

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

School Committee Conference Room
Emerson School
50 Mechanic Street
Bolton, MA

January 13, 2016

SCHOOL COMMITTEE IN ATTENDANCE: Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier(left at 8:17 pm), Lynn Colletti (arrived at 6:09 pm), and Neal Darcy

ADMINISTRATION IN ATTENDANCE: Dr. Curtis Bates, Interim Superintendent of Schools, George King, Assistant Superintendent of Schools

CALL TO ORDER

Ms. Romasco called the meeting to order at 6:00 PM in the School Committee Conference Room, Emerson School, Bolton, MA.

CITIZENS' COMMENTS

None

NEW BUSINESS

Policies

Ms. Odekirk advised the Policy Subcommittee is bringing fourth four policies for second reading and adoption.

Ms. Odekirk provided the history of the JLGA-Life Threatening Allergy Policy and explained that the change is being made because a line was omitted from the original approved LTA policy ([See Policy Meeting minutes of 1/6/16](#)) The LTA policy is in line with many districts in the Commonwealth that adopted an LTA policy and aligns with CDC and DOE recommendations on how to best keep children with an LTA safe in the classroom.

MOTION

Cathy Thier moved to accept and adopt the revisions of policy JLGA-Life Threatening Allergies; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

Ms. Odekirk reviewed policies DI-Fiscal Accounting and Reporting, CHCA – Approval of Handbooks and BGD - School Committee Review of Regulations. The School Committee discussed the policies; policies will be brought back at the next meet for second readings.

TD Bank Donation to NRHS DECA

Mr. King advised NRHS has received a \$1,000 donation from TD Bank for the NRHS DECA Club and is seeking the School Committee's approval to accept this donation.

MOTION

Kathy Codianne moved to accept the \$1,000 donation from TD Bank for the DECA club; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

MASBO (Massachusetts Association of School Business Officials) Report Review

Dr. Bates advised he and Mr. King have requested and received three sample MASBO reports which are include in the packet. Dr. Bates reviewed the process if the district decides to move forward with MASBO. The Committee discussed the timeline for impact of the FY17 budget. The School Committee agreed that a MASBO review would help identify best practice methods and areas in need of improved efficiencies throughout the district.

MOTION

Neal Darcy moved to authorize Dr. Bates to engage with MASBO to do a financial analysis of the district for an amount not to exceed \$6,500.00; seconded by Cathy Thier **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

School Committee Calendar of Activities

Ms. Romasco advised the School Committee Calendar of Activities is included in the packet and reviewed the topics with upcoming deadlines. Ms. Odekirk asked how the Superintendent Evaluation and Goals will be handled with the Interim Superintendent in place. Ms. Presser, MASC Representative, advised that an evaluation does not need to be reported to the state since the goals were created for a Superintendent who is no longer with the District.

MASC (Massachusetts Association of School Committees) Superintendent's Workshop

Ms. Dorothy Presser, MASC Representative, attended the meeting to provide a review of the Superintendent's Search process. Ms. Presser reviewed the search timeline, advertising methods, the focus groups, development of Screening Committee, survey's, semifinalist interviews, and finalist interviews. The Personnel Subcommittee will work with Ms. Presser to formulate the survey. The School Committee engaged Ms. Presser in a detailed exchange over the desire to create a balanced Screening Committee representative of all stakeholders; Ms. Presser advised the Screening Committee should be no larger than 12 people with a mix of community, faculty, district administrators, and town officials. The School Committee authorized Ms. Codianne and Ms. Romasco to develop the letter of interest for the screening committee. The Committee reviewed the sample surveys and discussed the development of our survey. Screening Committee members must commit to attend all meetings and agree on a confidentiality agreement. The School Committee authorized Ms. Romasco and Ms. Codianne to build a time line calendar of the dates discussed tonight and distribute to the Committee. The Search Committee composition and selection process will be as follows:

