

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

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

September 28, 2016

SCHOOL COMMITTEE IN ATTENDANCE: Lorraine Romasco, Nicole Odekirk (left meeting at 8:40 pm), Mark Jones, Lynn Colletti (arrived at 6:10 pm), Jennifer Leone, Kathy Codianne, Susan Reardon, and Neal Darcy

ADMINISTRATION IN ATTENDANCE: Brooke Clenchy, Superintendent of Schools

CALL TO ORDER

Ms. Romasco called the meeting to order at 6:01 PM

CITIZENS' COMMENTS

None

STUDENT REPRESENTATIVE REPORT

Nick Mellis reported;

Athletics

Fall Sports – FB team improved to 2-1 with win over Groton-Dunstable last week. The teams hosts St. John this Friday at home. Field Hockey team improved to 3-1-2 with a big win over Lincoln-Sudbury last week. Golf team is playing well and the boys' soccer team picked up their first win this week. Girls' soccer team defeated Groton-Dunstable last night under the lights, 4-0, to improve to 3-1-2. The volleyball team improved to 6-3 this week and are still undefeated in league play. The cross-country team defeated Fitchburg this week.

Non-athletic news:

Fall Play announced: The Matchmaker – casting completed

Chorus is going to Toronto

A girls' workout club has been started

NRHS is hosting the PSATs

NRHS phone directories are on sale for \$10

9/29 is senior college planning night

Many students are reporting difficulty getting appointments with their guidance counselor. Questioning if case load for counselors is too high

Students reporting problems with locker not locking – facilities will investigate

SUPERINTENDENT'S ENTRY PLAN

Superintendent Clenchy presented her Entry Plan, "A New Day." The plan was emailed to SC members and will be posted on the website on Thursday. The plan outlines the superintendent's process as she begins her leadership role and explains the phases of this work to Listen, Review, Observe, Learn, Act. A key part of the entry plan involves the extensive "listening tour" the superintendent used to meet with the various stakeholders in all of the schools and in each of the towns. The plan lists commendations and challenges and frames 19 goals which will guide her work this first year.

Superintendent Clenchy concluded her presentation by stating the following, "It is my pleasure and honor to lead and support the Nashoba Regional School District. This is a school district that is rich in history and perfectly poised for the future. Education is highly respected and valued by its communities,

staff and administration. We are at a point to build on our strengths and establish new pathways. It is an exciting time to be part of this incredible district.”

1. Superintendent entry plan.
 - a. District in a stagger year for District Improvement Plan. A few schools will provide 1 year plans in preparation for District wide 5 year plan to be developed next year. Entry plan will be added to district site for easy access
 - b. Evaluating – School Dude, Power School, Baseline Edge and others to answer
 - i. What are they?
 - ii. Are they useful?
 - iii. Are they used?
 - c. T&L creating a process for goals
 - d. Superintendent developing 5-7 consistent and repeatable business processes encompassing institutional knowledge to build/create/re-create administration level procedures. Draft presented to SC next month.
 - e. Lack of legacy files is a 2 year rebuild process at a minimum.
 - f. Per MASBO recommendations, every purchase and service in district acquired per procurement laws. Purchase order procedures are now in place.

NRSC HOUSEKEEPING

Chair has asked the SC to review the district bylaws. Article 23 Section 2. All requests to filter through the Sub Committees or Chair.

- a) Next meeting, Ms Reardon will be presenting on Group Norms which have been expanded to include collaboration and built in protocols.
- b) Mr Jones, continuing the Space Task Force, discussed the possible next steps for the NRHS.
 - a. Feasibility Study will cost between \$800,000 and \$1,200,000. Mr. Jones to research and report out on the tax payer impact per town. .
 - b. Superintendent Clenchy will approach the High School to open the discussion on the following areas which the feasibility study will not address and will share the update at the October 26th meeting;
 - i. Repurpose of some areas.
 - ii. Scheduling
 - iii. Programming
 - c. Superintendent will make sure that the demographic study is added to the meeting packet.

