

SCITUATE SCHOOL COMMITTEE
REGULAR MEETING-TUESDAY, DECEMBER 5, 2017
NORTH SCITUATE ELEMENTARY SCHOOL

1. 7:30 PM – Open Session - Call to Order and Pledge of Allegiance

Present were Mr. LaPlante, Chair; Mrs. Guglielmi; Mrs. Pendergast; Mr. Scacco and Mrs. Dias. Also present were Dr. Lawrence Filippelli, Superintendent; Dr. Michael Sollitto, Assistant Superintendent; and Consultant Dr. Edward Myers.

2. Motion to Convene into Closed/Executive Session The Committee may seek to convene in closed session pursuant to RIGL §§ 42-46-5(a)(2) concerning potential litigation.

The Committee may seek to convene in closed session pursuant to RIGL §§ 42-46-5(a)(2) specially to discuss negotiations with NEARI, for educational support personnel.

3. Mrs. Pendergast: Made a motion to close the Executive Session; seal the Executive Session Minutes and Reconvene to Open Session.

Mr. Scacco seconded the motion.

All in favor: yes

Motion passed.

A. Pledge of Allegiance: Led by Chair LaPlante, the Committee and audience participated in the Pledge of Allegiance.

B. Routine Matters – Minutes and Bills:

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Regular Session Meeting Minutes Tuesday, September 5, 2017.

Mrs. Pendergast: Second

All in favor: yes

Motion Passes

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Executive Session Meeting Minutes Tuesday, September 5, 2017.

Mrs. Pendergast: Second

All in favor: yes

Motion Passes

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Regular Session Meeting Minutes Friday, October 27, 2017.

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Mrs. Dias: Second

Mrs. Pendergast abstain

All in favor: yes
Motion Passes

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Executive Session Meeting Minutes Friday, October 27, 2017.

Mrs. Dias: Second

Mrs. Pendergast abstain

All in favor: yes
Motion Passes

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Regular Session Meeting Minutes Tuesday, November 14, 2017.

Mrs. Pendergast: Second

All in favor: Yes
Motions passes

Mrs. Guglielmi: Motion to Approve the Scituate School Committee Executive Session Meeting Minutes Tuesday, November 14, 2017.

Mrs. Pendergast: Second

All in favor: Yes
Motions passes

Mrs. Guglielmi: Made a motion to approve 2017-2018 Budget General Fund for December 2017 in the amount \$141,701.09.

Mrs. Pendergast: Second

All in favor: Yes
Motion passes

Mrs. Guglielmi: Made a motion to approve Grant Bills for November 2017 in the amount \$13,855.15.

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Mrs. Pendergast: Second
All in favor: Yes
Motion passes

C. Correspondence:

1. Letters from the following requesting home schooling for the 2017-2018 school year:
 - Mrs. T for 1 child
 - Mr. and Mrs. L for 1 child

Recommendation: Approve the requests, according to the policies and procedures established by RIDE and the school department.

Mrs. Dias: Motion to approve.

Mrs. Pendergast: Second

All in Favor: yes
Motion passes

D. Report of the Committee Liaisons:

Mrs. Dias & Mr. LaPlante, Budget Committee:

Mrs. Dias & Mr. LaPlante, School Space Needs Study Committee: We will hear from Dr. Filippelli, we are really close.

Mrs. Guglielmi & Mrs. Pendergast, Collective Bargaining and Negotiations: We will have the paraprofessional's next.

Mrs. Pendergast & Mr. Scacco, Policy Development:

Mr. Scacco, Scituate Prevention Partnership: Congratulations on the front page picture and article in National Association magazine.

Mrs. Pendergast: Scholarship Foundation:

Mr. Scacco, Health and Wellness: Fresh fruit and veggie bar grant, committee is working well with the community.

E. Assistant Superintendent's Report:

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Dr. Sollitto read his report into the Record (which is attached hereto and incorporated herein by the referenced.)

1. District Newsletter

Mrs. Pendergast: Is this the first time the newsletter was sent from the town side?

