



# Northbridge Public Schools

## Northbridge School Committee

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Shannon Canoy, Chairperson, [scanoy@nps.org](mailto:scanoy@nps.org) Jill Leonard, Vice-Chair, [jleonard@nps.org](mailto:jleonard@nps.org)  
Heather Alden, [halden@nps.org](mailto:halden@nps.org) Jonathan Canoy, [jcanoy@nps.org](mailto:jcanoy@nps.org) Carl Cowen, [ccowen@nps.org](mailto:ccowen@nps.org)

### Northbridge Public Schools School Committee Meeting Minutes Tuesday, November 28th, 2023 7:00PM Northbridge High School Media Center

- I. Call to Order (7:00PM)
- II. Pledge of Allegiance
- III. Attendance

Jill Leonard	Present
Jonathan Canoy	Present
Heather Alden	Present
Shannon Canoy	Present
Carl Cowen	Present

Also in attendance were Superintendent Amy McKinstry and Director of Business and Finance Melissa Walker.

- IV. Statement of Audio and Video Recording
- V. Statement of Mission
- VI. Student Representative Report (7:05PM)
- