

**NORTHBRIDGE SCHOOL DEPARTMENT
NORTHBRIDGE, MASSACHUSETTS**

RE: Northbridge School Committee Meeting

DATE: September 9, 2008

TIME: 7:00 P.M.

LOCATION: Northbridge High School Media Center

MINUTES

Present: Fred Beauregard, Leeann Hansson, Richard DeLuca, Michael McGrath, Susan Brouwer, Julie Gawlak, Michael LeBrasseur, Karen Kittredge, Superintendent Henry J. O'Donnell.

Call to Order: Vice Chairman Kittredge called the meeting to order at 7:00 P.M.

Approval of Minutes: Without objection the Vice Chairman declared the minutes of August 12, 2008 to be accepted as amended.
Without objection the Vice Chairman declared the minutes of August 26, 2008 to be accepted as amended.

Public Comment: None

Student Report: None. It was decided the new student representative would take a more active role and participate in the discussions at the meetings. It could be done on a rotating basis. The Superintendent stated he would contact Ms. Johnson and find a representative.

Presentations: Health Program – Lori Johnson
Ms. Johnson has been with the Northbridge Public Schools for 11 years. She oversees 5 full time nurses and 1 part time nurse. 25% of the students have specialized health care needs. Lori and her staff see 40-50,000 student visits a year. The Department of Public Health Grant is \$105,000.00, we receive \$85,000.00.
Ms. Johnson stated the loss of adjustment counselors has put a burden on her nursing staff. The Superintendent stated the loss of the counselors has not only been a set back for the school system but for the Community also. The Committee will receive a report next month from Ms. Johnson.

Food Service – Deb King
Ms. King has been with the Northbridge Public Schools for 11 years. 212,875 lunches were served last year, 48,285 breakfasts, and 400 free and reduced meals.
Pre-K, NES and Balmer have a milk program
Catering Program has brought in \$20,000.00. Head Start Program at Whitin Community Center brings in \$12,000 in revenue. At this time the food service department is \$40,000.00 to the good.
Ms. King explained the free and reduced application and guidelines.
Ms. King oversees 21 employees, 16 of which are Serve Safe certified.

The DOE reviews the food service department every 5 years, this is our review year.

Children who cannot afford to pay for lunch but do not qualify for free or reduced lunches are taken care of through communication with the principals and the food staff.

Paying on line is in the works, but not available at this time.

Deb King will look into a summer program, at this time Northbridge does not participate.

Ms. King does not serve any fried foods or carbonated beverages. Each menu has a vegetarian choice.

Tech Department – Steve DiMare, Steve Falconer, Peter Ritter and Brian L’Heureux

A slide presentation was given with each individual’s overview of his or her duties.

Steve Falconer is tech support in all aspects. He started live broadcasts of the School Committee a year ago. Charter has come in and has a better way to broadcast, which will be presented at a later date.

Steve stated the high school technology is 8 years old and the language lab is 15 years old.

Steve DiMare is the network manager and takes care of all higher end jobs. Steve stated the Balmer School is in the worst condition wiring wise. The school was wired by volunteer parents and is outdated at best.

Peter Ritter is an instructional technology specialist and also does tech support. He works with teachers on using technology in the classroom.

Brian L’Heureux is the administrative assistant in the district and is located at the administration building.

To summarize their comments. Three years ago the department consisted of 10 people, they are now down to 4. They need ITS in each building. They have no time to write grants. They feel they are performing band-aid type of assistance.

The DOE recommends the school spend \$435.00 per student on technology; Northbridge spends \$153.00 per student

The School Committee thanked each group for coming to the meeting and commended them on a great job.

Action Items:

Leeann Hansson made a motion to accept Agenda Policy BEDB-E as a first reading with amendments.

Susan Brouwer seconded the motion.

In favor:

Fred Beauregard

Susan Brouwer

Rich DeLuca

Julie Gawlak

Leeann Hansson

Mike LeBasseur

Mike McGrath

Karen Kittredge

The motion passed unanimously on a roll call vote.

Michael LeBasseur made a motion to accept Policy BEDB as a first reading with amendments.

Richard DeLuca seconded the motion.

In favor:
Fred Beauregard
Susan Brouwer
Rich DeLuca
Julie Gawlak
Leeann Hansson
Mike LeBrasseur
Mike McGrath
Karen Kittredge

Opposed:
None

The motion passed unanimously on a roll call vote.