Dr. Sollitto: No

Mrs. Pendergast: Do we need a district blurb on what we are doing with technology?

Dr. Sollitto: I can add a technology section.

2. Technology Update

Mrs. Pendergast: This is specific to the Middle School.

Dr. Sollitto: I am working with Mark and Dr. Napolitano. FUSE is specific to middle school but the Highlander contracted services are for all schools.

Mrs. Pendergast: Need for a RFP for technology services?

Dr. Filippelli: I am working on a plan to be rolled out in January.

3. Grant Update

Mrs. Pendergast: Any matching fund required?

Dr. Sollitto: No and we also received a Champlin Grant.

Mr. LaPlante: Can you describe?

Dr. Sollitto: The library will be a media center with flexible work stations and 21st century technology.

4. Strategic Plan

Mrs. Pendergast: Is it counted anytime the child is out of school such as a field trip?

Dr. Sollitto: Chronic absenteeism is calculated at 18 days of absences. All absences count unless the student is in another educational setting.

Mrs. Dias: How come there is no measure on the state assessment proficiency scores.

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Dr. Sollitto: No data it is the first year.

Mrs. Dias: Anything about commended schools?

Dr. Sollitto: The metrics are yet to be released.

Mrs. Dias: Goals are top 5 in 5 years. Are you confident that you have the necessary information to reach that goal?

Dr. Sollitto: yes

Mr. LaPlante: Retention is keeping kids in school?

Dr. Sollitto: Amount of students retained in the same grade; kids that stay back.

Mrs. Pendergast: We need to decrease retention.

Dr. Sollitto: We will have a public forum about the Strategic Plan at another time.

Mrs. Pendergast: STEAM coordinator do we want to expand that position?

Dr. Sollitto: Yes we may want to look at that.

Mrs. Dias: Where is the technology plan?

Dr. Sollitto: Waiting for the strategic plan to be in place first.

Mrs. Dias: What are the differences between our old plan and new?

Dr. Sollitto: No specifics and no measurable goals in the old plan. The next steps is for the teams to meet at each school and revise school improvement plans.

Mrs. Pendergast: This is a working document.

Mark Horner

Trimtown Road

CTE program is part of this plan?

How many students are currently enrolled in the CTE program?

Dr. Sollitto: 42 %

Mr. Horner: Out of district students?

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Dr. Sollitto: none this year, 4 for next year that have applied.

Mr. Horner: How many students did we lose to Ponagansett?

Dr. Sollitto: 25 students and the applications are coming in for next year.

Mr. Horner: I have 80 as a number.

Mrs. Pendergast: We have an agreement with Ponagansett that no more than can 25 students attend per year.

Mr. Horner: If no one applied to a course what happens to the teacher.

Dr. Sollitto explains how the scheduling is done.

Mr. Horner: Highlander is that software or hardware?

Dr. Sollitto: It is mostly teacher training

F. Superintendent's Report:

Dr. Filippelli read his report into the Record (which is attached hereto and incorporated herein by the referenced.)

1. Budget

Mr. LaPlante: When from the town will have this up and running?

Dr. Filippelli: They have not been able give the school department access. They are working on it.

Mrs. Dias: I thought it was pretty clear that the current method is not best practice. I would like for our committee to say this practice is over. I would like to make a recommendation to keep this FUND balance out.

Mr. LaPlante: I think we need to do that now.

Dr. Filippelli: The fund balance confuses the public.

Mrs. Dias: We have to get out from underneath using this.

Tim McCormick
428 Trimtown Road

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The FUND balance is just a plug to get to a balanced budget.

Mr. LaPlante: You deal with the deficient.

2. Bond and Construction Update

Mrs. Dias: What is a Clerk of the Works?

Dr. Filippelli: A manager of the project.

Mrs. Dias: Qualifications and price?

Dr. Filippelli: Yes, RGB is in complete agreement.

Mrs. Pendergast: RIDE refers to a commissioning agent so we will need one of those.

Mr. LaPlante: I think that is what the building committee is for.

