

Brimfield Elementary School Committee Meeting  
Minutes of October 22, 2013  
6:30 p.m.

Dan Valcour – Chairman  
Aimee Campbell  
Jennifer Foley  
Sharon Palmer  
Michele Shea  
Brian Ledbetter – Principal  
Erin Nosek, Superintendent  
Deb Boyd, Associate Superintendent  
Jeff Zanghi, Assistant Superintendent

**Reference Material:**

Financial Report  
Bullying Prevention and Intervention  
MASC Report of the Resolutions Committee  
Principal's Report  
MCAS Report  
Math Pilot Report

Meeting was called to order at 6:30 by Dan Valcour.

**Approval of Minutes:**

September 24, 2013 Regular Session:

Motion 13-24 made by Mr. Valcour to accept the September 24, 2013 Regular Session meeting minutes as written.

Motion seconded by Mrs. Palmer

Discussion: None

In favor: Unanimous

**Financial Report:**

Dr. Nosek reviewed the Financial Report in the packet. Some budget transfers need to be done between accounts; will not affect the bottom line.

Motion 13-25 made by Dan Valcour to approve budget transfers.

Motion seconded by Jenn Foley

Discussion: None

In favor: Unanimous

Dr. Nosek next discussed the lunch prices memo and how the government reimbursement per lunch is still lower than the full price of a lunch.

Motion 13-26 made by Mrs. Palmer to increase student lunch prices from \$2.50 to \$2.75 and to increase adult lunch prices to \$3.50.

Motion seconded by Aimee Campbell.

Discussion: None

In favor: Unanimous

**Communications:**

Reviewed packet information on Bullying Prevention Policy. The policy sub-committee will meet on November 12, 2013 and review this policy. There was a change to the policy by the legislature. We are required to adopt the new policy. There are three primary changes concerning perpetrators and the definition of bullying.

**Public Access:**

None

**Principal's Report:** Brian Ledbetter

Mr. Ledbetter reviewed his report. The after school program is up and running on Tuesdays, Wednesdays and Thursdays with over 100 students enrolled. This is a great enrichment program for the kids. Many teachers worked on the new teacher evaluation process during the October 11<sup>th</sup> professional development day.

Brimfield has elected six new members to the Sixth Grade Advisory Council. They will meet with Mr. Ledbetter once a month to identify needs within the school and problem solve together.

**Tantasqua Representative:** Dan Valcour

Mr. Valcour reported that the Committee approved the contracts for custodial and food service personnel. A trip to Costa Rica was approved. Reviewed MCAS items at Junior and Senior High level.

**P.T.O.:** Shannon Field

None

**Recreation Committee:** Michele Shea

None

**Report of Committees:**

**Union 61 Subcommittee:**

None

**Personnel Subcommittee:**

None

**Building and Physical Plant:**

None

**Issue/Study Subcommittee:**

None

**By-Law and Policy Subcommittee:**

Meeting on November 12, 2013.

**Negotiations:**

None

**Superintendent's Report:**

Dr. Nosek stated Oct. 11<sup>th</sup> was the last full PD day in our district. November 1, 2013 is the date for submission of goals for the new teacher evaluations. The feedback has been good on the new evaluation system and the teachers seem to like it. It helps them get immediate feedback. ELA Common Core

Assessments are going well and will be helpful in meeting the states District Determined Measures (DDM's).

November 19, 2013 there is a Joint Meeting before the Tantasqua meeting. Items to be covered will include the Central Office Budget and School Calendar for 2015.

Mr. Zanghi reviewed the MCAS report. Brimfield Elementary is at Level 2, school percentile 91%. In ELA and Math our school is in the higher growth/higher achievement quadrant. In both areas our median growth is 54%. Between 40-60% is considered good growth.

Mr. Ledbetter discussed the focus of Brimfield students that need additional help. Focusing on writing and what our expectations are for the kids, to prepare them for those tests all year long. They will focus on instructional methods and curriculum maps to ensure everything is taught prior to MCAS.

Mr. Zanghi reviewed the math pilot packet for third grade. Forty elementary teachers were able to gather and use a rubric to narrow down the choices to two series. Go Math and Envision. Both series are being piloted in each elementary school. The group of 40 teachers also developed a Math curriculum alignment document. This aligns with the Common Core and additionally the Massachusetts state standards. This ensures that no matter what series is being taught, all children are being taught the same things. This alignment document maps out what and when the teachers should teach specific items. This also helps to ensure all items are covered prior to MCAS. Once per month the teachers and math coaches fill out a rubric to help monitor each series. In the spring, the decision will be made as to which series to roll out for fiscal year 2015. At minimum the new series will be rolled out to the 3<sup>rd</sup> and 4<sup>th</sup> grades.

**Old Business:**

Mrs. Palmer mentioned that the edges of the middle benches on the edge of the baseball field are very sharp. Mr. Ledbetter will check that out.

**New Business:**

None

**Public Access II:**

None

Motion 13-27 was made by Jenn Foley to adjourn the meeting at 7:42 p.m. Motion seconded by Michelle Shea.

In favor: Unanimous

Meeting adjourned.

Respectfully submitted,  
JoDee Phillips  
Recording Secretary