

Brimfield Elementary School Committee Meeting  
Minutes of September 27, 2016  
6:30 p.m.

Michele Shea  
Jennifer Custance  
Jennifer Foley  
Delia Brower  
Rusty Corriveau  
Dr. Erin Nosek, Superintendent  
Brian Ledbetter – Principal

Meeting called to order at 6:30 p.m.

**Reference Material:**

Financial Report  
Principal's Report  
Brimfield Elementary FY17 Budget Transfers  
Reduction in Force Language  
Policy JLCD Administering Medicines to Students - First Reading  
Thank you Letter to Brimfield Elementary Staff

**Approval of Minutes:**

Motion 16-52 made by Jennifer Custance, seconded by Jennifer Foley, to accept the August 30, 2016 Regular Session minutes.

Discussion: None

In favor: Unanimous

**Financial Report:**

Dr. Nosek reviewed the financial report:

- Tight year ahead; will monitor closely

Motion 16-53 made by Jennifer Foley, seconded by Rusty Corriveau, to approve the budget transfers for FY17 as provided in the packet.

Discussion: None

In favor: Unanimous

**Communications:**

Thank you letter to Brimfield Elementary Staff - FYI provided in the packet.

**Public Access:**

None

**Principal's Report:**

Mr. Ledbetter reviewed his Principal's Report; highlighting the following topics.

- Technology Spotlight - Assessments are being done on IPADs and laptops. When completed the documents are sent to the printer.
- Open House - Wonderful turnout on September 8th. Parents met their child's teacher and learned about activities that they will be doing in class this year.

- The Ecology School - Sixth graders were there from September 14-16; was an excellent opportunity with learning and activities.
- ALICE/Lockdown Drills - Continue to conduct scheduled fire drills through the year.
- Enrichment Program - Fall session will start October 4th. More information will be provided.

### **Tantasqua Representative:**

- Football field complete - First game to be held October 7th.
- Craft Fair - Will be held on November 12th, 125 vendors; will benefit Skills USA
- Homecoming
- State building assessment
- OSV Charter School - Moved to next level

### **P.T.O. :**

Kimberly Hirsch introduced herself.

- Great turnout at first meeting; six new members. All have volunteered to assist on various items
- Soup Fundraiser - Will start on 9/30
- Gift Cards - Fundraiser will run the entire year. Percentage goes to the school
- Yankee Candle Fundraiser - Upcoming
- Santa for Breakfast - Upcoming
- New fundraiser for recycling - benefit will be reviewed

Motion 16-54 made by Jennifer Foley, seconded by Rusty Corriveau, to approve the Brimfield PTO Bottle and Can Redemption Drive with contingency that any final changes will be provided to the committee.

Discussion: PTO will speak with association for final permission.

In favor: Unanimous

### **Report of Committees:**

#### Union 61 Subcommittee:

None

#### Personnel Subcommittee:

None

#### Building and Physical Plant:

#### Issue/Study Subcommittee:

None

#### By-Law and Policy Subcommittee:

None

#### Negotiations

None

### **Superintendent's Report:**

Dr. Nosek reviewed the Superintendent's Report:

- October 6th – MSBA Building Assessment
- MASC Conference- To be held in November. If committee members are interested it will be 11/2-11/5/2016. Contact Deb Grimaldi to register.

Motion 16-55 made by Michele Shea, seconded by Jennifer Foley, accept the following voting delegates for the MASC Conference: Delia Brower for Primary and Jennifer Custance for Secondary Voting Delegate.

Discussion:

In favor: Unanimous

- Policies IHAMB and JLCD will be discussed related to opioid legislative requirements, at next month's meeting and need to be updated by October
- OSV - Charter School will move to the next level for full application

**Old Business:**

Reduction in Force Language - Updated draft will be provided for review at the October meeting.

**New Business:**

Motion 16-56 made by Delia Brower, seconded by Jennifer Custance, to approve Policy JLCD Administering Medicines to Students on First Reading.

Discussion:

In favor: Unanimous

**Public Access II:**

Survey provided to parents via email - Dr. Nosek will confirm that it is the correct one for parents to fill out.

Stocking Narcan – EpiPens. There is a standing order for EpiPens in school, in case of emergency, but parents need to provide their own child's prescription EpiPen.

At 7:16 p.m. Motion 16-57 was made by Jennifer Custance, seconded by Jennifer Foley, to adjourn the meeting.

In favor: Unanimous

Respectfully submitted,  
Karen Miarecki  
Recording Secretary