NEW BUSINESS

New Positions requested for Central Office

Motion

Ms Leone moved to approve the new position of Accounts Payable/accounts receivable specialist one year contract, pay range \$55,000-65,000 annually. 40 hrs/week, 12 months, 8am-4pm. Benefits consistent with other non-bargaining unit employees per job description and other duties as assigned. Funded from Personnel Budget 2016/17. Seconded by K Codianne Vote: 8-0-0 Passed

Motion

Ms Leone moved to approve the new position of Food Service and Enrichment/Extended Day Learning Administrative Assistant one year contract, pay range \$43,000-48,000 annually. 40 hrs/week, 12 months, 8am-4pm. Benefits consistent with other non-bargaining unit employees per job description and other duties as assigned. Funded from Food Service and Enrichment/Extended Day budget. Seconded by K Codianne Vote 8-0-0 Passed

Motion

Ms Leone moved to approve the new position of Facilities Administrative Assistant one year contract, pay range \$43,000-48,000 annually. 40 hrs/week, 12 months, 8am-4pm. Benefits consistent with other non-bargaining unit employees per job description and other duties as assigned. Funded from Personnel Budget 2016/17. Seconded by K Codianne Vote: 8-0-0 Passed

Chair has asked the Personnel subcommittee to work with the Superintendent on the goals of the three new hire positions.

Superintendent directed by the chair to report out on the new hires at the end of the year with the following information;

How are the new positions evaluated? Evaluate the position not the person.

What did the new positions recover for the district?

How did the new positions improve/enhance the district?

Ms Clenchy to report on evaluations for positions (non bargaining) which have not been regularly or recently evaluated.

Finance subcommittee asked that the benefits, fringe and typical, be included in future salary discussions as they affect the budget.

Subcommittee Reports Request

In developing the subcommittees' desired reports list, each subcommittee was asked to consider the following to determine its appropriateness;

- g. What is the report?
- h. Why do we need it?
- i. How does it help the subcommittee do its job?
- j. How often does the report need to be generated?

OLD BUSINESS

School Committee 2016-2017 Overarching Goals

Motion

Ms Leone moved to approve the 2016-2017 overarching goals as presented in draft2. Seconded by M Jones Vote: 8-0-0 Passed

SUBCOMMITTEE REPORTS

Finance Subcommittee

Mr. Darcy reported the Finance Subcommittee is working on goals and list of required reports

Personnel Subcommittee

Ms. Codianne reported the committee is working on Superintendent evaluation.

Policy Subcommittee

Ms. Reardon reported the committee is working on Norms and operating protocol, recommended class sizes, DBA budget policy, Policy goals and list of required reports for next meeting on October 12.

NRHS Space Task Force

No Report

SEPAC

No Report

Tech Committee

Tech committee liaisons will be Mr Darcy and Ms Colletti

Emergency Response Committee

Safety committee liaison will be Ms Leone

Collective Bargaining Committee

No Report

Audit Advisory

Mr. Jones reported Audit Advisory has not yet met. Their first project is the RFP for firms to conduct the District’s annual audit.

CORRESPONDENCE

None

CONSENT AGENDA

Topics on consent agenda included:

Warrants of September 30, 2016

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3598	9/30/16	VENDOR	\$ 970,033.69
3599	9/30/16	BENEFIT	\$ 761,024.24
3600	9/30/16	PAYROLL	\$1,542,081.71

Meeting Minutes of 9/14/16

ITEMS TO BE CONSIDERED FOR NEXT AGENDA

- Ms Romasco to contact Ms Presser to inform the MASC that the MASC policy contract has been accepted.
- Oct 12, point person for the MASC policy project will be assigned.
- Topics or next meeting: Teaching & Learning will present an MCAS update on October 12
- Town of Bolton has elected to take over the Boiler project for the Emerson Building.
 - There is an on-going conversation about who is going to maintain the Boiler once it is installed. It is a good opportunity for the district to obtain the warranty and maintenance manuals for the boiler.
- Topics for next meeting: Teaching & Learning to present on the district literacy plan which was developed by the Administration and Staff. Update on enVision, our new district-wide math program
- Facility work is ongoing.

- T&L MCAS presentation
- School Committee manual draft
- Norms
- Superintendent evaluation
- Sub Committee Goals 1st draft
- 2 policies for first reading

- Suggested reports from the sub committees

Adjourn

MOTION

Jennifer Leone moved to adjourn at 8:53 pm seconded by Kathy Codianne **IN FAVOR:** Lorraine Romasco, Mark Jones, Lynn Colletti, Jennifer Leone, Neal Darcy, Susan Reardon, 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

Superintendent Entry Plan

Accounts Payable/Accounts Receivable Specialist Job Descrip

Food Services/Extended Day Admin Assistant Job Descrip

Facilities Assistant Job Descrip

2016-17 School Committee Goals 9-28-2016 DRAFT2

Superintendent's Report 9-28-16

Meeting minutes of 9/14/16

NRHS Space Needs Final Report 3/15/16

Approved by NRSC 10/26/16