

**NASHOBA REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING**

June 18, 2013

SCHOOL COMMITTEE IN ATTENDANCE: Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell (arrived at 6:31 pm), Reta Rupich, and Lynn Colletti

ABSENT: Kara Keith, Julie Fay

ADMINISTRATION IN ATTENDANCE: Michael Wood, Superintendent of Schools, George King, Assistant Superintendent of Schools

CALL TO ORDER

Ms. Federspiel called the meeting to order at 6:18 PM in the School Committee Conference Room.

CONSENT AGENDA

Topics on consent agenda included:

June 21, 2013 Warrants

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3330	6/21/13	VENDOR	\$ 411,668.53
3331	6/21/13	BENEFIT	\$ 3,833.54
3332	6/21/13	PAYROLL	\$2,961,538.57

Minutes of the June 4, 2013 meeting

Authorized the Finance/Facilities SubCommittee to sign warrants during summer recess.

CORRESPONDENCE

NRHS Class Rank Publication Correspondence

SUPERINTENDENT'S REPORT

Mr. Wood reviewed his Superintendent's report; (*The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>*)

Topics included:

- Student Recognition
- District Treasurer Appointment
- Student Representative to the School Committee
- District Improvement Survey
- Class of 2013 Graduation
- TAMY Award Winners
- Town of Bolton Cable Contract

Student Recognition

Mr. Wood recognized Steven Tang for his achievement of reaching the rank of Eagle Scout.

Treasurer Appointment

Mr. Wood advised with the resignation of Charlotte Gallant, he is recommending the appointment of Victoria Chartier, who is currently the district's payroll specialist, as the district Treasurer. Mr. Wood advised Ms. Chartier is an experienced treasurer previously as the treasurer for the Town of Phillipston. Mr. Wood advised the Central Office staff will be realigned to cover the payroll functions, there will be no increase in staffing.

MOTION

Maureen Busch made a motion to appoint Victoria Chartier as District Treasurer/Benefits Specialist beginning July 24, 2013 seconded by Reta Rupich **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (5-0-0)**

SUBCOMMITTEE REPORTS

Student Advisory Report

Ms. Nyshidha Gurijala, the new Student School Committee Representative reported;

- Senior Scholar
- Spring Sports
- Junior Prom
- Best Buddies Prom
- Underclassman Awards
- 2013 Graduation

Finance SubCommittee

Ms. Busch reported warrants were signed and there will be a presentation on the concession stand proposal later tonight in the meeting.

Personnel SubCommittee

Ms. Federspiel reported the committee has not met.

Policy SubCommittee

Ms. Federspiel reported the committee met and there will be a couple policies presented later in the meeting.

SPED PAC

Ms. Finger and Ms. Conte attended the meeting and presented the end of the year report on the SPED Pac reviewing sports, meetings and student programs.

ESBC

Ms. Colletti reported the committee met and the "finishing" is still in process and the committee will meet again in September.

NEW BUSINESS

Concessions Stand Plan

Mr. Cleary presented a powerpoint presentation of the proposed concession stand and storage garage location at NRHS. Mr. Cleary review the design of the buildings and the amenities of the prep area of the concession stand. Mr. King advised the project cost is estimated at \$300,000, Mr. King advised there is \$150,000 left from the bond so therefore \$150,000 would need to be found within the budget, this is an approx. as it has not been bid yet, the amount could be lower but from the estimates from the architects we expect it to be \$300,000

Auditor

Mr. Wood stated the district has used the same auditing firm, Powers and Sullivan, for the past 10 years, so therefore it was timely to put this service out for bid to review the options. Mr. King advised bid request was posted and all firms submitted a technical and price bid. Mr. King reported that five bids were received. Mr. King stated our present firm was the lowest bid at \$27,900 and agreed to hold that price for three years. Mr. King is advising to enter into an engagement for our FY13 audit with Powers and Sullivan.

MOTION

Maureen Busch made a motion to authorize the district administration to enter into an engagement for our FY13 audit with Powers and Sullivan; seconded by Cathy Thier **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

District Copy Machines

Mr. King advised he and Su Qi, the district Technology Director, spend a good part of the year researching the replacement of the copiers in the district, as the current contract expires in August. Mr. King advised the two major providers in this area are Cannon and Xerox, both companies were asked to quote the exact replacement of the current fleet for an “apples to apples” comparison, through this process it was determined Cannon would be the provider. Cannon is our current provider, as we currently have Oce and Cannon acquired Oce a couple years ago.

