

Joint Meeting of the Nauset School Committees  
Nauset Regional Middle School  
January 31, 2013

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Present for the Brewster Committee: Dave Telman, Donna Kalinick, Jennifer Rabold, Brenda Cazeault, Mara Liebling (arrived late)

Present for Eastham Committee: Ann Crozier, Laura Freeman, Joanne Irish, Mary Lou Sette

Present for Orleans Committee: Josh Stewart, David Abel, Eric Ehnstrom, Gwynne Guzzeau  
Mary Lyttle

Present for Wellfleet Committee: Chair Plaue, Jill Putnam, Betsy Pontius, Mort Inger

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

Present for Administration: Richard Hoffmann, Bonny Gifford, Ann Caretti, Maggie Mack

CALL TO ORDER

Chair Plaue called the meeting to order at 7:00 p.m.

CITIZENS SPEAKS - none

PRIORITY BUSINESS

Superintendent's Mid-Cycle Review

Chair Plaue indicated that no votes needed to be taken but the committee should share their concerns and comments regarding the Superintendent's review. The Superintendent provided the School Committee with a summary of his work and progress toward his goals.

Dr. Hoffmann was commended for his professionalism, his ambitious goals and how well he does his job, as well as his commitment to excellence. Measurability was noted and something that should be considered through the evaluation document. The process was discussed and although it is better than the tool used before, most members felt it too cumbersome. It was suggested that an electronic portfolio with tabs be used at the final evaluation and that more quantitative material be included such as surveys.

Motion:

On a motion by Eric Ehnstrom, seconded by Ann Crozier, it was voted unanimously to create a Superintendent Evaluation Process Subcommittee comprised of 1 member from each town and 2 members from the region to come up with something that works for everyone.

The purpose of the subcommittee would be to see how the process would be modified going forward to help everyone complete a meaningful evaluation of the Superintendent.

Dr. Hoffmann raised a point of order that because of the way the Committee has voted in the past, it would be a vote of Union 54 and the Region.

Region – Chair O'Reilly-yea, Sarah Blackwell-yea, Ed Brookshire-yea, Jon Porteus-yea, Cheryl Codair-yea, Sue Skidmore-yea, Greg O'Brien-yea, Jayne Fowler-yea

Brewster – Chair Telman – yea, Donna Kalinick – yea, Jennifer Rabold – yea

Eastham – Chair Crozier – yea, Laura Freeman – yea, Joanne Irish – yea

Orleans – Chair Stewart – yea, Gwynne Guzzeau – yea, Mary Lyttle – yea

Wellfleet- Chair Plaue – yea, Jill Putnam – yea, Mort Inger – yea

#### Preschool Plans for FY14

Dr. Ann Caretti and Dr. Maggie Mack gave a PowerPoint presentation regarding the Preschool Program. The Committee voiced concerns over participants who do not pay tuition and would like them to follow-up with those people regarding non-payment. It was noted that the parents do not actually sign a contract and the committee suggested Dr. Mack work with the Dr. Caretti and the Business Office to create one. The committee also suggested that 30 days be the limit on non-payment, as others are waiting to get into the program. Some members were concerned the non-payment was due to the higher fee being assessed per vote of the Joint Committee last year.

Dr. Caretti noted that Eastham is looking into the feasibility of having a preschool class housed at Eastham Elementary to save on bussing. She also noted she is not looking to add a classroom but would move an existing classroom. Funding sources were reviewed. Dr. Caretti indicated that Medicaid reimbursements go directly to the town and do not come back to the schools. The Chair thanked Dr. Caretti and Dr. Mack for the informative presentation.

The student capacity in the classroom for special needs students is 47 and presently there are 32 students. Seven special needs students is a maximum in a class but that depends on the students' needs. Dr. Caretti indicated there are 3 half day classes and 1 extended day program. Dr. Mack indicated that presently there are nine students on the community friend waiting list. Dr. Caretti noted that salaries, steps and contracts made up most expenses in the budget. Dr. Caretti reminded the committee that in FY13, approximately \$60,000 in Revolving Funds were used to lower the assessments to each town.

## Central Office Budget

Chair Plaué indicated that this item will need a Union 54 and Region Vote. She also indicated that the Central Office Subcommittee voted 4-2 to approve the Central Office Budget.

