

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

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

June 29, 2016

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

ABSENT: Jennifer Leone

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

CALL TO ORDER

Ms. Romasco called the meeting to order at 6:00 PM

CITIZENS' COMMENTS

None

EXECUTIVE SESSION

Committee went into Executive Session at 6:00 pm for the purpose of discussing negotiation strategies for non-union contracts, Reference purpose #2 to comply with M. G. L. Chapter 30A Reasons for Convening Executive Session. Executive Session to include Dr. Bates.

MOTION

Kathy Codianne moved to go into Executive Session at 6:00 pm for the purpose of discussing negotiation strategies for non-union contracts, Reference purpose #2 to comply with M. G. L. Chapter 30A Reasons for Convening Executive Session. Executive Session to include Dr. Bates.; seconded by Mark Jones

Roll Call Vote:

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

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

School Committee return to open session at 6:20 pm

NEW BUSINESS

Non Union Sick Leave Cap

MOTION

Kathy Codianne moved to cap the sick time accrual to 180 days in non-union contracts; seconded by Susan Reardon **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Approve Business Manager Job Description

MOTION

Kathy Codianne moved to accept the Interim Business and Operations Manager's job description as presented seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Acting Business and Operations Manager Appointment

Dr. Bates advised Patricia Marone is currently the district's Senior Accountant and is recommending she be appointed as Acting Business and Operations Manager. Ms. Romasco thanked Ms. Marone for her support.

MOTION

Nicole Odekirk moved to appoint Patricia Marone as Acting Business and Operations Manager seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

MOU Educator Evaluation

Laura Friend and Ross Mulkerin provided an overview of the Education Timeline development, next steps and the purpose of the MOU. Ms. Friend advised the NREA and Administration is in agreement of the MOU and has been well received with staff.

MOTION

Kathy Codianne moved to accept the Educator Evaluation Timeline MOU between the Nashoba Regional School Committee and the Nashoba Regional Education Association, Unit A; seconded by Nicole Odekirk **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Nicole Odekirk, and Kathy Codianne **ABSTAINED:** Susan Reardon **VOTED AND PASSED. (6-0-1)**

Appointment of District Physician for 2016-2016 School Year

Dr. Bates advised the School Committee is required to appoint the District Physician yearly. Dr. Coleman was the District Physical last year and no concerns were raised.

MOTION

Nicole Odekirk moved to appoint Dr. Russell Coleman as the District Physician for the 2016-2017 school year; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Pirozzolo Fellowship Donation

Dr. Bates advised Jacquie Carter, Video Club Advisor at NRHS, advised Paul Theiriault a student at NRHS has been awarded a \$1500 scholarship from the Pirozzolo Fellowship for a project to ramp up the Video Broadcast club between the middle schools and NRHS.

MOTION

Mark Jones moved to accept the \$1500 donation from the Pirozzolo Fellowship to Nashoba Video Broadcast Project; seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Amendment to Article XV. of the School Committee Bylaws

Ms. Reardon advised the Policy Subcommittee reviewed the language of Article XV, section 1 of the School Committee Bylaws and is recommending the change in language to be in line with the current process. Mr. Jones advised this revision was requested to align with role of the governance role of the School Committee.

MOTION

Mark Jones moved accept the revision to the School Committee Bylaws, Article XV, Section 1 to read, Committee members may request that items be included on the agenda. The agenda shall be set by the Chairperson of the School Committee, with the advice of, and in consultation with the Superintendent; seconded by Kathy Codianne

IN Roll Call Vote:

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

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

AESOP Absence Management & Substitute Placement System

Ms. Codianne advised the Personnel Subcommittee has researched the AESOP Absence Management & Substitute Placement System as a follow up to an inquiring by the Human Resources Department in December 2015. Ms. Codianne provided an overview of the services provided by AESOP software.

MOTION

Kathy Codianne moved to implement the AESOP Absence Management & Substitute Placement System for the 2016-2017 school year and evaluate the program at mid-year; seconded by Mark Jones **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Superintendent Request for Professional Services

Ms. Romasco advised Superintendent Elect Clenchy has requested the professional services of Dr. Bates for 10 days during the transition.

MOTION

Mark Jones moved to approve the Superintendent's request for professional services of Dr. Bates, not to exceed 10 days or \$6500.00; seconded by Susan Reardon. **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

District Facilities Issues

Dominic Esposito, the District HVAC/Plumber, attended the meeting and provided the following updates on Facilities issues. Mr. Esposito advised he has documentation that these issues were brought to the attention of the previous Facilities Director but appear to have not been addressed.

