

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

Emerson School
50 Mechanic Street, Bolton, Ma
School Committee Conference Room
Second Floor

February 25, 2016

SCHOOL COMMITTEE IN ATTENDANCE: Lorraine Romasco, Nicole Odekirk, Mark Jones, Lynn Colletti, Kathy Codianne, Neal Darcy (left at 6:20 pm, returned at 6:26 pm) and Cathy Thier (left at 6:20 pm, returned at 6:49 pm)

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 5:00 PM

CITIZENS' COMMENTS

Tricia Pishock, from the Nashoba Food Allergy Education and Awareness Group, advised she is attending because the Food Services Budget is on the agenda and thanked Mr. Houle for his collaboration with the NFAEA. Ms. Pishock read a statement regarding cafeteria eating practices and suggested changes.

Student Advisory Report

Tom Bunnell reported on current activities, events, robotics, spring play, AP registration, band events, and a sports update at the high school.

EXECUTIVE SESSION

Committee went into Executive Session at 5:13 pm 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, and Ms. Masterson.

MOTION

Nicole Odekirk moved to go into Executive Session at 5:05 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, and Ms. Masterson.; seconded by Mark Jones.

Roll Call Vote:

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

VOTED AND PASSED. UNANIMOUS (7-0-0)

Reconvened to open session at 5:32 pm

NEW BUSINESS

Superintendent Search Screening Committee Lotteries

Ms. Romasco advised the lotteries will be drawn tonight from the letters of interest to serve on the Superintendent Search Committee. Lotteries were drawn and the following are results from the lottery;

Herb Cabral – Bolton Parent Representative

Claudia Dragn – Stow Parent Representative

Paula Castner – Lancaster Parent Representative (no lottery needed, only letter received)

Maureen Busch – Community Member at Large (no lottery needed, only letter received)

Dr. Bates advised he has selected the following representatives for the Central Office, Building Principal and Town Administrator. Dr. Bates advised the NREA will be selecting the teacher representatives.

Tracy Conte – Central Office Staff

Laura Friend – Building Principal

Don Lowe – Town Administrator

Bus Contract

Mr. King advised he is asking for a vote from the School Committee to exercise the one year extension option on the current contract with First Student to provide bus service to the district for the 2017-2018 school year.

MOTION

Nicole Odekirk moved to exercise the one year extension option on the current contract with First Student to provide bus service to the district for the 2017-2018 school year; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Neal Darcy, Cathy Thier and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (7-0-0)**

Nypro Donation to Luther Burbank

Dr. Bates advised Laura Friend, Principal of Luther Burbank MS is seeking approval for a \$500 donation the school has received from Nypro Foundation in Clinton, MA for the use of AV equipment in the auditorium.

MOTION

Kathy Codianne moved to approve the \$500 donation from Nypro Foundation for the use of AV equipment in the auditorium; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Neal Darcy, Cathy Thier and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (7-0-0)**

FY2017 Budget

Food Services

Tom Houle, Coordinator of Food Services, presented his proposed budget for FY17 and provided an overview of the Food Services Department.

Teaching and Learning

Dr. Bates provided an overview of the role of the Teaching and Learning Dept. Teaching and Learning Staff introduced themselves, Martina Keyon, STEM Coordinator (currently on maternity leave), Robin Benoit, Interim STEM Coordinator, Patty O'Connor, ELA Coordinator, and Cynthia Larsen, Coordinator of Digital Learning, each staff member reviewed their current responsibilities and duties and their focus for the next school year. The school committee asked clarifying questions regarding the Coordinators role in teacher evaluation, the District Improvement Plan, and professional development.

Interim Superintendent's Entry Plan

Dr. Bates reviewed his entry plan that is included in the packet. Dr. Bates reviewed his reorganization proposal advising his proposal for the Pupil Services Director gives the student a "360 service", one person/department handling all their services. Ms. Romasco asked the committee for questions and opinions on Dr. Bates Entry Plan and reorganization proposal. The committee asked clarifying questions regarding the chain of command within the buildings, what the guiding principals were in making the plan. Dr. Bates advised this proposal provided the opportunity for your new Superintendent to hire his own administrative team. The School Committee asked for the budget implications both increases and offsets. Mr. Darcy advised he feels efficiencies do not always mean cost cutting but a better way to do something, however in this case the plan provides for both efficiencies and the potential for cost saving opportunities. Ms. Thier thanked Dr. Bates for the work done but advised she would rather see this data given to the new Superintendent and let him make this decision and not make it for them before they arrive.

Follow up on Prior Presentations

Ms. Romasco reviewed the document of Mr. King's recommended budget reductions; the committee discussed each recommendation and by consensus accepted all recommendations as listed below;

One classroom teacher due to enrollment at Sawyer, \$55,000

There is a projected reduction in Kindergarten enrollment.

One paraprofessional due to enrollment at Hale, \$32,000

The student load for next year allows for a reduction of one paraprofessional

Reorganization of Facilities Office, \$50,000

The reorganization would consolidate the position of Custodial Services Manager and the part time department assistant into one full time administrative assistant position.

Increase budget offset for health grant, \$30,000

This grant had been reduced in recent years but has currently been restored to historical levels.

