

BURGESS ELEMENTARY SCHOOL COMMITTEE

Meeting of Thursday, September 5, 2013

MEMBERS PRESENT:

Katherine Alexander, Chair
Megan Panek, Vice Chair/Tantasqua Representative
Mary Bellezza, Secretary
Kristen Tuohey, Committee Member

MEMBERS ABSENT:

Jeannine Johnson, Committee Member

ALSO PRESENT:

Dr. Erin Nosek, Superintendent; Jeffrey Zanghi, Assistant Superintendent; Dan Carlson, Principal; Karen Miarecki, Recording Secretary; teachers and members of the community.

Mrs. Alexander started the Regular Session at 6:00 p.m.

MINUTES

Motion 14-01

Mrs. Panek moved, seconded by Mrs. Bellezza to approve the Minutes of June 3, 2013 Regular Session

Discussion:

VOTE: Unanimous

Motion 14-02

Mrs. Tuohey moved, seconded by Mrs. Panek to approve the Minutes of June 3, 2013 Executive Session

Discussion:

VOTE: Unanimous

FINANCIAL REPORT

- Shortfalls in Assistant lines were due to unanticipated new student needs and were covered with higher than anticipated Title I funds, leaving excess in Teacher salaries.
- Transportation shortfalls were due to increasing fuel costs and emergency repair needs. Fuel adjustments were made for FY14.
- Utilities shortfalls were due to final phase of building project and increased rates. FY14 budget has been adjusted accordingly.

COMMUNICATIONS

- Class of 2013 College Acceptances – FYI in packet – List of students accepted to colleges for the upcoming year.
- Policies – Food Allergies – FYI in Packet – Discussed in detail to follow in Public Access

PUBLIC ACCESS I

Food Allergy Discussion: Many items were discussed with the members of the committee and community. The Burgess Nut Allergy Protocol and Tantasqua Regional Allergy Food Procedure were provided and reviewed. The following will be reviewed in a working session to be scheduled:

- Nuts allowed in classrooms – Should there be a “no nuts” rule?
- Exposure by others/Nut free tables in classrooms and lunchrooms?
- EPI-Pen administration training – Should others be trained?
- Inquired if nurse discusses with each classroom teacher students with allergies within that classroom
- Craft projects that include peanut butter - Allowed in classrooms? (No)
- Should children administer themselves?
- Before/After School Program – EPI-Pen discussion

Working session is scheduled to discuss the above topics in detail to reevaluate procedures in regards to Food Allergies on September 16, 2013 @ 6:30 p.m.; teachers, committee and community are welcome to attend.

PRINCIPAL’S REPORT

Mr. Carlson reviewed the Principal’s Report, which was included in the packet. The following were the topics discussed (the full report can be viewed upon request):

New Staff at Burgess Elementary School

Ten new staff at the Burgess Elementary School:

Kristine Kelley, Grade One Teacher; Melissa Forni, Grade Two Teacher; Sarah Jones, Grade Four Teacher; Jacquelyn Solari, .5 Remedial Math Teacher; Daniel Corthell, Consulting Teacher for Integration; Gloria Curtis, ABA Behavioral Programming Assistant – Creative Pathways; Sarah Pressman, ABA Behavioral Programming Assistant – Creative Pathways; Lisa Cave, ABA Behavioral Programming Assistant – Creative Pathways; Lisa Nollstadt, Educational Assistant; Officer Hillary DaDault, School Resource Officer (SRO)

New Assignments:

Katie Bernier moves from Reading Teacher to Literacy Coordinator

Emily Gordon moves from Grade 3 Teacher to Reading Teacher

Terri Thompson moves from C.P. Integration Assistant to Kindergarten Education Assistant

Shauna Hagen moves from C.P. Integration Assistant to Preschool Education Assistant

Lynette Malizia moves from Educational Assistant to Integration Assistant

Maternity Leaves:

Marsha Morrissey is filling in for Kim Moore – Grade One

Lore Knouse is filling for Danielle Phillips – Grade Five Math/Science

Four additional maternity leaves to be filled throughout the year

Enrollment Data:

Total K-6: 885

Total PK: 965

Staff Recognition:

Mr. Carlson commends the teachers, custodians and all for their devoted hours to preparing their rooms/school for the new school year.

Report on Professional Development Initiatives:

- Major focus for the year will be the implementation of the new Educator Evaluation System.
- Literacy Committee has been created consisting of Grade 1, 2, & 3 teachers as well as Reading Teachers in order to investigate several new Reading Programs. The intent is to select a new Reading Program for Grades 1 and 2 by the end of December, with a soft roll-out later this year and full roll-out next September.
- Teacher assistants and some professional staff members attend a training session on Anxiety and Reactive Detachment Disorder conducted by Dr. Joseph Lyons.

Burgess School Website

The School website has been updated for 2013-2014 and anticipate additional teacher web pages to be added in the near future.

School Improvement Committee

The first meeting of the year to be held on September 9, 2013. Throughout the fall the committee will be discussing the priorities for the 2014-2015 Burgess budget, review MCAS data and current School Improvement Plan.

CARDS Pick-up Procedure

(Careful and Rapid Dismissal System) will continue to be utilized this year. Parents that need to pick up their children at the end of the day are assigned a pick-up number following the guidelines provided to them.

Burgess Extended Day Program

On August 28th, Burgess welcomed approximately 150 students into the Burgess Extended Day Program. The program hours are 7:00-8:30 a.m., and 3:00 – 6:00 p.m., Monday – Friday. The program is coordinated by Sue Colleton and several assistants. It is a structured extension to the school day, which includes a homework room, arts and crafts, and activities.

SUPERINTENDENT'S REPORT

Dr. Erin Nosek reviewed the Superintendent's Report:

- Great opening day
- PD Day – Focusing on New Educator Evaluator System, training teachers on the system, there is a five step cycle, currently at step one; student learning goal and PD Goal.
- SRO – New School Resource Officer started day one at open house. Upcoming event is child safety seat event. Another event the school would like to look into soon would be the “Cyber Safety Rad Kids” utilizing the SRO for the presentation.
- Sturbridge will be taking part in the “PARCC Field Test” readiness for college career
- Mr. Zanghi presented a PowerPoint on the Math Pilot

SUBCOMMITTEE REPORTS

Buildings and Grounds – Discussed:

- National Grid rebates

- Additional work to be done on the fields
- Charter Connect; Cafeteria Camera
- There are occasional leaks in the lower gym roof, this will be looked into
- A few flooring issues to be addressed

TANTASQUA REPRESENTATIVE

Mrs. Tuohey reviewed the Tantasqua Representative Report:

- Retreat to be held on September 7th - Working session regarding Program Intense Curriculum Development with many key presenters such as Glenn Koocher and Todd Smola.

OLD BUSINESS

NEW BUSINESS

Motion 14-03

Mrs. Bellezza moved, seconded by Mrs. Tuohey to appoint Dr. Erin Nosek as a voting member on the Southern Worcester County Educational Collaborative Board.

Discussion:

VOTE: Unanimous

PUBLIC ACCESS II

Discussion regarding the absence of a videographer at the meeting; would like someone there monthly, as it was last year; will look into.

Motion 14-04

At 8:30 p.m., Mrs. Panek moved, seconded by Mrs. Bellezza, to adjourn the meeting.

Discussion:

Vote: Unanimous

Respectfully submitted,
Mary Bellezza
Secretary

MB/km