White Water at FSS

Dr. Bates advised Don Lowe, Bolton Town Administrator, received a letter from the DEP regarding compliance of waste water at the Florence Sawyer/Emerson School. Dr. Bates advised this is currently maintained by the firm White Water. Mr. Esposito provided a review of the equipment currently in use and what repairs are needed to become compliant. Mr. Esposito advised the safety issues to student/staff is extremely minimal, the concern is compliance.

NRHS Fire Pump

Mr. Esposito advised the NRHS Fire Pump is in need of service and detailed the scope of the work that needs to be completed.

Lead Paint Sampling in Emerson Building

Mr. Esposito advised upon inspection of the Emerson building lead paint was detected in the 1922 section of the building. Mr. Esposito advised an inspection will be done in the 1952 section next week which houses the classrooms.

Oil Tanks

Dr. Bates advised the district has five oil tanks, four underground and one above ground, Dr. Bates advised these tanks have never been evaluated and by law they are supposed to be evaluated every three years. Mr. Esposito advised this was brought to his attention when a monitoring probe on one of the tanks was not working. Dr. Bates stated he was advised if the oil tank is only used for heat and above ground, inspections are not required. Mr. Esposito advised he does not believe any of the tanks are leaking, as the levels when checked are consistent. Mr. Esposito is in the process of obtaining estimates for inspection, his first estimate he received is \$12,000.

Hot Water Heater at NRHS

Mr. Esposito advised one of the hot water heaters is leaking into the firing chamber, so therefore they are running with one heater. Mr. Esposito advised due to the age he would recommend replacement of the tanks.

Boiler Replacement at FSS

Mr. Lowe advised the funds were appropriated on a town warrant in 2013 for a boiler replacement (\$12,000) which has not been used. Mr. Esposito advised he estimates the repair will be \$24,500.

NESDEC District Enrollment Study

Mr. Czekanski provided an overview of the NESDEC district enrollment study via a powerpoint presentation in the meeting packet.

Food Services Year End Report

Mr. Houle provided a review of the Food Services profit loss yearend report and student/staff prepaid and negative balances.

Extended Learning and Enrichment Report

Ms. Dwyer provided an overview of the of the Extended Learning Program and her five year plan. Ms. Dwyer provided a review of the financial status of the program.

Draft Technology Plan

Ms. Cindy Larsen and Mr. Su Qi presented the district Technology Plan and powerpoint presentation reviewing the plan. Ms. Larsen provided a review of the process used to develop the Technology Plan and the Technology Committee composite. Ms. Larsen advised next steps will be to review this Plan with Superintendent Clenchy and move forward with the plan.

Professional Development Plan

Dr. Curtis Bates commended the Teaching and Learning Staff on the work they have done this year and the direction they are headed, stating they are their way to having one of the state's best Professional Development Programs. Ms. Cindy Larsen and Ms. Patty O'Connor reviewed the plan for 2016-2017 program.

OLD BUSINESS

Additional Regular School Committee Meeting on July 7, 2016

Ms. Romasco advised she is requesting a 1 hour regular School Committee Meeting on July 7th before the Collective Bargaining Workshop.

MOTION

Kathy Codianne moved to add a one hour regular School Committee meeting on July 7, 2016 at 5:00 pm prior to the Collective Bargaining Workshop; seconded by Susan Reardon
IN FAVOR: Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Municipal Member Appointment to Collective Bargaining Committee

Ms. Romasco advised the three Town Administrators met and elected Don Lowe, Town Administrator in Bolton as the Municipal Member to Collective Bargaining Committee. Ms. Romasco advised Mr. Lowe will be participating and voting in the negotiation of Union contracts. Mr. Lowe will attend the Collective Bargaining Workshop on July 7th.

SUBCOMMITTEE REPORTS

Finance Subcommittee

Mr. Darcy reported the committee met yesterday and revisited the postmortem budget review with the member towns, Mr. Darcy advised the dates are being researched now. Mr. Darcy advised the Chair, Ms. Romasco attended the meeting. Ms. Romasco advised she has contacted an audit firm (MelansonHeath) regarding a forensic audit for the district, and advised she is requesting the School Committee to engage the firm in a quote for services of a Forensic Audit. Ms. Romasco advised the original fee of \$40,000 was reduced to a "not to exceed" amount of \$25,000 since the district's efforts to engage MASBO provides a starting point for MelansonHeath. Mr. Darcy advised the Finance Subcommittee voted to approve the Chair to engage MelansonHeath to provide a proposal for a forensic audit.