Decrease NRHS salaries, \$64,962

After discussions with the high school principal we are able to manage the change in department head schedule in all subjects except science and math without the additional .2 position.

Decrease NRHS operations, \$29,500

There were large increases in the operations budgets for the math (71%) and music (113%) departments. Math was for more replacement text books and music for uniforms and equipment for the marching band. It is recommended that these lines be level funded at \$19,000 and \$15,000 respectively.

Decrease Facility Salaries, \$45,507

There was an extra custodian budgeted to cover for long term leave. This could be a challenge if the personnel situations that are current continue into the next fiscal year.

Decrease Technology Operations, \$17,520

This delays the initiative of scanning and archiving our HR records digitally.

Mary Rowlandson Operations, \$2,215

This removes the course of the Foundations supplies which have been bought by Teaching and Learning budget. This is being reduced because it is a duplicate entry in the budget.

Center Operations, \$5,000

This removes the course of the Foundations supplies which have been bought by Teaching and Learning budget. This is being reduced because it is a duplicate entry in the budget.

Sawyer Operations, \$6,055

This removes funding for two items that are either presently purchased or provided elsewhere in the budget. This is being reduced because it is a duplicate entry in the budget.

Budget Discussion

The school committee held a round table budget discussion, items discussed were; budget reconciliation from FY to FY budgets, tuition reimbursement, salary increases, concerns that the mileage allowance roll-ins to salaries are being shown as a higher than actual increase in overall compensation. Further concerns were the cost implications of these role-ins to future raises and benefits, the committee came to a consensus of a 2% budgeted salary increase and talked about creating a salary schedule for each job description. Ms. Codianne requested a list of duties for the assistant to Facilities.

Ms. Romasco advised the FY17 Budget Hearing is Thursday, March 3rd, there are two meetings before the budget vote, the budget must be voted on March 10th to comply with the Town Bylaws of a passed budget by March 15th. Dr. Bates and Mr. King will present a revised budget at the next meeting with the accepted recommendations from tonight, budget implications from the proposed organization and budget implications for the SRO position.

SUBCOMMITTEE REPORTS

Finance SubCommittee

No Report

Personnel Subcommittee

No Report

Policy SubCommittee

No Report

NRHS Space Study Task Force

No Report

SEPAC

No Report

Tech Committee

No Report

Emergency Response Committee

No Report

SUPERINTENDENT'S REPORT

No Report

CORRESPONDENCE

None

CONSENT AGENDA

Topics on consent agenda included:

February 26, 2016 Warrants

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3550	2/26/16	VENDOR	\$ 529,560.97
3551	2/26/16	BENEFIT	\$ 717,435.18
3552	2/26/16	PAYROLL	\$1,332,023.53

Meeting minutes of February 11, 2016

Meeting minutes of February 17, 2016 Budget Workshop were removed from consent agenda and will be approved at the next meeting.

Adjourn

Kathy Codianne moved to adjourn at 9:04 pm; seconded by Cathy Thier **IN FAVOR:** Lorraine Romasco, Nicole Odekirk, Mark Jones, Kathy Codianne, Neal Darcy, Cathy Thier and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (7-0-0)**

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 (A. Masterson, C. Bates, L. Romasco)
Nypro Donation Memo to LBMS (L. Friend)
2016-2017 Projected Kindergarten Enrollment (A. Masterson)
K-8 Class Size (Powerschool Export)
NRHS Class Size (P. Graham)
Food Services FY17 Budget (T. Houle)
Food Services SY2015-2016 First Quarter Profit and Loss Statement (T. Houle)
Food Services SY2015-2016 Second Quarter Profit and Loss Statement (T. Houle)
Teaching and Learning Dept. technology programs, subscriptions and licenses (C. Larsen)
Teaching and Learning The Critical Nature of Our Work (T & L Staff)
CIA Digital Learning Coordinator Presentation (C. Larsen)
CIA ELA Coordinator Presentation (P. O'Connor)
CIA STEM Coordinator Presentation (M. Kenyon, R. Benoit)
Nashoba PD 2015-2016 (C. Larsen)
Interim Superintendent's Transition Plan (C. Bates)
Administrative Curriculum Structure Comparison (C. Bates, A. Masterson)
Interim Superintendent's Reorganization Proposal (C. Bates)
Number of Special Educators & Paraprofessionals (C. Bates)
Proposed Reorganization Chart (C. Bates)
Facilities FY17 Schedule Maintenance Plans
NRHS FY17 Scheduled Maintenance Plan (B. Cleary)
Bolton FY17 Scheduled Maintenance Plan (B. Cleary)
Stow FY17 Scheduled Maintenance Plan (B. Cleary)
Lancaster FY17 Scheduled Maintenance Plan (B. Cleary)
District Offices FY17 Scheduled Maintenance Plan (B. Cleary)
Facilities Vehicle FY17 Budget (B. Cleary)
District Electrician-Plumper Overtime Hours FY12-FY16 (G. King)
Meeting Minutes of February 11, 2016 School Committee Meeting (A. Masterson)
Meeting Minutes of February 17, 2016 Budget Workshop (L. Colletti)

NRSC Approved 3/10/16