

Brimfield Elementary School Committee Meeting  
Minutes of November 26, 2013  
6:30 p.m.

Dan Valcour – Chairman  
Aimee Campbell- not present  
Jennifer Foley  
Sharon Palmer  
Michele Shea  
Brian Ledbetter – Principal  
Erin Nosek, Superintendent  
Deb Boyd, Associate Superintendent  
Jeff Zanghi, Assistant Superintendent

**Reference Material:**

Financial Report  
SWCEC Quarterly Report  
Principal's Report  
Fundraising Policy  
Bullying Prevention and Intervention Policy  
Job Description: ABA/Behavioral Programming Assistant

Meeting was called to order at 6:31 p.m. by Dan Valcour.

**Approval of Minutes:**

October 22, 2013 Regular Session:

Motion 13- 28 made by Sharon Palmer to accept the October 22, 2013 Regular Session meeting minutes as written.

Motion seconded by Jenn Foley

Discussion: None

In favor: Unanimous

Abstained:

**Financial Report:**

Dr. Nosek reviewed the Financial Report in the packet. We are currently on target. Fiscal Year 2015's budget will be reviewed line by line at the January meeting.

As in the past, the Tantasqua budget meetings will be held at the elementary schools, rotating through each town. The meeting at Brimfield will be February 3<sup>rd</sup> at 7 p.m.

Mr. Valcour inquired about rumors on a possible interruption in bus service on January 2<sup>nd</sup>, 2014. As of last Friday, we have been assured they don't see any issues causing disruption. However, the district has made alternative provisions in the event an interruption does occur.

**Communications:**

Reviewed SWCEC Quarterly Report.

**Public Access:**

None

**Principal's Report:** Brian Ledbetter

The school was able to donate food baskets and gift cards to 18 families this year!

The Winter Concert will be held Dec. 5<sup>th</sup> at the High School.

Brimfield has been holding reading and math meetings once a month to discuss their high needs students. A wide range of interventions are being implemented and monitored.

The school is appreciative of the Senteo Clickers they received through the *Ted Grant*. The clickers are being used in 3<sup>rd</sup>-6<sup>th</sup> grade math classes.

Mr. Ledbetter is putting together a Crisis Management Plan for the school. He is working with the Police Chief and will be doing a walk-thru with him during Christmas vacation.

**Tantasqua Representative:** Dan Valcour

There was a joint meeting and the district calendar was approved for FY15.

August 27, 2014 will be the first day of school.

The Superintendent's evaluation process was discussed.

Lunch price increases were approved across the board.

Discussed the Tantasqua Regional agreement and that it needs to be updated.

There was a discussion on what to do with books in the library that have not been signed out in many years.

It was decided to donate and/or recycle certain books that have not been used in awhile.

**P.T.O.:** Michelle Shea

Movie night is Dec. 6<sup>th</sup>, pizza, popcorn, and drink for \$5 per person to benefit the arts.

The NYC bus trip is on Dec. 8<sup>th</sup>.

Dec. 14<sup>th</sup> is breakfast with Santa.

**Recreation Committee:**

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:

Had meeting on November 12<sup>th</sup> to discuss the Fundraising Policy and the Bullying Prevention and Intervention Policy.

Discussion on Bullying Policy about the wording of victim versus target. It was decided to change the word victim to target in the second paragraph.

Motion 13-29 made by Dan Valcour to accept the new Bullying Prevention and Intervention Policy on first reading with the word change from victim to target in the 2nd paragraph.

Motion seconded by Jenn Foley.

Discussion: None

In Favor: Unanimous

Discussion on Fundraising Policy. According to the state if the school has any raffle, they are to contact the town hall for a permit. Dr. Nosek is going to check with our attorney if that is correct.

Motion 13-30 was made by Dan Valcour to accept the new Fund Raising policy as a first reading with the following changes:

- Striking the 3<sup>rd</sup> bullet point
- Changing #1 to say, ".....and reflect the mission statement of Brimfield Elementary School."
- Changing the 2<sup>nd</sup> bullet point under #1 to say, ".....which are contrary to the mission statement of the Brimfield..."
- Changing #3 to say, "school related groups, including but not limited to Bournedale, PTO, and the Recreation Committee, by the School..."
- Re-name the policy JJE from KH

Motion seconded by Sharon Palmer.

Discussion: None

In Favor: Unanimous

Negotiations:

None

**Superintendent's Report:**

Dr. Nosek announced the FY 15 District Calendar will be posted on the website after the first of the year. Dr. Nosek attended the MASS /MASC Joint Conference at the beginning of November and was able to attend multiple sessions on the superintendent evaluation process and an excellent session in combining vocational engineering and math.

There are still many discussions and questions on PARCC as the schools do not receive any data back if the kids take the pilot and not MCAS.

*Ted* foundation is having their Turkey Trot Sunday, Dec. 1, 2013 and will start at the High School. There is a direct link to the *Ted* foundation on our website for more information.

The Wizard of Oz production at the high school was phenomenal, congratulations to all involved.

**Old Business:**

Discussed under the By-Law and Policy Sub-committee

**New Business:**

Motion 13-31 made by Sharon Palmer to accept the job description as written for the ABA/Behavioral Programming Assistant.

Motion seconded by Dan Valcour.

Discussion: None

In Favor: Unanimous

Motion 13-32 made by Sharon Palmer to allow training of non-medical staff on Epinephrine.

Motion seconded by Jenn Foley.

Discussion: None

In Favor: Unanimous

The school committee agreed that there will be no meeting in December due to the Christmas Holiday.

**Public Access II:**

None

Motion 13-33 was made by Mr. Valcour to adjourn the meeting at 7:39 p.m. Motion seconded by Jenn Foley.

In favor: Unanimous

Meeting adjourned.

Respectfully submitted,

JoDee Phillips

Recording Secretary