

Brimfield Elementary School Committee Meeting  
Minutes of March 22, 2016  
6:30 p.m.

Delia Brower  
Jennifer Custance  
Michele Shea  
Jennifer Foley  
Dr. Erin Nosek, Superintendent of Schools  
Deborah Boyd, Associate Superintendent for Business and Finance  
Brian Ledbetter – Principal

Not Present: Rusty Corriveau

**Reference Material:**

Financial Report  
Principal's Report  
Policy JKAA  
FY 16-17 Calendar  
FY17 Budget

The meeting was called to order at 6:30 p.m.

**Approval of Minutes:**

Motion 16-28 made by Mrs. Brower, seconded by Mrs. Custance, to accept the February 23, 2016 Regular Session meeting minutes as written.

Discussion: None

In favor: Jennifer Custance - Yes, Michele Shea - Yes, Delia Brower- Yes

Abstain: Jennifer Foley

**Financial Report:**

Mrs. Boyd reviewed the financial report; no significant variances for FY16.

Discussion regarding additional staffing positions needed for FY17.

Motion 16-29 made by Mrs. Brower, seconded by Mrs. Foley, to recommend adding \$25,000 to the budget towards staffing a position.

Discussion:

In favor: Unanimous

Recess at 7: 06 p.m. for the Public Hearing.

**PUBLIC HEARING**

Mrs. Boyd provided an overview of the budget process as well as a synopsis of the FY17 Operating Budget by major group, salaries by department, percent budget increases, total student enrollment and FY17 Budget Drivers: continued decreasing student population; declining utility costs and increasing contracted services.

Mrs. Boyd and Mr. Ledbetter reviewed the budget by line items, answering all holds that were made.

Discussion regarding classroom sizes/teachers, and the addition of new teachers.

Public Hearing ended at 7:54 p.m. and the regular session resumed.

Motion 16-30 made by Mrs. Brower, seconded by Mrs. Foley, to bring the amount of \$3,715,688 to the Town Meeting.

Discussion: Increased amount in the budget reflects the addition of one completely new position, as well as the addition of a staff position that was originally not represented in the proposed budget. This position is in the current school year's (FY 15/16) staffing model.

In favor: Unanimous

**Communications:**

None

**Public Access:**

Clarification - If the budget passes; the following will be the teacher to grade ratio:

Two teachers for grade one

Three teachers for grade two

Three teachers for grade three

Two teachers for grade four

Three teachers for grade five

Two teachers for grade six

**Principal's Report:**

Mr. Ledbetter reviewed the Principal's Report.

- Technology Spotlight - Teachers have been utilizing the iPads and laptops to help reinforce many skills and concepts.
- Community Reading Day - Mystery readers came to support Community Reading Day.
- SAFE - The Brimfield Fire Department came to Brimfield on March 3 to teach students about in-home safety.
- Before/After School Care - Survey was presented to parents regarding interest for before and after school care. Will be looking for staff interested in coordinating and working for this program. More information will be available for the 2016-2017 school year.
- Building Use - Brimfield Elementary continues to be a resource that benefits the community. Many different groups utilize the facility for their programs.

**Tantasqua Representative:**

Mrs. Shea reviewed the Tantasqua report:

- Project Committee – Turf Discussion
- Tech Division – Grants received
- Mock elections took place at the High School – Trump and Sanders were the winners
- TJHS All-Night Read-a-thon – 320 students attended

**PTO:**

Below are a few highlights from the latest PTO Meeting:

- March Madness - Raised \$1800
- Butter Braids Fundraiser – Raised \$1900
- Brain Show Assembly – To be held April 15<sup>th</sup>
- Reach for the Stars Read-a-thon
- Teacher Appreciation Week – In progress

- PTO – Vote for President in May

**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

Will start in April.

**Superintendent's Report:**

Dr. Nosek reviewed the Superintendent's Report:

- FY 16-17 Calendar - Reviewed upcoming PD Days
- Day on the Hill
- OSV Charter school was not moved forward by the Commissioner for this year
- Team Chef Competition - Sunday, April 3, 2016 at the Sturbridge Host

Motion 16-31 made by Mrs. Foley, seconded by Mrs. Custance, to accept the FY16-17 Calendar.

Discussion: None

In favor: Unanimous

**Old Business:**

None

**New Business:**

Motion 16-32 made by Mrs. Foley seconded by Mrs. Brower, to accept Policy JKAA Physical Restraint of Students on Second Reading.

Discussion: None

In favor: Unanimous

**Public Access II:**

None

Motion 16-33 made at 8:20 p.m. by Mrs. .Foley, seconded by Mrs. Custance, to adjourn the meeting.

In favor: Unanimous

Respectfully submitted,  
Karen Miarecki  
Recording Secretary