MOTION

Nancy Federspiel made a motion to authorize the district administration to enter into a four year contract for the procurement and financing of multi function copy machines for the District; seconded by Jeff Odell **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

FY13 Transfers

Mr. King advised each year at this time transfers are done between control line items to balance out the budget. Mr. King advised most of the transfers are salary line items. Mr. King provided a memo outlining all requested transfers and reviewed same.

MOTION

Nancy Federspiel made a motion to approve the transfers as listed on the attachment and described in the memo to Michael Wood from George King dated June 17, 2013; seconded by Reta Rupich **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

MOTION

Jeff Odell made a motion to increase the FY2013 NRSD budget by \$506,176 and assign that total amount to the line item “school choice”, for a new total FY2013 budget of \$46,177,320; seconded by Reta Rupich **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

Policy AB/ACAC – NRSD Discriminatory Harassment Policy
Policy AC/ACA/ACE – NRSD Equal Employment Opportunity Policy

Mr. Wood advised there are two policies in the packet tonight for discriminatory harassment and equal employment opportunity. Mr. Wood advised these policies are “boiler plate” policies to comply with new state regulations.

MOTION

Jeff Odell made a motion to approve the first reading and adoption Policy AB/ACAC – NRSD Discriminatory Harassment Policy and Policy AC/ACA/ACE – NRSD Equal Employment Opportunity Policy after the first reading as presented; seconded by Nancy Federspiel **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

Chemical Hygiene and Science Laboratory Safety Plan

Mr. Wood introduced Martina Kenyon, Ms. Kenyon reviewed the safety plan and what additional materials will be needed and class size concerns. Ms. Kenyon will gather additional data and will report the findings to the school committee in the Fall.

OLD BUSINESS

District Improvement Plan and Draft Superintendent Goals for FY14

Ms. Federspiel advised the district improvement plan and survey results are in the packet and asked the committee if they would like to begin work on this tonight or if there is a preference for the policy subcommittee to review and begin work and bring back to the entire committee in the Fall. The committee discussed and the consensus was to hear Mr. Wood’s goals and begin to review the plan as to how they tie into the improvement plan. Mr. Wood advised he has provided a draft of his proposed goals for FY14 and reviewed each goal. The committee discussed the goals and the survey results. Mr. Wood advised he will put together statistics on performance and write a goal around communication.

Policy KLGA – Relations with Police Authorities

Mr. Wood advised the policy is in the packet for a third reading and adoption, there have been no changes since the last reading.

MOTION

Jeff Odell made a motion to adopt policy KLGA-Relations with police authorities as presented; seconded by Cathy Thier **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

School Resource Officer (SRO) Job Description

Mr. Wood advised the SRO job description is in the packet for a third reading and adoption, there have been no changes since the last reading.

MOTION

Reta Rupich made a motion to approve the SRO (School Resource Officer) job description as presented; seconded by Jeff Odell **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

CITIZENS' COMMENTS

NONE

EXECUTIVE SESSION

Committee went into Executive Session at 9:12 pm for the purpose of discussing a personnel matter related to current and future bargaining include Michael Wood, George King, Aleta Masterson.

MOTION

Nancy Federspiel made a motion to go into executive session at 9:12pm for the purpose of discussing a personnel matter related to current and future bargaining include Michael Wood, George King, Aleta Masterson, with no business to be conducted after executive session.; seconded by Nancy Federspiel.

Ms. Federspiel	Yes
Ms. Thier	Yes
Ms. Busch	Yes
Mr. Odell	Yes
Ms. Colletti	Yes
Ms. Rupich	Yes

MOTION

Maureen Busch made a motion to reconvene to open session at 9:40 pm; seconded by Jeff Odell.

Ms. Federspiel	Yes
Ms. Thier	Yes
Ms. Busch	Yes
Mr. Odell	Yes
Ms. Colletti	Yes
Ms. Rupich	Yes

MOTION

Maureen Busch made a motion to adjourn at 9:41 seconded by Reta Rupich **IN FAVOR:** Nancy Federspiel, Maureen Busch, Cathy Thier, Jeff Odell, Reta Rupich, and Lynn Colletti **VOTED AND PASSED. UNANIMOUS (6-0-0)**

Respectfully Submitted,
Aleta Masterson
Executive Assistant