

**TOWN OF PROVINCETOWN
SCHOOL COMMITTEE**

**Meeting minutes of April 16, 2002
Meeting held in the cafeteria of the Provincetown High School**

Members Present: Terese Nelson (Chair), Frank Wills (Vice-Chair) and William Rogers.

Others Present: Dr. Colette Traylor (Interim Superintendent).

REGULAR SESSION

The Chair called the meeting to order at 6:35 PM.

MINUTES:

The minutes of March 26, 2002 were tabled.

The 2000 Audit Report was presented. Several minor recommendations were extended and are being dealt with the town's business manager. Specifically, Medicaid reimbursements will need to be put into an account other than our Early Learning Account. Mr. Miller will determine an alternative.

Senator O'Leary extended an invitation to school committee members to a session addressing MCAS tests.

King Hiram's Masonic Lodge invited the school committee and personnel to a Spring Fling dance on 4/20 for the benefit of Motta Field.

Dr. Traylor updated the committee on the School Building Committee's progress. She addressed the status of the renovations at VMES and of the bid preparations for the high school.

Dr. Traylor gave a brief update on the hiring of the new VMES Principal. The position has been offered to the search committee's designated candidate. Our official announcement will be forthcoming.

A motion was made by Frank Wills, seconded by William Rogers to approve a line item transfer request of \$31,200 from the Teacher/Professional SPED Line Item # 10-2310-46-100-155 to Maintenance of Buildings Contracted Services Line Item # 10-4220-31-400-147 to cover the unexpected cost of the oily waste manhole found at high school. It was so voted 3-0.

Meeting adjourned at 7:15 PM.

These minutes were approved by a vote of the Provincetown High School Committee at their meeting on _____, 20____.

Respectfully Submitted,

School Committee Signature

Title

Sheila M. Colburn, Recording Secretary

**TOWN OF PROVINCETOWN
SCHOOL COMMITTEE**

**Meeting minutes of May 14, 2002
Meeting held in the cafeteria of the Provincetown High School**

Members Present: Terese Nelson (Chair), Frank Wills (Vice-Chair), Debra Trovato (Secretary), William Rogers and Peter Grosso.

Others Present: Dr. Colette Traylor (Interim Superintendent), Edward Boxer (Acting High School Principal) and Sheila Colburn (Recording Secretary).

REGULAR SESSION

The Chair called the meeting to order at 6:35 PM with a formal welcome of newly elected school committee member Peter Grosso.

REORGANIZATION:

William Rogers nominated Terese Nelson as chairman; seconded by Frank Wills; and so voted 4-0. William Rogers nominated Frank Wills as vice-chair but Dr. Wills declined. Debra Trovato nominated William Rogers as vice-chair; seconded by Peter Grosso; and so voted 4-0. William Rogers nominated Peter Grosso as secretary; seconded by Debra Trovato; and so voted 4-0.

No visitors statements.

MINUTES:

Debra Trovato made the motion to accept the minutes of March 12, 2002 as written; seconded by Frank Wills; and so voted 5-0.

Debra Trovato made the motion to accept the minutes of March 26, 2002 with one correction; Frank Wills seconded; and so voted 5-0.

The board will present past member Dana Berry with a plaque for his years of service. His contributions are greatly appreciated.

Dr. Traylor introduced Mr. Anthony Teso, newly appointed Principal of VMES. Mr. Teso will also serve as the Administrator of Special Education. There was a brief recess.

EDUCATIONAL UPDATE:

The board received an invitation to the National Honor Society Induction Ceremony to be held at Napi's Restaurant on May 15 at 6:30 PM.

Dr. Traylor gave the committee an update on the Motta Field Restoration Project. The custodial staff has been working diligently daily on the field. The sheds have been cleaned out; shingling done, etc. Numerous people and groups have helped with this project, especially Peter Grosso and the Lions Club who started the ball rolling. A ceremony, held during Senior Week, will acknowledge all the people who have worked and/or raised money to make this project possible.