- 3 Parents (one each from Bolton, Lancaster, Stow) selected through three lotteries, by respective town
- 1 Community-at-Large member selected through one lottery for all three towns
- 1 Town Officer selected in concert with the Interim Superintendent
- 3 Teachers (one each from elementary, middle and high school levels) selected by the Nashoba Regional Education Association (NREA)
- 1 Principal selected in concert with the Interim Superintendent
- 1 Central Office staff member selected in concert with the Interim Superintendent
- 2 School Committee members

MOTION

Kathy Codianne moved to accept the composition of the Superintendent's Screening Committee to include; three parents (one from each member town selected by lottery), one Community Member at large (selected by lottery), three teachers (one from each grade span selected by NREA) one Central Office staff member, one building Principal, one Town Administrator (the Interim Superintendent will work with members of each group to determine membership), and two School

Committee Members; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

MOTION

Nicole Odekirk moved to accept the tentative timeline as presented with the deletion of the Ed Week Ad activity; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Thier, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

MOTION

Kathy Codianne moved to authorize Kathy Codianne and Lorraine Romasco to proofread and provide final acceptance of the survey used for the Superintendent's Search; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

MOTION

Lynn Colletti moved to authorize Kathy Codianne and Lorraine Romasco to develop the Letter of Interest for use with prospective members of the Superintendent's Search Screening Committee and include MASC information discussed during this meeting with final approval and distribute of same; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

MOTION

Neal Darcy moved to direct Dr. Bates to approach the NREA (Nashoba Regional Education Association) to create a process to select three teachers (one from each grade span) to be on the Superintendent's Search Committee; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

MOTION

Neal Darcy moved to authorize the School Committee Chair to have the final sign off authority for the brochure used for the Superintendent's Search; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

CORRESPONDENCE

Ms. Romasco received correspondence from Erika Dow, regarding a Bridges Program. Bridges is a curriculum based program designed to address inter-generational and cultural material into schools through in-person dialog and group projects. Volunteer seniors come into class rooms and work in small groups in collaboration with teachers and students.

Ms. Romasco received correspondence from Mercedes Lobera, thanking the School Committee for their service, commending the work they are doing, dedication to the children of the district and their professionalism.

Mr. Darcy received correspondence from Qi Zhao expressing her gratitude and appreciation for his service to the district and her child.

CONSENT AGENDA

Topics on consent agenda included:

January 16, 2016 Warrants

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3541	1/15/16	VENDOR	\$ 284,729.76
3542	1/15/16	BENEFIT	\$ 678,565.98
3543	1/15/16	PAYROLL	\$1,277,372.21

Meeting minutes of January 6, 2016

MOTION

Mark Jones moved to accept the January 6, 2016 minutes as amended; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

Adjourn

MOTION

Kathy Codianne moved to adjourn at 9:21 pm; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (6-0-0)**

Submitted by
Aleta Masterson
Executive Assistant

Meeting Materials provided tonight can be located at www.nrsd.net

School Committee Meeting recordings can be viewed at: [Click Here](#)

Reference Documents/ Presentations

- Agenda
- Policy DI - Fiscal Accounting and Reporting
- Policy BGD - School Committee Review of Regulations
- Policy CHCA - Approval of Handbooks
- Policy JLGA - Life Threatening Allergies
- TD Bank Donation to DECA
- MASBO Report Review - Arlington
- MASBO Report Review - Chelmsford
- MASBO Report Review - Wellesley
- School Committee Calendar of Activities
- Timeline for Superintendent's Search
- Key Decisions for Superintendent Search Process
- Screening Committee letter template
- DECISION TREE - General Publication-2
- Looking for a Leader

NRSD School Committee Meeting Minutes, January 13, 2016
SAMPLE survey Waltham
SAMPLE survey Dartmouth
SAMPLE survey Hopedale
Meeting Minutes of 1-6-16

Approved by NRSC 2/11/16