

NASHOBA REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

January 13, 2005

School Committee in Attendance: Nancy Fleming, Don Adams, Tricia Kelly, Chris Way, Cathy Giunta, Ellen Sturgis, Mary Beth Yentz, Monica CampoBasso, Ex-Officio Member Kristin Squires

Absent: None

Administration in Attendance: Michael Wood, Superintendent; John Antonucci, Assistant Superintendent of Business and Finance; Ken Tucker, Florence Sawyer School Principal; John Smith, Nashoba Regional High School Principal; Jeremy Roche, Nashoba Regional High School Assistant Principal; Ron Larrivee, Pompositticut/Center Schools Principal; Linda Winin, Pompositticut/Center Schools Assistant Principal; Bill Spratt, Director of Facilities.

CALL TO ORDER

Chair Fleming called the meeting to order at 6:02 PM.

CONSENT AGENDA

MOTION

Chris Way made a motion to approve the minutes of December 16, 2004 as amended. Seconded by Don Adams. **VOTED AND PASSED. UNANIMOUS.**

The School Committee has two sets of warrants to approve this evening. The first set of warrants dated December 30, 2004 were approved by the Warrant Subcommittee as the date occurred outside of regularly scheduled school committee meetings.

<u>WARRANT NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1039	12/30/04	VENDOR	348,926.68
1040	12/30/04	BENEFIT	285,163.63
1041	12/30/04	PAYROLL	898,330.37
1042	01/14/05	VENDOR	310,857.27
1043	01/14/05	BENEFIT	20,555.94
1044	01/14/05	PAYROLL	860,108.05

MOTION

Cathy Giunta made a motion to approve the warrants as detailed in the memos dated 12/29/04 and 01/13/05 and noted above. Seconded by Don Adams. **VOTED AND PASSED. UNANIMOUS.**

CORRESPONDENCE

Gaining Ground: Value-Added Analysis for Massachusetts – Mr. Wood shared information developed by the Rennie Center for Education Research and Policy in Boston concerning value added analysis.

Tremblay Note – A note was shared with the Committee thanking them for their continued support of the students.

MASC Correspondence – Ms. Fleming shared a request from the MASC to reply to their survey concerning professional development and meeting focuses in the future. It will be sent to the Committee.

DeLuca - Cooling Issue for Hale Middle School – Ms. Sturgis will forward a copy of an email sent by Alice DeLuca to Stow School Committee members concerning temperatures on the second floor of the Hale Middle School when it is extremely hot outside.

SUPERINTENDENT’S REPORT

MASS Worcester County Roundtable Superintendent’s Student Scholar for 2005 – Lisa Shea of Stow was honored for her selection as the MASS Worcester County Roundtable Superintendent’s Scholar for the District for this year. Mr. Wood shared a listing of her many accomplishments with the Committee.

Award of Hale High School Diploma, Class of 1945 – In March of his senior year at Hale High School, Mr. Donald Eugene Dwinells left school to enter the service. Under the Operation Recognition program, Mr. Dwinells is eligible to receive his diploma from the school responsible for educating the students in his town today. Therefore, Mr. Dwinells was presented with a diploma from the Nashoba Regional High School by Mr. John Smith, Principal. Mr. Smith highlighted Mr. Dwinell’s service to the country.

Superintendent’s Report of January 13, 2005

The initial presentation of the recommended 2005-2006 school calendar will take place at the January 27, 2005 meeting. Mr. Wood recommends that it not be voted on until the February 10, 2005 meeting. Results of the teachers’ survey concerning professional development and expenses for professional development will be distributed for that meeting. Goals for next year are in the very early stages of discussion by the Professional Development Committee and therefore these will not be ready for this meeting.

Mr. Wood, Mr. Smith, and Mr. Spratt recently met with members of the Public Way Committee of Bolton. The District is considering partnering with this group for the attainment of warning signs, flashing lights, a cross walk near the high school, and grants from the Massachusetts Highway Department.

The Superintendent’s Report is on the nrsd.net website.

