill Dugan, Treasurer

Student Representative: Nicole O'Leary

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

Agenda Changes – None

Recognitions

Dr. Hoffmann recognized Mike McNamara, Social Studies Teacher at the High School, for his work as part of the panel at the League of Women's Voters forum, "Civic Education to Empower Youth."

Dr. Hoffmann also recognized Ann Leighton, Foreign Language Teacher at the Middle School, for receiving a grant from the Nauset Rotary Club.

Citizens Speak – None

Priority Business

Ms. Chrissy Roberts and students from the Middle School, Ally Taylor, Lauren Velie, Paige Llun, and Joy Trudel, gave a presentation on the earth science unit, heat transfers. The students created solar ovens and experimented with the three different ways to transfer heat through radiation, conduction and convection. They showed their data records and graphed results and shared conclusions with the committee.

Student Representative Report

Student Representative, Nicole O'Leary, reported that the year started off well and everyone is very busy. The senior class has a lot of fundraising events taking place and hopes to make a charitable donation at the end of the year with money that is unexpended, which may start a precedent for other classes. Dana Farber may be the recipient this year as one of their classmates just went through treatment at that hospital. The Music Department is having a fruit sale to help with the cost of the New York City trip in the spring. The National Honor Society has expanded their tutoring efforts to include local libraries where students can get extra help in their own town. The Mock Trial Team has a new lawyer and is off to a good start with the hopes of winning finals. The Student Council is preparing for Thanksgiving with a can drive and is also collecting money to send to the Philippines. Many charitable efforts are going on at Nauset High School.

Administrators' Reports

**Principal Conrad** reported that Marie Chamberlain has signed a letter of intent to the University of Indiana and will be on their swim team next year. Her desire is to go to the Olympics!

He also reported that he had a very positive discussion with the Town Administrator, Sheila Vanderhoef, regarding the Tennis Courts. They will work together to prepare a proposal to CPA Board in Eastham to fund new tennis courts at the High School. He will keep the Committee posted. Mr. Lewis indicated that the USTA will give money as well, if some Jr. Courts are installed. (Check with Mr. Sumner)

Principal Conrad gave kudos to Barbara Lavoine for dealing with the installation of the telephone system at the High School, noting the staff is very happy. He also reported that within days the High School will be a WIFI campus and stated that Barbara Lavine has worked very hard on the project and continues to assist with the technology budget for the High School. The NEASC will visit the High School in the fall of 2016 for the 10-year accreditation. The stadium grass will be replaced with artificial turf, which will be done through donations as many have shown an interest to assist with the project.

He reported that Roger Faucher and Kathleen Tringale are working with Cape Cod Community College on plans for the science building, moving into Part III Lego initiative, and drone production. He thanked Nicole O'Leary and the National Honor Society for reaching out to students to service them in their own towns. Students would like to be able to email teachers but that is something that needs further discussion. The need for structured study halls and a Saturday Academic Academy was mentioned.

**Principal Minkoff** asked that the Committee vote to accept the grants from the Nauset Rotary Club (Ann Leighton – Afterschool Japanese Enrichment Program and the Arts Foundation (Reba Blau applied for grant for Arts Day in Mr. Krenick's absence).

Motion: On a motion by Ed Lewis, seconded by Jayne Fowler it was voted unanimously (9-0) to accept the \$1,000 Arts Grant and the \$2,700 Rotary Club donation.

Principal Minkoff indicated that the 7<sup>th</sup> Grade trips are being planned to Patriot Place which is sponsored by Raytheon and is designed around math activities. The Camp Linden New Hampshire trip is also being planned for students who do not go to Quebec or New York. She indicated that parents would like to ask for a monetary donation instead of fundraise and would like to send out letters with this request.

Motion:

On a motion by Ed Lewis, seconded by Sarah Blackwell, it was voted unanimously (9-0) to approve sending out a letter for donations to Gr. 7 parents to fund field trips.

Motion:

On a motion by Sarah Blackwell, seconded by Chris Galazzi, it was voted unanimously (9-0) to declare the list of equipment submitted surplus. (CRT picks up items without cost and disposes of them)

Principal Minkoff ended her report by thanking the School Committee for the Smart Boards, reviewed community service projects, mentioned new clubs and invited School Committee members to visit the Middle School and have breakfast at the Breakfast Café.