Dr. Hoffmann explained that the 16% increase is a big number but that this was due to personnel salaries of the computer repair technician and the salary of the food service director being charged incorrectly in FY13. The other reason for the increase is a new position, part time Facilities Coordinator.

Dr. Hoffmann indicated that the computer technicians share to each town is:

60% Region, 18% Brewster, 8% Eastham, 8.4% to Orleans, and 5.4% to Wellfleet.

He indicated that Barbara Lavoine is keeping time studies but we do not have enough data at this time to consider charging the cost allocation. He also said that at the subcommittee meeting he indicated that we have not been able to achieve the goal of reducing the Food Service Bookkeeper's hours at this time. Giovanna Venditti indicated that the POS system is working quite well with the record keeping as the schools had experienced audit issues by the Department of Education for erroneous records. The POS system has corrected those findings.

Motion:

On a motion was made by Ann Crozier and seconded by Gwynne Guzneau to approve the Central Office budget as presented.

On a motion was made by Ed Brookshire, seconded by Jon Porteus, to approve the Central Office Budget as amended

The motions were withdrawn.

Discussion ensued regarding the part time facilities coordinator's position. Members raised concerns that this was not the time for creating a new position. Other members thought there was a definite need for a part time facilities coordinator and supported the position due to the fact that there are numerous building projects coming up as well as capital past projects that need to be done. Some members suggested the budget be kept to 2.5%. Chair Plaué indicated that the Central Office budget needs to be voted, even though it is a 14% increase in the budget to due recoding two current positions. The choice is to add the \$35,000 to the Central Office budget or not for the part time facilities manager. Chair of the Central Office Subcommittee, Ann Crozier, stated without the corrective actions taken in the Central Office budget, the increase would only be 4.2%.

Members of the region committee asked if the position would be needed next year due to the fact that this past summer Principal Conrad worked every day to oversee his building project.

Mort Inger made a motion to send the Central Office Budget back for further reductions and resubmit it. No second was heard.

On a motion by Joanne Irish, seconded by Dave Telman, it was voted 7 yeas, 5 nays, to approve the Central Office Budget.

Brewster: Telman-yea, Kalinck-no, Rabold-no

Eastham: Crozier –no, Freeman-yea, Irish-yea

Orleans: Stewart-no, Guzzeau-yea, Lyttle-yea

Wellfleet: Plaue-yea, Putnam-yea, Inger-no

On a motion by Jon Porteus, seconded by Jayne Fowler it was voted 6 yeas, 2 nays to approve the Central Office Budget with the exception of the facilities coordinator and reduce the budget by \$35,000.

Jon Porteus – yea, Jayne Fowler – yea, Sue Skidmore – yea, Cheryl Codair-yea, Greg O’Brien – yea, Ed Brookshire-yea, Sara Blackwell – no, John O’Reilly – no.

It was strongly suggested that the Central Office have a Press Release regarding their corrective action.

#### Increasing Rates for Substitute Teachers

Dr. Hoffmann reviewed the present rates for substitute teachers and the proposed new rates to keep the district competitive with other towns starting on July 1, 2013.

Region: On a motion by Jayne Fowler, seconded by Sue Skidmore, it was voted to approve the substitute increase as recommended.

Brewster: On a motion by Dave Telman, seconded by Jennifer Rabold, it was voted to approve the substitute increase as recommended.

Wellfleet: On a motion by Jill Putnam, seconded by Mort Inger, it was voted to approve the substitute increase as recommended.

Orleans: On a motion by David Abel, seconded by Mary Lyttle, it was voted to approve the substitute increase as recommended.

Eastham: On a motion by Joanne Irish, seconded by Ann Crozier, it was voted to approve the substitute increase as recommended.

#### FY14 School Calendar

Dr. Gifford presented two drafts of the FY14 School Calendar noting the differences in the calendars. After discussion with the Professional Development Council and the Principals, the Administration recommended the adoption of Draft B of the FY14 School Calendar.

Discussion regarding when curriculum days should be scheduled, moving away from half days, and using the days in September for Professional development ensued.

