

Brimfield Elementary School Committee Meeting
Minutes of Jan 28, 2014
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
SWCEC Annual Report 2012-2013
SWCEC Annual Report 2012-2013
Principal's Report
Fundraising Policy
Bullying Prevention and Intervention Policy
School Mission Statement

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

Approval of Minutes:

November 26, 2013 Regular Session:
Motion 13-34 made by Sharon Palmer, to accept the November 26, 2013 Regular Session meeting minutes as written.
Motion seconded by Jennifer Foley
Discussion: None
In favor:
Abstained: Aimee Campbell

Financial Report:

Mrs. Boyd reviewed the Financial Report in the packet.
No significant variances; currently on target

Communications:

Review SWCEC Annual Report 2012-2013 and SWCEC Independent Auditor's Report Year Ended June 30, 2013 - FYI provided in packet
Reviewed the School's Mission Statement - FYI provided in packet

Public Access:

None

Principal's Report: Brian Ledbetter

The winter concert went very well. Over Christmas break teachers set up Study Island and Reading Egg initiatives with the students to help prevent regression over the long break. The teachers reported students did take part in this and will earn rewards for this work over break.

On December 6, there was a pizza night and about \$2000 was raised. Mr. Ledbetter met with the Police Chief regarding the Crisis Plan, discussing the evacuation lockdown process; working on a modified plan. Custodian provided a walk through with ideas as well for the emergency drill. The evacuation procedures are available in the classrooms for teachers and substitute teachers as well. It was noted that it is good practice for teachers to review this policy from time to time.

Tantasqua Representative: Dan Valcour

Tantasqua Meeting was very brief. Reviewed Regional Agreement, update is in process and is going smoothly; receiving favorable feedback.

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:

None

Negotiations:

None

Superintendent's Report:

Dr. Nosek reviewed the Superintendent's report:

January 24th - Half day professional development day; Education Evaluation for one-year/two-year plans.

Superintendent Evaluation - Making progress, formal update on February 1st; proficient in elements.

Regional School Agreement - Agreement is required to be updated; in the process.

Tastefully Ted - To be held January 31, 2014

Budget FY15:

Deborah Boyd provided an overview on the budget process:

January is first review; committee goes through the budget to understand what is being proposed.

The meeting in February will be to vote on a bottom line figure to present at the Public Hearing in March. The school committee will then vote the bottom line figure present at the town meeting.

Deborah Boyd and Brian Ledbetter reviewed the budget page by page. The Committee reviewed the five-year capital plan as well.

Deborah Boyd noted if any questions arise over the next month, feel free to send a notice and will be reviewed for next month.

Old Business:

Dr. Nosek noted she is awaiting the Attorney General's Regulations regarding the Fundraising Policy and will update once received.

Fundraising Policy JJE. Second reading and request for vote of adoption. Motion 13-35 was made by Dan Valcour to accept the policy as written.

Motion seconded by Jennifer Foley.

Discussion: Within the first section of bullets, take out the last bullet/sentence and replace with the bullet/sentence reflecting "Supervision" that was removed mistakenly previously. On the fundraiser list add bullets for "Bingo Night" and "Talent Show".

In Favor: Unanimous, as amended

Bullying Prevention and Intervention Policy JICFB-1. Second reading and request for vote of adoption. Motion 13-36 made by Sharon Palmer to accept the new policy as written.

Motion seconded by Aimee Campbell

Discussion:

In Favor: Unanimous

New Business:

None

Public Access II:

None

Motion 13-37 was made by Sharon Palmer to adjourn the meeting at 7:30 p.m. Motion seconded by Michele Shea.

Discussion:

In Favor: Unanimous

Meeting adjourned.

Respectfully submitted,
Karen Miarecki
Recording Secretary