**Barbara Lavoine** updated the Committee on capital projects related to technology, gave a brief report on the Technology Advisory Committee, and reviewed the Atrion SMB Consulting report. Backups, Domain

Consolidation Servers, Computers, Cabling, staffing, web Filtering and Bandwidth were included in her report.

Mr. Galazzi asked what the effective differences between the Open Cape option and Com Cast would be and if the costs and contracts could be reviewed when the time comes. Ms. Lavoine indicated there would be a 60 day evaluation period and she will discuss with the Principals what the best time would be to do the trial.

**Dr. Ann Caretti** reported that she will be preparing budget costs for the extended school year which includes salaries for OT, PT, equipment and materials. It was noted there has been a change in the Special Needs Students bus transportation costs. First Student use to charge by bus and now charges by the mile, which is a savings for the District. The bus contract will be discussed at the next Transportation Subcommittee meeting.

**Keith Gauley** reported about curriculum, instruction, and assessment which included "Learning Habits of Mind," Technology Plan Development, District-Determined Measures, ESL, and ELE programs. Other areas noted were Condition of School Effectiveness and Race to the Top Grant.

**Dr. Richard Hoffmann** reported that negotiations are proceeding with the NEA. Members of the negotiating committee from the Region are: Brian Kavanaugh and Ed Lewis. He also reported that he and Sarah Blackwell met with the Provincetown Superintendent, Beth Singer, to review the Provincetown Agreement. He also had a meeting with the Superintendent from Truro, Brian Davis, regarding the Truro Agreement. He will have further information at the next meeting. The parent survey has received over 700 responses and will close on November 22<sup>nd</sup>. Handwritten copies of the survey will be sent to the company and added to online responses. It was noted that the survey is from the National Survey for Parent Engagement and surveys 10 concepts which include academics, parent engagement, communication, and leadership.

#### Auditor's Report

Robert Lynch and George Malloy, MLBCPA, LLP, reviewed the Annual Audit process and results of the audit with the Committee. The auditors rendered an unqualified opinion on the presentation of the District's financial statements, meaning the District's financial statements are presented fairly, in all material respects, in accordance with GAAP. Their procedures disclosed no instances of noncompliance or other matters required to be reported under Government Auditing Standards. The management letter indicated no new comments as a result of the current year audit.

Mr. Lewis suggested that the Committee get the Auditor's report one month in advance of the meeting when it will appear on the agenda. Mr. Galazzi indicated that the reporting has come a long way in one year and that a lot of work goes into bringing the data to the School Committee. He thanked Ms. Venditti for all the work noting it has made a big difference for everyone. He also suggested that we consider having someone come in and share best practices that other districts and School Committees are using for accounting and auditing which will help the school committee with accurate forecasting and convey the data to the community members.

#### FY14 Budget

Ms. Venditti reviewed the Dashboard Report with the School Committee. She noted the State certified

E & D balance is \$869,384 which is \$74,000 less than what was estimated because MSBA receivable did not come in yet. Chair O'Reilly requested that Revenue Sources be taken up earlier in the budget process in January if at all possible. Questions were raised regarding the negative \$31,091 balance in Debt Service. Ms. Venditti indicated she will email the expenses that were not reimbursed by the MSBA. It was also noted that the Towns will be paying for the non-reimbursable items.

Mr. Lewis asked if an explanation of School Choice could be made at some point and Dr. Hoffmann indicated it is a major revenue source and will be reviewed by the entire committee.

Housekeeping item: At the last meeting a vote was taken to use \$50,000 from E & D to fund the feasibility study at the Middle School. This has to be re-voted because at the time the E & D was not certified.

Motion: On a motion by Ed Lewis, seconded by Chris Galazzi, it was voted 8-0-1 abstention (Brian Kavanaugh) to use \$50,000 from E & D to fund the feasibility study at the Middle School.

Ms. Venditti also noted that participation in the Food Service Program at the High School and Middle School has increased. It was noted at the High School the lines are moving quicker and grills for barbecuing have been purchased. (Revenue is inflated as receipts from May and June did not come in until July) Projected loss is \$12,000 at the High School and \$32,000 at the Middle School. It was requested that the Committee see a comparison as to the cafeteria loss from the prior year.