Orleans: On a motion by David Abel, seconded by Gwynne Guzzeau, it was voted to approve Draft B of the FY14 School Calendar.

Brewster: On a motion by Mara Liebling, seconded by Brenda Cazeault, it was voted 2 yeas, 1 nay (Donna Kalinick) to approve Draft B of the FY14 School Calendar.

Wellfleet: On a motion by Mort Inger, seconded by Jill Putnam, it was voted 2 yeas, 1 nay, (Jan Plae) to approve Draft B of the FY14 school calendar.

Eastham: On a motion by Ann Crozier, seconded by Mary Lou Sette, it was voted unanimously to approve Draft B of the FY14 school calendar.

Region: On a motion by Sarah Blackwell, seconded by John O'Reilly, it was voted unanimously to approve Draft B of the FY14 school calendar.

#### Update on Transportation

Giovanna Venditti reported on the most recent ridership study and the bus capacities for passengers. Brewster members shared concerns that the some Brewster buses average 43, 44, 45, and 48 students. It was requested that next year the bus company look at the routes that have consistently high ridership and make adjustments. Tardiness data was reviewed and it was noted tardiness is not due to buses coming late, but to parents driving their students to school. It was also indicated that Principals have stated tardiness is a non-issue this year. It was stated that the change still benefits the high school students. Giovanna Venditti indicated she reviewed the transportation costs, looked at the historical data of the 2 tier vs.3 tier systems, and the current 2 tier system. The 2 tier system has saved \$96,000 in bus transportation, based on the data that is available.

#### Update on Food Services

Susan Muray updated the committee on the food service program. She reviewed the new regulations and the new POS system. She indicated that food costs have increased as fresh fruits and vegetables cost more. There has also been a reduction in the number of meals being served as well as a reduction in the a la carte sales at the Middle School and High School. This has resulted in a substantial reduction in revenues. She also indicated that she is in the process of setting up focus groups with students in the schools to see which meals they prefer and what they would like to see on the menus. Dr. Mara Liebling suggested that this is the first year for the healthier menus and that it takes time for students to get use to eating healthier foods. She totally supports the changes and felt over time students will eat the lunches. Dr. Liebling also suggested better marketing to increase participation.

Gwynne Guzzeau asked about the costs and losses at this point and in the foreseeable future. She stated it was clear that the majority of the committee as well as the community supported the staff currently working in our cafeterias.

Committee concerns included whether or not there are too many choices available for students, what meals are popular and serving them more often, making the POS user friendly, reducing lines and reconfiguration of cafeterias. Some members felt the charging to add fund to accounts on line was a huge obstacle for parents due to the fee associated with it.

Josh Stewart indicated that when we put out healthier meals and are restricted by Federal reimbursements, no one should expect to break even. He suggested not looking at the numbers with great concern but be happy that we are serving a healthy meal for \$2.75. He indicated he appreciates the changes.

Jayne Fowler mentioned an idea to serve after school food sales for students leaving campus for sports events or even for those staying on campus and participating in after school activities. Susan Murray indicated she is working with Principal Conrad and will begin a program in the spring.

The Committee thanked Susan Murray for all her efforts and the positive changes in the food service program.

#### Policy Update – Section A

Chair Plaué indicated this was a second reading for the Section A of the policy manual.

Wellfleet: On a motion by Mort Inger, seconded by Jill Putnam, it was voted to approve in form Section A of the policy manual for a second reading.

Eastham: On a motion by Laura Freeman, seconded by Mary Lou Sette, it was voted to approve in form Section A of the policy manual for a second reading.

Orleans: On a motion by David Abel, seconded by Mary Lyttle, it was voted to approve in form Section A of the policy manual for a second reading.

Region: On a motion by Sarah Blackwell, seconded by Ed Brookshire, it was voted to approve in form Section A of the policy manual for a second reading.

Brewster: On a motion by Jennifer Rabold, seconded by Dave Telman, it was voted to approve in form Section A of the policy manual for a second reading.

#### Approval of Minutes

A motion was made by David Abel, seconded by Mary Lyttle, it was voted to approve the minutes of the October 11<sup>th</sup> meeting.

#### ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 10:07 p.m.

Respectfully submitted,  
Ann M. Tefft

