

## **BURGESS ELEMENTARY SCHOOL COMMITTEE**

Meeting of Thursday, December 5, 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. Nosek, Superintendent; Dan Carlson, Principal; Karen Miarecki, Recording Secretary; teachers and members of the community.

Mrs. Alexander started the Regular Session at 6:30 p.m.

### **MINUTES**

#### **Motion 14-13**

Mrs. Bellezza moved, seconded by Mrs. Tuohey to approve the Minutes of November 7, 2013 Regular Session

Discussion:

VOTE: Unanimous

### **FINANCIAL REPORT**

No significant issues; good shape.

### **COMMUNICATIONS**

- Letter from STA re: Negotiations – Mrs. Bellezza and Mrs. Panek will serve on the Negotiations Subcommittee for negotiations with the Sturbridge Teachers' Association.

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

Mrs. Bellezza moved, seconded by Mrs. Panek to accept the new Job Descriptions for ABA/Behavioral Programming Assistant and the Consulting Teacher for Integration.

Discussion:

VOTE: Unanimous

### **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 – November 26, 2013**

Total K-6 896; Total PK-6 976

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

- Festival of Giving Trees – Burgess Staff will participate with a tree titled "Gift Cards Galore IV", which will be decorated with jingle bell ornaments and gift cards.

- Wreath Project – Students, teachers and parents will come together on December 6<sup>th</sup> to create wreaths with proceeds going toward holiday gifts for foster children.
- Through combined efforts of the New Life Fellowship Church, the National Honor Society and Burgess Elementary School, 24 complete Thanksgiving Dinners were provided to Sturbridge families.
- Holiday Food/Gift Baskets – Students and staff will join together to provide gift baskets for at least 32 families in need.
- The Toys for Tots Drive, sponsored by the United States Marine Corps Reserve, will be coordinated by sixth grade teacher Terri Tsongalis.
- Flu Shot Clinic – 63 staff members participated this year.
- Mobile Dentist – Visited the school on December 5<sup>th</sup>.

**Professional Development:**

The *Ted* Foundation will sponsor a grant writing seminar during the next early release day scheduled for January 24<sup>th</sup>. Response to Intervention will also offer a workshop on school-wide efforts to fully implement the RTI model.

**School Improvement Committee**

The council will meet next on December 9<sup>th</sup>. The focus of the agenda will be the FY15 Burgess Budget and a recently conducted survey by the council, seeking information from parents who choose to drop-off or pick-up their children.

**Events:**

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

Mr. Carlson noted that he submitted a letter of retirement to Dr. Nosek, stating his last day will be June 30, 2014. Mrs. Alexander thanked Mr. Carlson, on behalf of the committee, for everything he has done for the students/school with great appreciation, and wished him well on his future endeavors.

SUPERINTENDENT’S REPORT

Dr. Nosek reviewed the Superintendent’s Report:

- PARCC (Partnership for Assessment of Readiness for College and Careers) – Five of six districts were selected for field testing. MCAS will be in place as well.
- The *Ted* Foundation will sponsor a grant writing seminar during the next early release day scheduled for January 24<sup>th</sup>
- Joint Meeting – Calendar FY15 was approved
- Burgess Elementary School Nurse, Lisa Meunier – Received Certificate from Department of Public Health for Epi-Pen administration and training.

PUBLIC ACCESS I

School Nurse, Lisa Meunier:

- Burgess Elementary School Nurse will start training 20 staff members on January 2<sup>nd</sup> on how to administer the Epi-Pen.
- Met with eight second grade students regarding safety with food allergies; packet was provided to students to take home. Discussed situations that may arise over the holidays with food allergies.
- Health Class – Food allergy program is taking place during health classes

SUBCOMMITTEE REPORTS

Buildings and Grounds – Discussed:

- Unofficially complete, some flooring concerns; will make necessary repairs.

TANTASQUA REPRESENTATIVE

Mrs. Tuohey reviewed the Tantasqua Representative Report:

- MCAS Data – Union 61 – Went over trends with different towns
- Removal of books from library – The Committee voted to retain several books that were on the obsolete list.

OLD BUSINESS

**Motion 14-15**

Mrs. Panek moved, seconded by Mrs. Tuohey to approve the Life Threatening Allergic Reaction and Epinephrine Policy on Second Reading and Vote for Adoption.

Discussion:

VOTE: Unanimous

NEW BUSINESS

**Motion 14-16**

Mrs. Tuohey moved, seconded by Mrs. Bellezza to approve the Policy JICFB-1 Bullying Prevention and Intervention on First Reading.

Discussion:

VOTE: Unanimous

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Parents and Children present provided thanks to the committee, staff and all involved in the process of updating the Policy on Life Threatening Allergic Reaction an Epinephrine. They are greatly appreciative, the children present provided the Committee with thank-you gifts that they created.

**Motion 14-17**

At 7:00 p.m., Mrs. Panek moved, seconded by Mrs. Tuohey, to adjourn the meeting.

Discussion:

Vote: Unanimous

Respectfully submitted,

Mary Bellezza  
Secretary

MB/km