Mrs. Dias: You can combine them.

Mr. Horner: The commissioning agent and clerk of the works payment comes out of the bond?

Mrs. Dias: Yes and we get reimbursement. The State requires it and they spell out required rules and qualifications.

3. Office Staff Analysis

Dr. Filippelli: The other districts do not have a consultant.

Mrs. Pendergast: You used districts with the same amount of school buildings. There is only one district that is comparable with us Narragansett.

Dr. Filippelli: Central office deals with each of the schools and the issues related to those schools. The principals deal with the school-based issues.

Mrs. Pendergast: It is proportional based on the total number of students.

Mr. LaPlante: That is fine, do it by population.

Mrs. Dias: Per pupil expenditure. We should be projecting higher because we have to provide all the same services with fewer numbers.

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Mr. LaPlante: I am tired of talking about it. I am tired of people talking about it. We have a Superintendent and Assistant Superintendent that is it. Where are we going with this?

Mrs. Pendergast: We have spent the budgeted amount on the consultant and over.

Mrs. Guglielmi: If we hire a negotiator it is going to cost more.

Mr. LaPlante: I think Coleen is trying to say we have the people to do this. We are understaffed.

Mrs. Pendergast: Was it not the consensus of this committee to bring that number down.

Dr. Filippelli: Mike and I are currently working on 20 new initiatives.

Mrs. Dias: We have talked about being more efficient and to have a business manager. If we have an effective business manager they are hands on. We need to build that support.

Mr. Scacco: You are saying you want to add.

Mr. LaPlante: No we want to enhance. Do you think we can get control of it?

Dr. Filippelli: I can pick up the pieces for the paraprofessionals, however with the teacher contracts it is the attorneys that takes the lead.

Dr. Myers: When I came into the district 20 years ago. I took over the previous consultant's job. There has been a lot of work with workers compensation. I know where this committee is coming from. Just dealing with the bus company and parents takes a lot of time. You are going to have to make some decisions. Mike and Larry are working hard trying to be visible in the community.

Mrs. Pendergast: It is very important to me that you know that this discussion has nothing to do with Ed Myers. The biggest problem I have is that we are representative of the tax payers. When the hours of our Superintendent are 9-4.

Dr. Filippelli: That is absolutely untrue. Those are only the hours you see.

Mrs. Dias: 40-50 hours per week?

Dr. Filippelli: Easily.

Mr. LaPlante: I have off hours contact with Larry so I see what he is doing.

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Dr. Sollitto: We are not the most effective sitting behind our desks. A lot of times we are at meetings or out with school business.

Mrs. Dias: I would caution you about where you spend your time. You need to be here in our district. I want to say that one thing that is a big drain is HR because we do not have an HR person here. Maybe we look at some of the other things. I think I was the last person out on the campaign trail. I heard from people that they are looking for us to get rid of one of our Superintendents.

Ray Grigelevich
16 Woodland Road
Budgeting integrity, be realist and budget the right amount.

Mr. LaPlante: It has been a challenging year. I do not think Larry and Mike had the time to pick up Ed's duties.

Mrs. Gould
21 Walker Way
It is perception.
If you walked in my shoes you would want to pay me more money. We need to be cautious about what we say about our employees.

4. Facilities Assessment

Mrs. Dias: Like you are tired of hearing about leadership, I am tired of hearing about closing a school. Get this study done.

Mr. LaPlante: The truth is the quality of the data.

Dr. Filippelli: I was at Northern Rhode Island Collaborative meeting and they are looking for space.

Mrs. Dias: A revenue generator.

Dr. Myers: We do have the report that was done in 2003-2004.

Dr. Filippelli: I have the proposal.

Mrs. Pendergast: This will have to go out for bid anyway.

Mrs. Dias: We need to get it done correctly.

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Dr. Myers: I did my best to complete that report. Schools that have dedicated rooms are going to be better schools.

Mrs. Dias: I think we should bid it out.

Dr. Filippelli: Should I look at the Master Price Agreement?

Mr. LaPlante: Cleanest way is to put it out to bid.