#### FY15 Budget Process Timeline

Dr. Hoffmann reviewed the outline for the budget calendar and distributed a handout for budget meetings scheduled throughout the process.

#### Capital Update

The Superintendent reported that the Capital Asset Subcommittee has not met yet as they are waiting for the opening bids for the "house doctor" in December. After that time the Subcommittee will review a long-range FY16-FY20 Plan.

#### Middle School Roof -

Dr. Hoffmann has met with the Brewster, Eastham, Orleans Selectmen regarding the Middle School roof. He is meeting with Wellfleet on November 26<sup>th</sup>. On January 29<sup>th</sup> the MSBA will vote and the cost reimbursement will be 37.32%. To complete the project in the summer, the School Committee might have to upfront the funds for architects to complete a full design. This would enable it to go to bid in May and start the project in the summer. If it is not done this way, the project will not be able to be completed in the summer. He noted that a roof project is extremely loud and noisy and kids cannot be in school while this is being done.

Committee members requested that Dr. Hoffmann invite them in a timely fashion to Selectmen and Finance Committee meetings when he is presenting information to these boards.

#### Policy Update

Mr. Kavanaugh made a motion that was seconded by Mr. Galazzi to accept the changes in he proposed to section G of the Policy Manual. Mr. Kavanaugh distributed a handout presenting recommended changes. (Borrowed from Brookline MA school committee as approved in 1981/1984) Changes included:

*"Staff Involvement in Decision-making:*

The School Committee encourages involvement of professional staff in decision-making. (Brookline 1981)

*School Committee/Staff Communications:*

Nothing in the policies of the School committee shall hinder or detract from full and free communication between the School Committee, or its individual members, and individual staff members or any group or association representing staff members. (Brookline 1984)

*Visits to Schools*

Individual school committee members are encouraged to visit schools, making arrangements through the principals of the various schools. Such visits are informal expressions of interest in school affairs and not "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization. (Same as current Nauset Policy)

*Staff Support*

Both the School Committee, and the Office of the Superintendent, shall actively support members of our school staff that are assailed while properly functioning within the scope of their employment. (New)

*School Committee/Staff: Monetary Demands for Personal Enrichment*

No School Committee member shall make monetary demands of individual staff members, or groups of staff members for their own personal financial enrichment. (New)

Discussion ensued. Comments from Committee members included: There is a protocol in place through their contracts for teachers going through their union representatives with issues (Ed Reform), staff should not speaking to individual committee members but to the School Committee as a whole body, professional staff should be included in certain decision-making, staff speaking during Citizens Speak portion of the agenda, staff going through building administrator, how information is brought to the committee, taking Administration out of the loop, school committee members talking to individuals that are employees is opening a can of worms, school committee members getting involved at all different levels - no authority as a single committee member, not talking about replacing the administrative process, more communication is the trend, communication with staff who happen to be residents and employees, already have a procedure in place that is working, and suggestions should have been brought to Joint School Committee as three Committees have already voted the policy for a first reading.

*Motion:*

On a motion by Brian Kavanaugh, seconded by Chris Galazzi, it was voted 1 yea (Brian Kavanaugh), 8 nays to approve the wording change to the policy as presented. The motion to approve failed.

**The following motions were voted but the votes were RESCINDED at the December 12, 2013 meeting:**

**Motion:**

**On a motion by Brian Kavanaugh, seconded by Chris Galazzi, it was voted 8 yeas and 1 nay (Sue Skidmore) to approve new wording #2 Staff Support that reads:**

**Both the School Committee, and the Office of the Superintendent, shall actively support members of our school staff that are assailed while properly functioning within the scope of their employment.**

**Motion:**

**On a motion by Brian Kavanaugh, seconded by Chris Galazzi, it was voted 8 yeas and 1 nay (Sue Skidmore) to approve new wording #3 School Committee/Staff: Monetary Demands for Personal Enrichment that reads:**

**No School Committee member shall make monetary demands of individual staff members, or groups of staff members for their own personal financial enrichment.**

Sue Skidmore, Chair of the Policy Subcommittee indicated that this needs to go through the Policy Subcommittee for review and she will place this on their next agenda.

