

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

Luther Burbank Middle School
Library
1 Hollywood Drive
Lancaster, MA 01523

February 11, 2016

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

ABSENT: Neal Darcy and Cathy Thier

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

CITIZENS' COMMENTS

None

Student Advisory Report

No report

EXECUTIVE SESSION

Committee went into Executive Session at 6:05 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares meeting will return to regular session at the conclusion of the Executive Session. Executive Session to include Dr. Bates, Mr. King, Ms. Visco and Ms. Masterson.

MOTION

Nicole Odekirk moved to go into Executive Session at 6:05 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares meeting will return to regular session at the conclusion of the Executive Session. Executive Session to include Dr. Bates, Mr. King, Ms. Visco and Ms. Masterson. ; seconded by Kathy Codianne.

Roll Call Vote:

Ms. Romasco Yes
Ms. Odekirk Yes
Mr. Jones Yes
Ms. Colletti Yes
Ms. Codianne Yes

VOTED AND PASSED. UNANIMOUS (5-0-0)

Reconvened to open session at 6:34 pm

NEW BUSINESS

Florence Sawyer School Robotics Presentation

The Robotics Team from the Florence Sawyer School presented an overview of the team and their recent competitions. Team members provided a power point presentation about Nuclear Waste, demoed their robot, displayed a couple of “missions” with their robot and provided a film of their season’s accomplishments.

Principals FY17 Budget Requests

The school Principals attended the meeting and provided an explanation of the requests they made in the FY17 budget, reviewing the line item increases and decreases for their individual schools. Ms. Romasco asked the Principals if there are any “must haves” on their “wish lists”. The committee asked clarifying questions.

SY16-17 Calendar Recommendation

Members of the calendar committee including Stacy Kramer, Lancaster parent, Barbara Alberts-Pirani, Teacher, Patty O’Connor ELA Coordinator, and Robin Benoit, Interim Coordinator of STEM, Monic Visco, HR Director attended and introduced themselves. Ms. Visco advised the committee did a survey to parents and reviewed the results. Ms. Visco reviewed the proposed calendar; the School Committee will review and get feedback from the public and vote at a future meeting.

Policy ADG – Affordable Care Act, First Reading

Ms. Visco provided a review of new policy ADG-Affordable Care Act and advised this is from new Legislation and that a very small amount of employees would be impacted by this Act. Ms. Visco advised this policy covers employees not eligible for benefits because of the hours they work, which in most cases are the substitutes. The Act does not go in effect until 2017 so this gives the district a year to look back and track and define hours. Ms. Odekirk advised this a first reading and will be brought back for another reading.

Emerson Building Lease Addendum

Dr. Bates advised this addendum was drafted between the previous Administration and the Town Administrator before he arrived and was done so because of the interest of the school district to use the vacant third floor of the Emerson Building, which was previously used by the Town of Bolton, to house the district IT Department to free up space at the high school. Dr. Bates advised he has met with Don Lowe, Bolton Town Administrator and he is in support of this.

MOTION

Mark Jones moved to accept the revisions to the addendum of the lease agreement between the Town of Bolton and Nashoba Regional School District; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (5-0-0)**

Chief Procurement Officer Appointment

Dr. Bates advised the state requires a certification vote be on file for all schools districts for the appointment of their Chief Procurement Officer. Mr. King advised by job description he has been the Chief Procurement Officer since 2005. Ms. Colletti questioned if Mr. King has a MCPPO certification, Mr. King replied he does not, it is not required unless you are dealing with school construction.

MOTION

Mark Jones moved to authorize the Chair to sign the Notice of Appointment of Chief Procurement Officer appointing George King as the district Chief Procurement Officer seconded by Kathy

Codianne **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, and Kathy Codianne

OPPOSED: Lynn Colletti **VOTED AND PASSED. (4-1-0)**

Hale Activity Fund Request

Mr. King advised is he seeking approval for two new student activities funds for Hale Middle School. Both funds would be established with transfers of money from the Hale PTO, one for the school play and the other for the school store. Mr. King provided an explanation for the need of these accounts. Ms. Colletti stated she is concerned with the control of these accounts being turned over from the parents to the district. Mr. King replied it was requested by the parents who are involved in the Play and PTO to set up these accounts.

MOTION

Mark Jones moved to authorize the administration to set up two student activity funds at Hale Middle School, one for the school play and one for the school store; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, and Kathy Codianne **OPPOSED:** Lynn Colletti **VOTED AND PASSED. (4-1-0)**

School Committee Calendar Revision

Ms. Romasco advised the second session of the Budget Workshop will be next Wednesday and is requesting an additional meeting be added on March 3rd to continue work on the budget prior to the March 10th vote. Ms. Romasco advised the Budget Hearing will be held on March 3rd.

MOTION

Kathy Codianne moved to revise the School Committee meeting calendar to add a Budget Workshop on February 17, 2016 at 6:00 pm and a regular School Committee Meeting and Public Budget Hearing on March 3, 2016 at 6:00 pm; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (5-0-0)**

OLD BUSINESS

District Physician Appointment

Dr. Bates advised Donna Linstrom is asking for the appointment of Dr. Russell Coleman as the District Physician at a \$2000 yearly stipend. Dr. Bates advised the current district Physician retired, this position was posted and Dr. Coleman was the sole applicant.

