

**NASHOBA REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE MEETING**

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

January 28, 2016

**SCHOOL COMMITTEE IN ATTENDANCE:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Cathy Their, Lynn Colletti, 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

**Student Advisory Report**

No Report

**NEW BUSINESS**

**Luther Burbank Donation to the Recess Rejuvenation Project**

Mr. King advised Luther Burbank received a \$1000. donation to be used for the recess rejuvenation project at the Luther Burbank MS to build a "gaga pit". Ms. Valorie Parent and Michael Lukaszevicz, Lancaster residents donated \$500 and Mr. Lukaszevicz's employer Dun and Bradstreet will match the \$500 for a total donation of \$1000

**MOTION**

Kathy Codianne moved to accept the \$1000 donation from Valorie Parent and Michael Lukaszevicz and Dun and Bradstreet for the recess rejuvenation project at the Luther Burbank MS to build a "gaga pit; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

**NRHS Interdisciplinary Epidemiology Class Presentation**

Ms. Johnna Doyle and Ms. Kim Rocha, NRHS teachers along with three students attended to provide a presentation on the Interdisciplinary Epidemiology Class. Ms. Rocha and Ms. Doyle provided a review of the class make up, the curriculum, how the two disciplines interact, project based learning and the 360 evaluation process. Ms. Doyle advised there are several other interdisciplinary classes at NRHS. The students stated what their "take aways" are from the class.

**Second Quarter Financial Report**

Mr. King reviewed the second quarter financial report included in the meeting packet and stated that he outlook appears to be positive. He reviewed the salary trend, employee health insurance, and the potential Special Education transportation surplus. Mr. King advised there seems to be a better outlook on school choice and charter going out of the district as it appears students leaving the district have diminished. Mr. King also reviewed a couple areas for concern including out of district tuitions for Special Education and contracted services.

### **Subcommittee Midyear Reports**

Ms. Romasco thanked the members for putting their reports together and advised the School Committee calendar has shifted due to recent events, i.e. budget season and the Superintendent's Search and that this midyear report is to ensure the subcommittee goals are still in line with the School Committee calendar.

### **Finance Subcommittee**

Mr. Jones advised the areas the Finance Subcommittee may not have made headway on their goals was due to waiting for the budget season to arrive. Mr. Jones advised the goals are ambitious; the committee is doing many things that have never been done.

### **Policy Subcommittee**

Ms. Odekirk advised the goals of the policy subcommittee depend largely on the actions of the School Committee meeting and address the needs that arise from the meetings. Ms. Odekirk advised it will be closer to the end of the school year before it can be determined what can be achieved. Ms. Odekirk advised at the last meeting another goal was added, which is to get through the "boiler plate" policies that have not been review since 2001. Mr. Darcy advised several policies are being reviewed by different boards and the Policy Subcommittee is waiting for report backs from those boards to finish their review of the policy. Mr. Darcy advised there are roughly 160 policies that have not been reviewed, therefore, members will each take sections to revise.

### **Personnel Subcommittee**

Ms. Codianne provided a review of the goals of the Personnel Subcommittee, advising the first two goals are now N/A as they pertain to the Superintendent's evaluation process and contract. Ms. Codianne reviewed Goal 3 to identify personnel needs for the 16-17 school year, Ms. Codianne advised the Personnel Subcommittee is at a point they are seeking guidance on how to move forward with staffing recommendations. Ms. Romasco advised the Superintendent will provide recommendations on the staffing structure to ensure the staff needs are met to optimize learning for the students in the district. Ms. Codianne advised the final goal pertains to collective bargaining and advised the committee has met with Monica Visco and that the process does not begin until December 2016. The Committee will reach out to MASC by May 2016 for training guidance.

### **School Committee Meeting Calendar**

Ms. Romasco advised Ms. Presser from MASC would like to update the School Committee on the Superintendent's Search process to date and that the School Committee needs to vote on which members will represent the School Committee on the Superintendent's Search Committee. She proposed adding a meeting on February 3<sup>rd</sup> prior to the Tri-Town meeting. Ms. Romasco also advised that due to the timeline for the semifinalist interviews the regular scheduled March 23<sup>rd</sup> School Committee meeting will need to be rescheduled to March 16<sup>th</sup>.

### **MOTION**

Nicole Odekirk moved to add a special School Committee meeting for on February 3, 2016 for the purpose of the Superintendent Search business and to reschedule the March 23, 2016 meeting to March 16, 2016 ; seconded by Neal **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

After discussion regarding the need to conduct additional regular business items at the February 3, 2016 School Committee meeting, the previous motion was amended and revoked.