5. RIDE make up day exception

G. Public Comments

George Kuzmowycz
37 Esek Hopkins Road

I received the Google suite contract. I am wondering if the policy has been presented to the parents?

Dr. Sollitto: Link to read the policy.

Mr. Kuzmowycz: I think you would get better update if you send parents the policy.

Is the audit report public document and can I have a copy?

Grant for fruits and veggies how long and what is the plan for when it runs out?

Dr. Sollitto: I can get the policy out to parents. Fruit and veggies are there but now we have carts.

Tim McCormick
428 Trimtown Road

Are school space report needs to comprehensive and needs to be done every 3-5 years to keep a fresh analysis?

The numbers are back filling.

Dr. Myers: I think over the last 3-5 years the school committee has asked for the Space Needs Committee to be reconvened and the town has not responded.

Mrs. Gould

One of the things we do not do is to look at providing an environment to learn. Space needs committees do not consider what is happening in the space. I trust data but it is data and everyone here should provide that data on how to best use the space.

I think what all you will get from an evaluation is just data.

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Mr. McCormick: School committee should set guidelines on what needs to be looked at.

Mr. LaPlante: The resources here should have input.

Mrs. Gould: an outside company does not have the narrative of what is taking place here.

Mrs. Dias: It is possible to get the data we need.

Mr. LaPlante: I do not think you are saying it is a worth while project.

Mrs. Gould: It is a lot of money.

Mr. McCormick: We are no longer talking about flexing. In this charged environment we need to get an objective view. We have to look at everything and give a charge to the consultants and set the parameters.

Erica McCormick
428 Trimtown Road

The next issue of National Association magazine will address digital citizenship. This is the first time that the youth know more about technology than the parent. It is free!

Mrs. Gould: Our librarians address it.

Dr. Sollitto: We have a district-wide presentation scheduled on cyber bullying and digital citizenship.

Mr. McCormick: This is time to use the words "digital citizenship".

Mrs. Gould: We would use it.

Mrs. McCormick: Purchase order to fund after school programs. The Scituate SADD Club won a public service announcement for the holidays, St. Patrick's day, and Prom. Starts with Hello! Thank you to Larry and Mike for being there. I have done some training. No one eats alone day and the whole town is taking this on. I have an anonymous tip line, I had to buy an analog phone and an answering machine.

Mrs. Pendergast: Do you have a marketing plan?

Mrs. McCormick: It has been advertised in different ways.

Ray Grigelevich
16 Woodland Road

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In the interest of transparency can we see the hyperlinks to see the backup for the agenda prior to the meeting?

Dr. Filippelli: Jen uploads to Clerk base.

Mr. Grigelevich: Reports in a PDF prior to the meeting.

Mr. LaPlante: The attachments.

H. New Business:

1. Discussion/Vote/Ratification of Official School Committee meetings schedule for the calendar year 2018

See Superintendent's Report for details on this item.

Recommendation: Approve the calendar or some form of it.

Mr. Scacco: Motion to approve

Mrs. Dias: Second

All in Favor: Yes

Motion passes

2. Discussion/Vote/Ratification of additional meeting to be held on December 12, 2017

Recommendation: Approve additional meeting.

Discussion: several members cannot make the December 12th date.

Wednesday, December 20th at 6:00 pm was suggested at the Scituate High School Media Center.

Mrs. Dias: Motion schedule that meeting

Mrs. Pendergast: Second

All in Favor: Yes

Motion passes

I. RESIGNATIONS

1. Kris Olson; Middle School Girls' soccer coach

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Mrs. Guguliemi: I move to accept the resignations.
Mrs. Dias: Second

All in Favor: Yes
Motion passes

APPOINTMENTS

1. Jean Farrar; Bus Monitor, effective 11/2/2017
2. Tara Francis; Bus Monitor, effective 11/30/17
3. Nora Pace; .05 ARC ELA interventionist
4. Kristin Collins; .05 ARC Math interventionist

Mrs. Dias: I move to accept the appointments.