MOTION

Neal Darcy moved to approve the Chair to engage MelansonHeath to provide a proposal for a forensic audit; seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

Personnel Subcommittee

Ms. Codianne reported the subcommittee discussed AESOP and the sick time cap, both of which were brought forward tonight.

Policy Subcommittee

Ms. Reardon reported the committee reviewed five policies; they will be brought forward at a future meeting.

NRHS Space Task Force

No report

SEPAC

No report

Tech Committee

No report

Emergency Response Committee

No report

Collective Bargaining Committee

No report

Audit Advisory

Mr. Jones advised he will be contacting the Advisory Committee regarding an RFP for the district Audit Firm.

CORRESPONDENCE

None

CONSENT AGENDA

Topics on consent agenda included:

Warrants of July 1, 2016

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3577	6/30/16	VENDOR (FY16)	\$399,829.66
3578	7/01/16	VENDOR (FY17)	\$818,819.00
3579	7/01/16	BENEFIT (FY17)	\$ 59,985.32
3580	7/01/16	PAYROLL (FY17)	\$940,827.11

Meeting Minutes of May 31, 2016

Meeting Minutes of June 15, 2016

ITEMS TO BE CONSIDERED FOR NEXT AGENDA

- SEPAC Year End Report – Isabel Wells
- Appointment of Director of Pupil Personnel Services
- Appointment of Interim Business and Operations Director
- Accept Proposal from MelansonHeath for Forensic Audit

EXECUTIVE SESSION

Committee went into Executive Session at 10:01 pm for the purpose of reviewing Executive Sessions Minutes of 12/2/15, 12/16/15(2), 2/11/16, 2/25/16, 5/11/16, 5/18/16, 5/31/16(2) and 6/15/16. Reference purpose #7 to comply with M. G. L. Chapter 30A Reasons for Convening Executive Session. Executive Session to include Dr. Bates.

MOTION

Mark Jones moved to go into Executive Session at 10:01 pm for the purpose of reviewing Executive Sessions Minutes of 12/2/15, 12/16/15(2), 2/11/16, 2/25/16, 5/11/16, 5/18/16, 5/31/16(2) and 6/15/16. Reference purpose #7 to comply with M. G. L. Chapter 30A Reasons for Convening Executive Session. Executive Session to include Dr. Bates; seconded by Kathy Codianne

Roll Call Vote:

Ms. Romasco	Yes
Ms. Reardon	Yes
Mr. Jones	Yes
Ms. Colletti	Yes
Mr. Darcy	Yes
Ms. Codianne	Yes
Ms. Leone	Yes
Ms. Odekirk	Yes

VOTED AND PASSED. UNANIMOUS (8-0-0)

Approval of Executive Session Minutes of 12/2/15, 12/16/15 section 1, 2/11/16, 2/25/16, 5/11/16, 5/18/16, 5/31/16(2) and 6/15/16

MOTION

Kathy Codianne moved to Approval of Executive Session Minutes of 12/2/15, 12/16/15 section 1, 2/11/16, 2/25/16, 5/11/16, 5/18/16, 5/31/16(2) and 6/15/16 seconded by Neal Darcy **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Nicole Odekirk, and Kathy Codianne **ABSTAINED:** Susan Reardon **VOTED AND PASSED.** (6-0-1)

Adjourn

MOTION

Nicole Odekirk moved to adjourn at 10:26 pm seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Neal Darcy, Susan Reardon, Nicole Odekirk, and Kathy Codianne **VOTED AND PASSED. (7-0-0)**

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
Nashoba MOA Educator Eval Timeline
School MD contract 2016-17
Video Broadcast Pirozzol Fellowship Donation
Article XV School Committee Bylaws Proposed Revision
School Committee Bylaws
AESOP Absence Management & Substitute Placement System
NRHS Task Task Force Enrollment Presentation
Food Services Report
Extending Learning/Enrichment Presentation
Extended Day FY13-FY16 Expenditure and Budget Comparison
Tech Plan
Tech Plan Presentation

NRSD School Committee Meeting Minutes, June 29, 2016
Schools and Libraries E-Rate Program Overview
eRateFY2010-FY2017
2016-2017 Professional Development Overview
Facilities Issues June 2016
Mass DEP Correspondence to Don Lowe
White Water Correspondence
Gustavo Preston Service Proposal
Candidate Letters for Interviews
Meeting Minutes of 5/31/16
Meeting Minutes of 6/15/16

Approved by NRSC 9-14-16