### **MOTION**

Nicole Odekirk moved to add a regular School Committee meeting for on February 3, 2016 and to reschedule the March 23, 2016 meeting to March 16, 2016 ; seconded by Neal **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

### **New District Physician Contract**

Dr. Bates advised the current district Physician has retired from practice and Ms. Lindstrom provided a resume and contract for a prospective new Physician. The School Committee asked

for clarification on the process of posting, selection, and stipend amount for the position and what the exposure is to the district for not having a dedicated Physician in place since the retirement of the past Physician. Dr. Bates will gather this information and report back at a future meeting for a School Committee vote.

### **Tri-Town Meeting Discussion**

Ms. Romasco advised she will be addressing two topics to the tri-town agenda: an update on the Superintendent's Search process and an update on the budget process.

### **NRHS Late Start Day Change Request**

Dr. Bates advised that Dr. Graham has requested a change in the late start date at the high school from March 23, 2016 to March 16, 2016 to avoid any conflicts in the MCAS schedule.

### **MOTION**

Cathy Thier moved to change the late start at NRHS from March 23, 2016 to March 16, 2016 to avoid any conflicts in the MCAS schedule; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

## **OLD BUSINESS**

### **Policies for a 2<sup>nd</sup> Reading**

DI – Fiscal Accounting and Reporting

CHCA – Approval of Handbooks

BGD – School Committee Review of Regulations

Ms. Odekirk advised three policies are being presented for second reading and adoption, there were no changes made from the first reading at the last meeting.

### **MOTION**

Nicole Odekirk moved to accept the second reading and adoption of policies, DI, CHCA and BGD ; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

## **SUBCOMMITTEE REPORTS**

### **Finance Subcommittee**

Mr. Jones reported the goals were reviewed, and the Committee discussed the budget book process.

### **Personnel Subcommittee**

Ms. Codianne reported the goals and progress were reviewed earlier; the Committee will be meeting again on February 22<sup>nd</sup> to review the responses to questions that were asked at the last meeting. Ms. Codianne cautioned the Committee to review the policies that pertain to nonunion salaries and contracts to ensure they are doing their due diligence to keep in line with district policies.

### **Policy Subcommittee**

Ms. Odekirk reported the subcommittee passed one policy, the Affordable Care Act, that will be presented to the School Committee on February 11<sup>th</sup> along with continued work on policies currently under review.

## **NRHS Space Study Task Force**

Ms. Colletti reported the committee is working on the demographics and Mr. Czekanski is working on his formal recommendation for space needs at the high school. Mr. Jones advised the recommendation will be presented to the School Committee by the end of February.

### **SEPAC**

No Report

### **Tech Committee**

Mr. Darcy advised there was a date change in meeting dates, so there was not a meeting last week. Mr. Darcy reported the committee is finalizing the Tech Plan.

### **Emergency Response Task Force**

Ms. Thier advised the task force is meeting this coming Monday.

## **SUPERINTENDENT'S REPORT**

Dr. Bates reviewed his Superintendent's report:

### **I. Instructional Leadership**

- Observed the full-day Professional Development program on January 15
- Meeting with the Teaching and Learning Coordinators to:
  - Learn a historical perspective of their roles
  - Develop an organizational chart
  - Identify responsibilities
  - Establish goals
- Professional Development Committee meeting on January 27, to review feedback from the Full-day Professional Development program
- Notification has been received by MASS that NEASC is embarking on the final stages of the accreditation reform process, (reviewing the standards and piloting fundamentally revised protocols). This past summer, The Commission on Public Secondary Schools endorsed the recommendations for the Self-study Revision Committee, and directed NEASC staff to translate the core principles into specific protocols. At the same time, two school districts (Burlington and Reading), that have played a major role in highlighting the need for reform, will be piloting the new process.
- The 2014-2015 Educator Evaluation Ratings were released. This is the third year of educator evaluation ratings. The majority of Massachusetts teachers are performing at high levels and the state framework for evaluations helps identify high performers, support teacher growth and shorten timelines for improvements.  
Over 79,000 educators in 366 school districts participated. 2014-2015 marked the districts' second and third years of implementation with part of their staff, but the first year that all educators in all districts were expected to participate.  
For Nashoba Regional School District there are 305 certified educators identified to be evaluated. 284 educators or 93.1% of the certified educators were evaluated. 7.7% were identified as exemplary; 86.6% were identified at proficient; 5.3% were identified at Needs Improvement and 0.4% was identified as Unsatisfactory. A total of 94.3% achieved the ratings of exemplary or proficient.