This rededication, or new beginning, will take place on Class Day, June 5, at 5:00 PM. A committee has been formed to plan out the ceremonies. Mr. Teso will also be presented to the community at this time. Dr. Traylor hopes that there can be a preview, walk through of VMES. Research is being done to find some of the first athletes to play at Motta Field so that they can be part of the ceremonies.

Peter Grosso gave the committee a handout which showed the Lion's Club's connections with Motta Field. The Lion's bought the field in 1942, donated the field to the town for the school's use and has made many improvements on the field. The Lion's have been supporting the schools for seventy years.

The committee was given an end of the year activities calendar from the high school.

Mr. John Hanlon, science teacher at PHS, gave the committee an overview of his Environmental Science students' projects that they presented at three Environmental Expos this spring.

Dr. Traylor thanked Sally Rose of the Banner for her report on MCAS scores. The Cape Cod Times incorrectly reported the per cent of pass/fail. Only two 10th graders need to pass the math portion of the test to be eligible to graduate in 2003.

UNFINISHED BUSINESS:

The Crisis Protocol is complete. Dr. Traylor acknowledged the committee's hard work, spearheaded by Susan Baker, Lead Nurse, through the health grant. Frank Wills asked for more time to review the lengthy document before voting. It is to be put on the next agenda for adoption. Mr. Boxer informed the committee that he plans to hold drills, similar to fire drills, while implementing the procedures.

Mr. Marks sent an update on the School Building Project-as of May 2, 2002, VMES is 80% complete.

Dr. Wills stated that the Long Range Financial Planning Committee had no report.

NEW BUSINESS:

VMES boiler-George T. Wilkinson, Inc. inspected the boiler in that building. Fuel consumption was higher than the high school's with their faulty boiler. The boiler is very dirty and needs to be cleaned and inspected annually. The findings showed that the piping was incorrectly installed, it needs reset switches and high water level traps. The remedy will run about \$30,000 which can be broken down into individual projects. Incorporated into the renovations, the reimbursement will be 60%. Wilkinson proposed a maintenance contract which would cost \$300 a month for each school to keep the boilers in clean, working order. Terese Nelson made a motion to approve the proposal as monies become available, and each is brought before the board; seconded by Debra Trovato; and so voted 5-0. Frank Wills made the motion to approve the maintenance proposal, in principle upon receipt of the contract, of George T. Wilkinson, Inc. for both buildings; Peter Grosso seconded; and so voted 5-0, pending contract review.

Dr. Traylor gave the committee a revised Teacher Aide/Teacher Assistant job description. Debra Trovato moved to accept the changes as written; seconded by Frank Wills; and so voted 5-0.

The bid awards came in for milk, ice cream bread and #2 fuel oil with only one bidder for each. They are as follows: milk and ice cream-Garelick Farms-Lynn; bread-My Bread Baking Co.; #2 fuel-Cape Cod Oil Co. Debra Trovato made the motion to accept the bids; Frank Wills seconded; and so voted 5-0.

CLOSING STATEMENTS;

Mr. Boxer informed the committee of a request by the town to take photos of the school's art for inventory. This will be done at all town buildings. Frank Wills suggested a receipt be given for each item taken and Dr. Traylor asked that Nancy Flasher photograph each piece before it is taken. Permission was granted.

William Rogers wished to thank everyone who was involved in the Junior Prom held on May 11. He felt it was a most memorable evening and he appreciates the hard work done by all, especially class advisor Jessica Waugh. Dr. Traylor will write a letter on behalf of the school committee to Ms. Waugh.

Adjournment from regular session at 8:23 PM.

These minutes were approved by a vote of the Provincetown School Committee at their meeting on _____, 20_____.

Respectfully Submitted,

School Committee Signature

Title

Sheila M. Colburn, Recording Secretary