Discussion
Items:

Sub Committee Reports

Participation Fees – Fred Beauregard, Chairman

Chairman Beauregard stated the goal of the committee was to have a recommendation by the first of December on a new fee rate.

Goals – Karen Kittredge, Chairman

Chairman Kittredge gave a slide presentation on the Committee's goals. The short-term goal was to hire a Superintendent no later than July 1, 2009.

Their long-term goal is improving academic achievement, MCAS scores, and improving graduation rates.

Policy – establish policy to set yearly goals for the Superintendent and timeline for those goals.

Budget – prepare a budget in concert with the Superintendent.

Policy Review – discuss establishing a policy sub committee and complete a full policy review every 3 years.

Community Relations – the School Committee should attend other town meetings.

The School Committee will look over the recommendations of the goals sub committee and send any feed back to Karen Kittredge by 9/23/08.

Informational
Items:

Director of Administrative Services

There are 2 different job descriptions for this position. One the Committee voted on and one the past Superintendent approved. The difference involves a minor adjustment in duties. Mr. O'Donnell also stated the Director of Operations should be retitled. He will clean up both and bring to the next meeting.

Student Handbooks – Karen Kittredge stated she would like to see all handbooks uniform with a mission statement in front and contact information in the back.

Superintendent's **Report** **Mr. O'Donnell informed the Committee that he spent the month of August meeting with all the principals and union personnel.**

Bussing went well, we had a low number of calls.

Title I Grant was rewritten – there is no Title I P.M. program in the Elementary Schools but it does take place during the school day.

Middle School does have P.M. program – they did not make AYP

School Choice looks good

The Superintendent had a thank you party for the custodians, which he paid for.

Opening day went well and included a reception for the teachers

The Superintendent attended a cable meeting on 8/27 – status is still unknown.

The Superintendent attended a meeting at Heritage Park to discuss loitering of high school students on their property. He will keep the Committee updated.

The Superintendent has communicated with all School Committee members: Susan Brouwer – suggested a welcome packet for all new families

Rich DeLuca – concerned about the SPED Director transition. The Superintendent would like to appoint an interim and allow the new Superintendent to appoint the next Sped Director. In the meantime, he will advertise the position, appoint a screening committee, PAC will be involved. Fred Beauregard – athletic fees – 2-year plan and we will do a 5-year uniform replacement

Julie Gawlak- Julie will distribute the MASC Superintendent Search Surveys in town

Karen Kittredge – Goals, enrollment figures, teacher-pupil ratio – put on hold till October 1st.

Mike McGrath – general overview, global vision PreK-12

Mary Contino – focus groups schedule – we need a night meeting, met with Tom Mattson and the Superintendent

Mike LeBrasseur – athletic fees, revolving accounts – make sure we are in sync. The Superintendent informed the Committee we have not reconciled with downtown but will share with the committee as soon as those figures are available.

We received 18 applications for the Assistant Principal position at the high school. The screening committee consisted of department heads, teachers, students and parents. The screening committee has recommended 3 people.

Fire drills and lock downs took place in every school.

Middle School field was shut down Friday night, Sept. 5th due to oil on the track.

The Superintendent would like to revisit the policy on flyers going home with the students.

As of 9/9 we have 50 less students attending the high school from the middle school.

Action Item:

***Susan Brouwer made a motion to approve the 08-09 Annuity List
Leeann Hansson seconded the motion.***

The motion passed unanimously on a voice vote.

***Rich DeLuca made a motion to establish a Budget Sub Committee and
appoint Mike LeBrasseur as Chairman.***

Michael McGrath seconded the motion.

The motion passed unanimously on a voice vote.

Fred Beauregard, Mike McGrath, Susan Brouwer and Karen Kittredge will also serve on the budget sub committee.

***Mike LeBrasseur made a motion to establish the Policy Sub Committee and appoint Richard DeLuca as Chairman.
Susan Brouwer seconded the motion.
The motion passed unanimously on a voice vote.***

Julie Gawlak and Susan Brouwer will also serve on the policy sub committee.

Public Comment: *None*

Karen Kittredge made a motion to adjourn the September 9, 2008 School Committee meeting.

Susan Brouwer seconded the motion.

In favor:

Fred Beauregard

Susan Brouwer

Rich DeLuca

Leeann Hansson

Mike LeBrasseur

Mike McGrath

Karen Kittredge

Opposed:

None

The motion passed unanimously on a roll call vote.

The September 9, 2008 School Committee Meeting adjourned at 11:00 P.M.

Respectfully submitted,

Joanne Melia

Secretary to the School Committee