**Motion:**

On a motion by Sue Skidmore, seconded by Jon Porteus, it was voted 5 yeas, 1 nay (Chris Galazzi), 2 Abstentions (Ed Lewis and Brian Kavanaugh) to approve, in form, Policy H for a first reading.

**Other Reports and Information**

Policy Subcommittee: Sue Skidmore reported the date of the next subcommittee meeting which is posted and open to the public. At the next meetings Sections K and L will be reviewed.

Transportation Subcommittee: No report.

Technology Advisory Subcommittee: Cheryl Codair stated that the committee must believe in the Administration's ability to deliver the tools and technology to the Middle School and High School that is needed for students at Nauset. She suggested the Committee believe in our leadership to get us where we need to be with a technology vision, building consensus between the Middle School and High School, and between management and teachers at both levels. Reflect on the charge of the Subcommittee which is very ambitious. Develop a vision and set of goals for the use of technology for the Nauset School system. The scope is beyond the Region School Committee. She suggested, going forward, that the subcommittee have a realistic goal for the Middle and High Schools and the charge should be amended to include infrastructure and support for Middle School and High School. The scope should not include Grades K-5. Cheryl Codair submitted her resignation from the Technology Advisory Subcommittee due to health issues. She suggested that the committee invest in the people and support the Director of Technology when she brings forward figures on what she needs to get the job done. We need the Technology to make our Nauset graduates better prepared and on the same playing field with technology use. Sarah Blackwell volunteered to be on the Technology Advisory Committee.

Capital Asset Subcommittee – no report.

Cape Cod Collaborative – Chris Galazzi reported that he has not been able to meet with the Director.

**Approval of Minutes**

On a motion by Sarah Blackwell, seconded by Jon Porteus, it was voted unanimously to approve the minutes of October 10, 2013.

On a motion by Ms. Blackwell, seconded by Mr. Porteus, it was voted unanimously (9-0) to approve the minutes of September 26, 2013.

A motion was made by Ms. Blackwell, seconded by Mr. Porteus, to accept the Executive Session minutes of September 26, 2013. Mr. Kavanaugh requested discussion of the minutes to make revisions. Mr. Lewis indicated that you cannot talk about Executive Session minutes in public until they have been voted and released. Mr. Kavanaugh thought they were released because they were in the packet. Mr. Lewis indicated they were in the packet but have not been released. Mr. Lewis stated that if you want to discuss the minutes you have to go into Executive Session. Motion to accept the Executive Session minutes of September 26, 2013 was withdrawn. Mr. Lewis indicated that the Committee should go into Executive Session to discuss the minutes and then go back into open session to vote the minutes.

#### Executive Session

On a motion by Ms. Blackwell, seconded by Ms. Skidmore, it was voted by roll call vote to go into Executive Session at 9:37 p.m., for the purpose of discussing a complaint brought against a public officer, employee, staff member or individual.

Roll call: Ed Lewis-yea, Jayne Fowler-yea, Cheryl Codair-yea, Sue Skidmore-yea, Sarah Blackwell-yea, John O'Reilly-yea, Jon Porteus-yea, Brian Kavanaugh-yea, and Chris Galazzi-yea.

The Committee went into Executive Session and announced they would return to open session.

The Committee came out of Executive Session at 10:30 p.m.

On a motion by Mr. Lewis, seconded by Mr. Porteus, it was voted 4 yeas (John O'Reilly, Jon Porteus, Brian Kavanaugh and Sarah Blackwell, 4 nays (Sue Skidmore, Chris Galazzi, Cheryl Codair and Ed Lewis), and 1 abstention (Jayne Fowler), to release the minutes of the September 26, 2013 Executive Session as written. The motion failed. Ms. Skidmore stated the need for secrecy until the student is no longer in the school system. Members voiced concerns and no other motion was made.

On a motion by Mr. Lewis, seconded by Mr. Porteus, it was voted to adjourn the meeting at 10:40 p.m.

Ann M. Tefft, recording secretary

Included in the packet: Administrators' reports, Auditor's report, Dashboard report, Budget Timeline, Capital Update, Policy Update, Minutes.