COMMITTEE REPORTS

Audit Advisory Committee

The FY 04 Audit recently completed and recommended for approval by the Audit Advisory Committee was distributed at the last meeting so that the Committee could review it before voting for approval. It is on the agenda tonight. Ms. Fleming had a question concerning one of the comments made in the audit advising the District that in July of 2004, the Governmental Accounting Standards Board (the GASB) issued statement No. 45 requiring that beginning in FY09 an actuary be hired to value the future impact of retiree’s benefits on the District’s operating budget. Mr. Antonucci, after consulting with our auditors, Powers and Sullivan, stated that the budget is prepared with these costs built in. The only difference will be the actuary’s fee which may amount to approximately \$10,000.

MOTION

Mary Beth Yentz made a motion to approve the FY 04 Audit as presented by the Audit Advisory Committee and Powers and Sullivan. Seconded by Ellen Sturgis. **VOTED AND PASSED. UNANIMOUS.**

Ex-officio Report by Kristin Squires

Ms. Squires updated the Committee on the high school activities. The EMT CPR Marathon will take place this weekend from Friday at 8:00 p.m. through Sunday at 8:00 p.m. This 48 hour marathon is a fund raiser for both the American Heart Association and the EMT Scholarship Fund at the high school. The 40 participants are students, Nashoba EMT cadets, members of the Bolton and Lancaster police, fire

and ambulance squads. The marathon is being run by seniors Lauren Ferrechio and Cassie Ela. They thought of the idea originally and hoped to break a Guinness Book World Record. It now appears that a group in England may have broken the record by doing continuous CPR for 151 hours but this would still be an American record. Prizes will be raffled and there will be karaoke, movies, volleyball and lots of food for the participants. The group has created a website, www.CPRMarathon.com. Nashoba is hosting the MacNamara Wrestling Tournament this Saturday. Five schools are expected to attend this all day event. Our wrestling team is a cooperative team with Clinton. Both the Boys' and Girls' Basketball Teams are midseason and have 3-4 records. The Ski team will have their first race soon. There are both cross county and alpine teams. The cross country team has already had a couple of races. The Ice Hockey team, another co-op with Clinton, has a 3-5-1 record and has a game this Saturday. The Guild of Fictitious Science Literature is showing "Paycheck" tomorrow in the auditorium for free. In the Drama department "Grease" auditions were held this week with close to 100 students trying out for parts. It is a great musical with many parts. All four of the class plays are going well and the performance is January 28, 2005. For the many music students who were selected to participate in Central Districts, rehearsals have begun. The concert will be held at 4:00 p.m. in Mechanic's Hall in Worcester on January 15, 2005. Captain Matthew Henry from the Air Force Band of Liberty spoke to music students this week about careers in music and then conducted a clinic with the concert band. Saturday, January 22, 2005 at 7:30 p.m. in the Nashoba Regional High School auditorium euphonist Adam Frey will give a concert in memory of Mike Magazu. All proceeds from this concert will benefit the Mike Magazu Memorial Fund. The costs of the concert are being funded by several local businesses. The Student Council raised money for the Children's Fund. The student Council is also doing a Teachers' Appreciation "Dessert" after school in early February. Also in February they will host the annual school volleyball tournament. Academically, it is the end of the first semester and mid-terms will take place all next week. Seniors are getting in the last of their college applications with the help of the amazing guidance department. Ms. Fleming announced that Ms. Squires is the nominee for the Principal's Leadership Award. 150 student awards will take place next spring.

Personnel Subcommittee *by Don Adams*

The Personnel Subcommittee has been meeting with the NREA. They have planned two meetings ahead and have exchanged proposals.

Stow School Building Committee *by Chris Way*

The Committee met on January 3, 2005. The main focus of this meeting was to vote on whether or not the Center School was a suitable site for a PK to 5 grade school. The Committee voted unanimously that it was not a suitable site for a PK-5 school because of a limited play area, limited parking, and limited expansion potential due to wetlands. They will explore other sites.

Superintendent Evaluation Sub Committee *by Nancy Fleming*

Ms. Fleming as chair of the School Committee and Ms. Way as chair of the Superintendent Evaluation Subcommittee, compiled the individual and the School Advisory Council evaluations for the superintendent. The superintendent was rated on several different responsibilities with a rating from 0-4 with 0 being unsatisfactory and 4 being exceptional. Ms. Fleming read the entire report reflecting the following scores: #1 Relationship with the School Committee – 2.93, #2 Educational Leadership – 2.94, #3 General Management – 3.16, #4 Budget Management – 3.54, #5 Personnel Management – 3.0, #6 Communications/Public Relations – 3.2. Ms. Fleming also shared the composite of the School Advisory Councils.