### **II. Management and Operations**

- On January 25, 2016 reviewed the preliminary FY '17 budget at the School Committee Workshop
- On January 26, 2016 met with the building Principals, Director of Special Education and Director of Human Resources to update them on the suggestions outlined during the FY '17 Budget Workshop
- January 26, 2016 attending the Personnel Sub-Committee meeting
- Dr. Bates continues to hold-one-on-one meetings with administrators and Central Office staff to gain insight about the District and gain data to assist me in developing a short-range entry plan, which he will present during our February School Committee meeting.
- Paperwork has been received from MASBO regarding the Financial Operations Review. John Manzi, Joel Lovering and John Crafton will be the MASBO team who will conduct the Review on March 1 and 2. Dr. Bates will be sending out a memo to the staff members who will be participating in the interviews. The Team will be in the district from 8:30 a.m. until 4:00 p.m. The report is expected to be completed by April 7, 2016.
- January 27 attended the Policy Sub-committee meeting

### **III. Family and Community Engagement**

- Introduction of the Life Threatening Allergies PSA submitted by Donna Linstrom, Coordinator for Health and Wellness: This video was produced by Julia Wachtell and Jack Diefenbach, students in the Video II class at Nashoba Regional High School, and will be used as part of the District’s plan to increase awareness of life-threatening allergies and educate viewers about the ways they can contribute to providing a safe and supportive school environment for all students. The video presents basic facts about life threatening allergies, their prevalence, management, and impact. Interviews with students reveal what it is like to have a life threatening allergy, and show the vigilance required to avoid severe reactions. Finally, the video provides instruction on actions that should be taken, or avoided, by all members of the community to minimize the potential for exposing individuals with LTAs to their allergens, and on how to respond and react during an allergic emergency.
- Met with Bolton Access Television representative to discuss reinstating Nashoba Now to highlight the school district’s activities. The first focus will be on the Teaching and Learning Coordinators roles, responsibilities and activities.
- Reviewed the Emerson Hospital Youth Risk Survey notification with Donna Linstrom, Coordinator for Health and Wellness. The YRBS will be administered during the week of March 7, 2016 to students in grades 6, 8 and grades 9-12. Nashoba Regional School District is one of the eight school districts who participate in the survey, along with: Acton-Boxborough, Concord and Concord-Carlisle, Groton-Dunstable, Harvard, Littleton, Maynard and Westford.
- Sent out an introductory message and update responding to the latest school safety threats to the Nashoba Regional School District Community.

**CORRESPONDENCE**

The School Committee received correspondence from Mr. Brendan Lee, Stow resident, inquiring why the School Committee is interested in hearing community input on the new superintendent search.

**CONSENT AGENDA**

Topics on consent agenda included:

**January 29, 2016 Warrants**

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3544	1/29/16	VENDOR	\$ 393,396.86
3545	1/29/16	BENEFIT	\$ 716,356.97
3546	1/29/16	PAYROLL	\$1,482,177.38

Meeting minutes of January 13, 2016. Mr. Darcy advised his revisions were not captured in the minutes and requested the minutes to be tabled until next meeting

**Items to be considered for next agenda**

**Adjourn**

**MOTION**

Cathy Thier moved to adjourn at 7:50 pm; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Kathy Their, Lynn Colletti and Neal Darcy **VOTED AND PASSED. UNANIMOUS (7-0-0)**

Submitted by  
Aleta Masterson  
Executive Assistant

Meeting Materials provided tonight can be located at [www.nrsd.net](http://www.nrsd.net)

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

### **Reference Documents/ Presentations**

Agenda

Second Quarter Financial Report Memo FY16

FY16 Results of Operations

Mid Year Policy Subcommittee Report

Mid Year Personnel Subcommittee Report

District Physician Work Agreement Coleman

NRHS Late Start Day Change Request

LBMS Gift Donation Request

Policy DI - Fiscal Accounting and Reporting

Policy BGD - School Committee Review of Regulations

Policy CHCA - Approval of Handbooks

PRESS RELEASE Third Year of Educator Evaluation Ratings Released

Meeting Minutes of 1/13/16

Approved by NRSC 2/11/16