

## **BURGESS ELEMENTARY SCHOOL COMMITTEE**

Meeting of Thursday, November 7, 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:

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 14-09**

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

Discussion:

VOTE: Unanimous

### FINANCIAL REPORT

No significant issues; good shape.

### COMMUNICATIONS

- Memorandum from D. Boyd – FY 15 School Budget Liaisons
- SWCEC Quarterly Report – July 1, 2013 to September 30, 2013
- School Resource Officer- Job Description/Memorandum of Understanding
- TRSHS Graduation/College Plans - FYI

### 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

#### **Staff/Student Recognition:**

Congratulations to fifth and sixth grade band members who participated in All-Bands Night on October 18<sup>th</sup> under the direction of Mr. Minchoff.

#### **Special Assemblies:**

October 30, Officer DaDalt coordinated the annual Halloween Safety Programs for students in Kindergarten through Grade 3. Grade 1 students attended the annual Jason Chamberland

Memorial Fire Safety Program. The NED Show (Never Give Up, Encourage Others, Do Your Best) has been rescheduled for November 12.

**Recycling News:**

The "Green Team" under the coordination of Donna Thomas and Lisa Sciullo, began their weekly pick-ups of recyclable paper in early October. Recycle a significant amount of paper each week. The school custodians recycle all cardboard discarded in the building. The "Pouch Brigade", under the direction of Terri Tsongalis, collects and counts juice pouches in order to send them off to be recycled.

**After-School Enrichment Program:**

The fall edition of the After-School Enrichment Program began on October 23<sup>rd</sup> with 104 students enrolled in seven classes.

**School Improvement Committee**

The council will meet next on Tuesday, November 12<sup>th</sup>. Items on the agenda will include a possible Parent Drop-off/Pick-up Survey and review/revision of the School Improvement Plan.

**Events:**

See the November Calendar of Events posted on the Burgess website.

SUPERINTENDENT'S REPORT

Mr. Zanghi reviewed the Superintendent's Report:

- 11/19/2013 – Joint Meeting: FY15 Review of Calendar; CO Budget; and Superintendent Evaluation

PUBLIC ACCESS I

N/A

SUBCOMMITTEE REPORTS

Buildings and Grounds – Discussed:

- Upcoming meeting – Potentially the last one
- Punch List items

TANTASQUA REPRESENTATIVE

Mrs. Tuohy reviewed the Tantasqua Representative Report:

- Discussed Communication with Technology
- New committee member from Holland
- Sport Teams – Rubrics
- Curriculum – Discussed Math Program

OLD BUSINESS –

- Life Threatening Allergic Reaction and Epipen Policy Discussion:

**Motion 14-10**

Mrs. Bellezza moved, seconded by Mrs. Panek to accept the Life Threatening Allergic Reaction and Epinephrine Policy on First Reading.

Discussion:

VOTE: Unanimous

**Motion 14-11**

Mrs. Panek moved, seconded by Mrs. Bellezza to endorse the application for the Burgess Elementary School Nurse as registered and certified to administer the Epinephrine Pen in life threatening situations.

Discussion:

VOTE: Unanimous

NEW BUSINESS

Mr. Zanghi provided an overview on the MCAS Report:

- Commendations/Positive Trends
- Improvement Opportunities
- Additional intervention strategies for targeted students
- Reviewing Reading/English Language Arts/Mathematics – 3<sup>rd</sup> through 6<sup>th</sup> grade providing an overview/analysis of percentages for each area reviewed

PUBLIC ACCESS II

Some classes/teachers are stating their rooms are “nut free zones”; this has been up to the individual classroom/teacher. This will be reviewed in the future and discussed in more detail.

The Nurse will be providing a class on self-advocacy and awareness starting with the 2<sup>nd</sup> Grade to help them better understand, learn and grow regarding allergies.

Fire drill:

The procedure for fire drills in the morning would be the same as afterschool.

**Motion 14-12**

At 7:20 p.m., Mrs. Panek moved, seconded by Mrs. Tuohey, to adjourn the meeting.

Discussion:

Vote: Unanimous

Respectfully submitted,

Mary Bellezza  
Secretary

MB/km