MOTION

Chris Way made a motion to accept both the composite evaluation of the School Advisory Councils dated January 13, 2005 and the Superintendent Evaluation dated January 13, 2005. Seconded by Monica CampoBasso. **VOTED AND PASSED. UNANIMOUS.**

Tri-Town Meeting

Previously discussed in the Superintendent's Report. (On file and on the website.)

FINANCIAL REPORT

There is no financial report this evening.

NEW BUSINESS

Florence Sawyer School Improvement Plan

Mr. Ken Tucker presented the Florence Sawyer School Improvement Plan 2004-2006. It is a two year plan that will be reviewed and updated annually. Mr. Tucker began with the accomplishments since the last plan. The plan highlights only four goals but breaks the goals down into objectives to attain those goals. The Goals and the Objectives are: **Goal #1** To continually improve student performance and knowledge in all academic areas, to include the processes of application, analysis, synthesis, and evaluation. **Objective #1** Develop curriculum linked to measurable learner outcomes, taking into account the district goals and Florence Sawyer School curriculum development efforts. **Objective #2** Implement instructional strategies that support curriculum development efforts and the learning needs of all students. **Objective #3** Assess student and school performance. **Objective #4** Provide personalized learning opportunities, both for enrichment and remediation. **Objective #5** Utilize technology resources to support and enhance curriculum, instruction, and assessment, and to support student enrichment and remediation. **Goal #2** Strive for a culture where we all treat each other respectfully; a community where everyone, regardless of race, gender, heritage, sexual orientation, mental and physical abilities, economic status, or religion, can be treated with the respect to which every person is entitled. **Objective #1** Provide opportunities for everyone to learn about our differences, to explore our commonalities and continue to learn how to deal respectfully with them. **Goal #3:** To provide communication between the school and its supporting constituencies. **Objective #1** Maintain two way channels of communication with members of the community regarding student progress, school expectations, common responsibilities, and education at the school. **Goal #4** to provide a safe and nurturing environment. **Objective #1** Building policies, procedures, and the school culture will support a safe school environment. **Objective #2** Establish procedures, training, and expectations that ensure the safety of students.

Nashoba Regional High School

Mr. John Smith and Mr. Jeremy Roche presented the Nashoba Regional High School Improvement Plan 2005-2006. This plan is in the second year of implementation and a couple of goals have been added and/or amended. The goals are: **Goal 1** Nashoba Regional High School will expand programs and establish expectations for personalizing the learning process - Personal Action Plans, Peer Mentoring Program, Advanced Studies Course, Virtual High School. **Goal 2** Nashoba Regional High School will address areas of concern with the NEASC accreditation and be able to complete or make progress in areas that need improvement (curriculum coordination to Mission Statement, supervision of cafeteria issue, programming/course offerings available to ALL students). **Goal 3** Where practical, curriculum at Nashoba Regional High School will be connected to real-life applications of knowledge and skills (critical thinking and problem solving) to help students link their education to the future. **Goal 4** Restore and add positions so that students will have additional course offerings and class sizes will be reduced to a maximum of 24 per class. **New Goals 1.** Nashoba Regional High School will address areas of concern with the NEASC accreditation and be able to complete or make progress in areas in need of improvement. **2.** Personal Action Plans: To serve students who are having academic/behavioral issues. **3.** Senior Project/Portfolio: To enhance second semester opportunities for students/give greater meaning to senior year. **4.** School to Career Program to provide post secondary work opportunities as well as providing support for internships for student body. The program will work through the guidance department and work in conjunction with the guidance counselors. **5.** Improved athletic facilities for all sports