Mrs. Pendergast: Second

All in Favor: Yes
Motion passes

REAPPOINTMENTS

None

NON-RENEWALS

None

VOLUNTARY TRANSFERS

None

INVOLUNTARY TRANSFERS

None

TERMINATIONS

None

J. Committee Remarks:

Mr. Scacco: Thank you for coming and happy holidays.

Mrs. Pendergast: It did not affect me this year however, the first Tuesday in December is the concert and I do not think the community should have to decide between school meeting and concert. Look at the meetings not being videoed. I reached out the Town Clerks office.

Dr. Filippelli: Jen is looking into it.

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Mrs. Guglielmi: Wish everyone a Happy Holiday and a Merry Christmas. The channel 10 Golden apple award is going to Amanda O’Grady from North Scituate Elementary and it is airing this Thursday night.

Mrs. Dias When do we think we are going out for engineering bids? I would like to remind everyone that Sunday is the American Band concert.

Mr. LaPlante: Nothing

K. DISCUSSION OF FUTURE BUSINESS

None

L. ADJOURNMENT

Mr. Scacco: Motion to adjourn

Mrs. Dias: Second

The Committee unanimously approved the motion at 9:25 PM.

Respectfully Submitted

Mrs. Guglielmi, Clerk

Minutes were prepared by Theresa C. Yeaw, Recording Secretary. Neither the Clerk nor the Recording secretary is the designated Public Records contact for the Scituate School Committee or Scituate School Department under the RI Access to Public Records Act (“ARPA”). For all APRA inquiries, please contact the Superintendent’s Office.

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ASSISTANT SUPERINTENDENT'S REPORT
December 5, 2017

1. District Newsletter

The latest edition of the district newsletter went out in the end of November. This was sent to all email contacts on the school side and was also sent to the town for distribution on the town email listserv.

2. Technology Update

The district work with Highlander continues. At all schools, the contracted services are well underway. This has included site visits and classroom visits (in each school). A detailed mid-year report will be completed by Highlander to give us some data on the progress thus far. At the middle school, the FUSE fellows from Highlander have conducted sessions with early adopters from SMS. They have visited classrooms and conducted off-site visits to view Lighthouse classrooms in other districts. On November 27th, the district implementation team met to review the work and begin setting priorities for the rest of this year and next (FUSE is a 2 year commitment). One item that was discussed at the implementation meeting is the need for classroom devices. The most effective models we have seen involve sharing devices in a "station rotation" model. The early adopter classrooms will need about 6 devices to successfully follow this model. I have been working with Mr. DiLuglio and Dr. Napolitano to make sure these classrooms will have the needed devices.

Update on student email accounts: at the middle school, all accounts are active. High school accounts are active for all students that have returned signed permission slips (others will be activated as soon as slips are returned). Elementary accounts are in progress with Mr. DiLuglio working with principals on parental permission sheets.

3. Grant Update

Our STEAM coordinator, Shannon Donovan, has been instrumental in our application for various grants. To date, we have been awarded over \$12,000 in grants and or donations. This includes a recent donation from the Lions Club (thank you Scituate Lions!) to assist with STEAM initiatives. Additionally, I am thrilled to announce that we have been chosen to receive a Champlin Grant for \$100,000. Mrs. Charon and Ms. Donovan applied for this grant to update the MS/HS library and turn it into a true 21st Century Media Center. Work is scheduled to begin in June of this year. Kudos to Mrs. Charon and Ms. Donovan.

4. Strategic Plan

As previously reported, the 5-year Strategic Plan is completed. This work was completed by a Strategic Planning Committee with Mrs. Guglielmi serving as the School Committee representative. Keep in mind, that this is an over-arching document; each school will use this plan to drive school specific goals in their own school improvement plans. I will now present the plan to the committee. I have highlighted some key areas that are of particular interest.