MOTION

Mark Jones moved to authorize Dr. Bates to sign the contract and appoint Dr. Russell Coleman as the District Physician at a \$2000 yearly stipend; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (5-0-0)**

SUBCOMMITTEE REPORTS

Finance Subcommittee

Mr. Jones reported the committee has not met since the last school committee meeting. Mr. Jones advised he has been researching the Town's tax levies and hopes to produce a table with historical data at the next meeting.

Personnel Subcommittee

Ms. Romasco reported the committee met with Ms. Presser and reviewed the final copy of the Superintendent's Search brochure. Ms. Romasco advised the brochure is posted on MACS and MASS websites and will be mass mailed tomorrow.

Policy Subcommittee

Ms. Odekirk reported she and Mr. Darcy met as Ms. Codianne was not able to meet. Ms. Odekirk advised the committee is working on several policies involving communication which will be brought forward at future meetings. Ms. Odekirk also advised the school councils are giving input on a Chemical Health Policy and the Policy Subcommittee discussed that input in the creation of the Chemical Health Policy.

NRHS Space Study Task Force

Ms. Colletti reported the final draft of the report is ready and will be presented at a future school committee meeting. Mr. Czekanski and Ms. Romasco will discuss a meeting date to present the report.

SEPAC

No Report

Tech Committee

No Report

Emergency Response Committee

No Report

SUPERINTENDENT'S REPORT

Dr. Bates reviewed his Superintendent's report; (*The Superintendent's Report is available in its entirety on the NRSD website, www.nrsd.net.*)

Topics included:

I. Instructional Leadership

- I have met with The Curriculum Instructional and Assessment Coordinators on January 26, January 27, February 1, and February 10 to:
 - review the FY '16 Budget and the FY '17 Budget line items
 - identify the focus for Spring and Summer Academies
 - identify the goals and focus for Professional Development for 2016-2017
(Principals participated in this discussion)

II. Management and Operations

- Mr. Lowe, Town Administrator and I met on January 26 and February 8 to discuss school and town relationship and to tour the third floor of the Emerson School regarding the utilization of the space for the District's Technology Department.
- Mr. King and I met on February 8, 2016 to review the preliminary FY '17 budget.
- The District's EPIMS (Education Personnel Information Management System) has been certified with the DESE. The EPIMS system collects demographic data and work assignment information on individual public school educators. This information enables Massachusetts to comply fully with the No Child Left Behind Act by accurately reporting on highly qualified teachers. The EPIMS data also will be used to perform needed analysis on the Commonwealth's educator workforce that, over time, will identify high need areas, evaluate educational practices and programs and assist districts with their recruiting efforts. I want to commend Kathy Leonardi for her outstanding efforts in getting the data certified. DESE identified over 900 errors in the data (which is not unusual for school districts) and Ms. Leonardi worked diligently to correct the errors.

III. Family and Community Engagement

- On January 28, 2016 I met with the representative for Bolton Access to tour the local cable facility and to discuss reinstating **Nashoba Now** to highlight activities and initiatives that are happening within the District. The first production will be focused on Teaching and Learning, their roles, responsibilities and initiatives.

IV. Professional Culture

- I met with the Technology Manager, Technology Department staff, Athletic Director, Special Education Team Chairs, ELL Coordinator, Food Service Manager, Custodial Service Manager and the Facilities Director as I continue to gather data for my Entry Plan.

- I would like to thank Donna Lindstrom, Coordinator of Health and Wellness, for distributing the Life Threatening Allergy video production, produced by Jack Diefenbach and Julia Wachtel, to the middle schools and high school to provide vital information and education for all the viewers. Ms. Lindstrom has written a letter of commendation to both Jack and Julia recognizing “*their outstanding effort to increase the safety of members of our community who have life threatening allergies and contributing to our District’s supportive and collaborative culture.*”

CORRESPONDENCE

None

CONSENT AGENDA

Topics on consent agenda included:

February 12, 2016 Warrants

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3547	2/09/16	VENDOR	\$ 321,190.62
3548	2/09/16	BENEFIT	\$ 14,219.20
3549	2/09/16	PAYROLL	\$1,303,376.95

Minutes for January 13th, January 25th, January 28th, February 3rd 2016

MOTION

Mark Jones moved to accept the meeting minutes of 1/13/16, 1/25/16, 1/28/16 and 2/3/16 as amended seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, and Lynn Colletti **ABSTAINED:** Kathy Codianne **VOTED AND PASSED. (4-0-1)**

Adjourn

Kathy Codianne moved to adjourn at 9:15 pm; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (5-0-0)**

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 and Presentations

Agenda

- 2016-2017 SY NRSD Calendar Committee Recommendation
- Calendar Survey Results
- Emerson Building Lease Addendum
- Chief Procurement Officer Appointment

NRSD School Committee Meeting Minutes, February 11, 2016
Policy ADG - Affordable Care Act
Student Activity Funds Account Request at Hale
District Physician Work Agreement Coleman

Superintendent's Report

Meeting Minutes of January 13, 2016 School Committee Meeting
Meeting Minutes of January 25, 2016 Budget Workshop
Meeting Minutes of January 28, 2016 School Committee Meeting
Meeting Minutes of February 3, 2016 School Committee Meeting

Approved by NRSC 2/25/16