Pompositticut/Center Schools Improvement Plan

Dr. Larrivee presented the Pompositticut/Center Schools Improvement Plan 2005-2006. His plan includes the following goals: **Regional Identity Goal 1:** To coordinate local curriculum delivery within our elementary schools emphasizing thematic and integrated instruction tied to the state frameworks. **Goal 2:** To maintain a balanced and coordinated approach to student assessment. **Student Achievement Goal 1:** to continue to provide classroom reading practice that balances whole language and phonics instruction (grade K-2). **Goal 2:** to provide teachers and students with a library/media center to support teaching and learning at Center School. **Goal 3:** to continue to provide an effective early intervention program that supports the differentiated needs of emergent readers. **Goal 4:** To continue to refine the science program by further developing units to correlate with the revised state frameworks as necessary. **Goal 5:** to continue to provide a well balanced approach to mathematics instruction across all grade levels. **Goal 6:** to continue to support the growth of technological literacy of all students. **Goal 7:** to continue to support differentiated instruction across the range of abilities in all subject areas. **Goal 8:** to continue to support the homework club at grade levels 3, 4 and 5 to introduce after school enrichment programming in a variety of formats. **Student Safety: Goal 1:** to have every student feel emotionally and physically safe on the bus, on the playground, and in the entire school environment. **Goal 2:** to support the development of a "caring community" by enhancing the peaceful problem solving strategies and communication skills of our students. **Goal 3:** to provide a clean and sanitary environment in both buildings. **Parent Involvement and Communication: Goal 1:** to provide opportunities for parents to share opinions regarding issues of importance relative to the schools. **Goal 2:** to inform parents of school programs, curriculum updates, school procedures and disciplinary events in a timely and effective manner. Clustering was discussed and loosely defined. Every student is identified to be part of a certain group. Many groups are then assigned to classrooms so that the teacher has a range of students but not an extremely wide range or too many groups. Any particular group in each classroom will not exceed five members. It was suggested that Mr. Tucker share his materials concerning clustering which better explains it. It is not to be compared with the old tracking; it is a method that is only used to create classrooms. Florence Sawyer is also using the clustering method to develop classrooms.

Finance Report: Change in Circuit Breaker Accounting Procedures

Mr. Antonucci explained a new accounting practice regulation concerning Circuit Breaker Funds. Instead of treating the Circuit Breaker Funds as general fund revenue, we are required to offset the expense side of the operating budget by that same amount. This is only an accounting procedure and has no impact on assessments or to the amount of funds available to the school district. Concern was voiced that the special education operating budget will not reflect actual costs because of this practice. Mr. Antonucci assured the Committee that the budget will now be formatted so that actual expense needs will be in a first column, then offset amounts will be applied (as in these Circuit Breaker funds) and then the last column will reflect the net expense to the operating budget. The first column will reflect the actual total cost and will be clear.

MOTION

Cathy Giunta made a motion that we reduce the amount of Circuit Breaker general fund revenue to \$0 from \$250,000 and, at the same time, reduce the three SPED line items as outlined in John Antonucci's Change in "Circuit Breaker" Accounting memo dated January 13, 2005 for the same amount of \$250,000 and noting that this is an accounting procedure only and has no impact on the assessments, or to the amount of funds available to the school district. Seconded by Tricia Kelly. **VOTED AND PASSED. UNANIMOUS.**

OLD BUSINESS

Heat Situation at the High School

Mr. Bill Spratt, Director of Facilities, discussed his research and resulting actions taken to address the heating situation at the high school. Mr. Spratt has measured the temperatures in the identified area and found them to be between 67 and 69 degrees during school hours and he has reset them to 70-72 degrees during the school day. Door drafts have been insulated and teachers have been shown how to temporarily adjust the heat in an individual room. He will continue to monitor the situation making sure outside doors are closed and if necessary, additional heating on the outside north facing walls will be installed. This would cost approximately \$6,000. Complaints have been made about the extreme heat on the second floor of the Hale Middle School on extremely hot days. Mr. Spratt found that the only air conditioning in the school is in the administrative offices, the auditorium, the computer lab and the library. Installing air conditioning throughout the school would cost approximately \$700,000+. All of the schools without air conditioning are experiencing the same problem and it was suggested that shades be drawn on the sunny side of the schools to reduce the sun exposure which may help with the problem.

CITIZEN INPUT

Bill Joss of Stow was pleased to hear that Mr. Wood would be offering his budget at the January 27, 2005 meeting and asked if that meant that negotiations were over. He was told that they have just begun.

ADJOURNMENT

MOTION

Mary Beth Yentz made a motion to adjourn. Seconded by Cathy Giunta. **VOTED AND PASSED. UNANIMOUS.**

The meeting adjourned at 9:10p.m.

Respectfully Submitted,

Kathleen McKinstry
Executive Assistant