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SUPERINTENDENT'S REPORT
December 6, 2016

1. BUDGET:

We have received a copy of the comprehensive audit report for the fiscal year ending March 31, 2017. Lisa and I have reviewed the data prepared by the auditor. Actual revenues exceeded expenditures by \$930,986, however we needed to recoup at least \$952,000 to replace the use of fund balance. Because last year's budget was dependent on using the fund balance as revenue, as indicated by the audit, our goal was to end the fiscal year by exceeding the \$952,000. Our goal was to replace the \$952,000 of fund balance designated as revenue in the FY 2017 budget but we had a shortfall of \$21,014. Because we are now using a traditional profit and loss statement to build our budget, the school committee needs to have the discussion as to whether or not it wants to continue to budget with the use of a fund balance as revenue. If the committee decides this year to not rely on the use of fund balance moving forward, then you will need to come up with a plan to either pull it out completely this year or create a phase out. My recommendation is to wait on making this decision until we get closer to year end so that Lisa and I have more accurate projections on where we are going to land. As of the writing of this report, the school department has not had access to the town's accounting system for the last 14 days. Only within the last two days has Lisa and Cindy been able to drive down to the DPW garage to try and get their bills and reports completed using the town's computers. As a result, we are not able to get accurate projections for the close of November so we could project where we think the year end will close. We are building the budget with an assumed 2.5% increase and will have a copy with more accurate projections available for the upcoming budget informational meeting. Attached to your packets are the building level budgets at each of the schools and Glen's projections at each of the schools (Attachment A). At our November meeting, the committee wanted to create a separate date for a budget informational meeting. My suggestion would be to have it December 12th so that you can plan some budgetary action for the January meeting. I will have all the administrators there at the budget informational meeting and Lisa should be able to have more accurate projections for that meeting.

2. BOND AND CONSTRUCTION UPDATE:

I met with RGB Architects on 11/22 to talk about next steps in the construction process. At our last meeting, it was suggested that we go out to bid for architectural services. If the committee would like to do that, I can procure sample RFQs and get that bidding process moving. I just need some direction from the committee as to whether or not it wants to do this. RGB is listed on the state's master price agreement list and have been deeply involved in our bond construction approval process. Also at the meeting with RGB, we discussed the need for a part-time clerk of the works. RGB felt that there was not a need for a full time clerk of the works and I would agree with them given the scope of this construction project. RGB recommended having one general contractor

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for the project and not split the project between building construction and field construction. The reason for this is that the department would have one company facilitating the construction thereby reducing construction scheduling conflicts and other issues that may come up. Finally, I reached out to council Vice President Payette, because by RIDE regulations, the established building committee needs to meet monthly to be apprised of the work that is being completed and potentially make recommendations to the committee if necessary.

3. OFFICE STAFF ANALYSIS:

At our last meeting, I was asked to complete an analysis of central office administration and support staff comparing Scituate to other like districts. For this comparison, we looked at districts containing a similar number of schools to Scituate. Attachment B to your report is a spreadsheet with that analysis. Foster/Glocester was not included because they only have four schools between the three LEAs and couldn't provide a direct comparison like the other districts on the spreadsheet. Scituate has the least amount of central office administration and support staff of all the districts analyzed.

4. FACILITIES ASSESSMENT:

At our last meeting, I was asked to get hard numbers from the firms Malone and MacBroom and the New England School Development Council (NESDEC) to complete a facilities assessment of our district. The last comprehensive assessment was completed in 2004 by NESDEC. The price from Malone and MacBroom was quoted at \$20,500 and the price quoted from NESDEC was \$17,825; however since we are a member district, we would receive a 20% discount (\$3,565) bringing the total price down to \$14,260. I will need some direction from the committee as to who they would like to hire. My recommendation would be NESDEC not only because they are less expensive, but also because Scituate is a member district of NESDEC, they know our district well, and can complete an in depth analysis in a timely manner.

5. RIDE MAKE UP DAY EXCEPTION:

I have put in a formal request to the Commissioner's office to get a decision on whether or not Scituate can be granted an exception for our elementary schools for 11/1 so that we don't have to open up our elementary schools for one extra day. This would cause an economic hardship for the district because we will have to run an extra day of transportation and food services.