

## **BURGESS ELEMENTARY SCHOOL COMMITTEE**

Meeting of Thursday, October 3, 2013

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### MEMBERS PRESENT:

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

### ALSO PRESENT:

Dr. Erin Nosek, Superintendent; Jeffrey Zanghi, Assistant Superintendent; Deborah Boyd, Associate 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.

Mr. Carlson welcomed the new staff members to Burgess Elementary:  
Remedial Math, Consulting Integration, Education Assistant, School Resource Officer, Grade 1 Teacher, and Grade 4 Teacher.

### OLD BUSINESS – (Moved discussion regarding Epipen Policy)

- Life Threatening Allergic Reaction and Epipen Policy Discussion:
  - Reviewed the Epipen Policy Draft in detail to discuss any changes/additions and suggestions provided by members of the committee, as well as staff and members of the community. Draft will be updated with suggested discussion items and will be brought back for vote on first reading next month. Epipen trained staff will attend biannual Epipen and life-threatening allergy training. Discussion on classroom availability and Extended Day Program will be reviewed and defined once training is complete.

### PUBLIC ACCESS I

#### Allergy Discussion:

- Discussion on peanut free tables; areas are monitored now for best practices
- Bus drivers are being trained as well, there is no storage on the busses to hold the Epipens, and they are not climate controlled
- If a child is sitting in a peanut free area and there are others that have peanut products, they will be moved away from them, hand washing will take place as well after meals
- Letter will go home to inform people of peanut allergies in the school
- Field Trips - Adults trained/provided for trips

### MINUTES

#### **Motion 14-05**

Mrs. Bellezza moved, seconded by Mrs. Panek to approve the Minutes of September 5, 2013 Regular Session

#### Discussion:

VOTE: Yes – Mrs. Alexander, Yes- Mrs. Bellezza, Yes – Mrs. Panek, Yes – Mrs. Tuohey, Abstain – Mrs. Johnson

## FINANCIAL REPORT

- No significant issues; good shape. Support Staff negative balances due to budgeting prior to negotiation settlement.

### **Motion 14-06**

Mrs. Tuohey moved, seconded by Mrs. Bellezza to approve the budget transfers for Burgess Elementary FY 2014 as provided in the packet.

Discussion:

VOTE: Unanimous

## COMMUNICATIONS

- Memorandum from D. Boyd: Recommended Lunch Prices
- MASC: Report on the Resolutions Committee – FYI
- Burgess Extended Day Program Guidelines Epipen – FYI

### **Motion 14-07**

Mrs. Panek moved, seconded by Mrs. Johnson to approve the recommended lunch prices effective January 2014.

Discussion:

VOTE: Yes – Mrs. Alexander, Yes – Mrs. Bellezza, Yes – Mrs. Panek, Yes – Mrs. Johnson, Opposed – Mrs. Tuohey

## PRINCIPAL'S REPORT

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

### **Enrollment Data – September 26, 2013**

Total K-6 897; Total PK-6 979

### **Report on Professional Development**

- September 25<sup>th</sup> – Teachers focused on the new Educator Evaluation Program, continuing their work on self-assessments, development of SMART Goals and creation of their Indicator Evidence Collection Portfolios.
- ELA Common Assessment Team will meet on October 11<sup>th</sup> to revise assessments planned for this year.
- MCAS Alternate Assessment training to be held this month for staff members to attend
- Congratulations to Pat Donato selected by the state to be an MCAS ALT Training Specialist.

### **Burgess Academic Remediation Program**

Burgess will be offering a 26-week Academic Remediation Program for identified students in need of academic assistance. The program is funded through Title One grant funds.

### **After-School Enrichment Program**

Plans are being made for a fall edition of the After-School Enrichment Program to run approximately six-weeks, coordinated by Tammy Edmonds, a fifth grade teacher.

### **Burgess School Website**

The Burgess website now has 41 teacher webpages and growing. Information for parents regarding classroom activities and lessons.

### **School Improvement Committee**

Met on September 9<sup>th</sup>. Dan Carlson is Chair; Karen Dawber was elected Vice-Chair; and Heather Adamson as Secretary.

### **Camp Bournedale**

September 11-13<sup>th</sup>, the sixth grade students spent three great days at Camp Bournedale. Burgess staff members were pleased with the manner in which our students conducted themselves while at camp.

### **Special Programs**

On October 4<sup>th</sup>, Dr. David Hildebrand will visit Burgess to offer a presentation on the music of the War of 1812 and The Star Spangled Banner. The NED Show (Never Give Up, Encourage Others, Do Your Best) will visit Burgess on October 18<sup>th</sup>.

### SUPERINTENDENT'S REPORT

Dr. Erin Nosek reviewed the Superintendent's Report:

- Educator Evaluation Program
- PD Day October 11<sup>th</sup>
- Evaluation Process
- Joint Meeting November 19<sup>th</sup> @ 6:00P.M. – Central Office Budget and Calendar)

### SUBCOMMITTEE REPORTS

Buildings and Grounds – Discussed:

- Winding down, fields will be ready by spring for light use

### TANTASQUA REPRESENTATIVE

Mrs. Panek reviewed the Tantasqua Representative Report:

- SRO – Did not vote to accept
- Sub Committees were determined
- Letter of Colleges - Provided to show how many students applied or were accepted at a variety of colleges

### NEW BUSINESS

### PUBLIC ACCESS II

#### **Motion 14-08**

At 8:22 p.m., Mrs. Tuohey moved, seconded by Mrs. Panek, to adjourn the meeting.

Discussion:

Vote: Unanimous

Respectfully submitted,

Mary Bellezza  
Secretary

MB/km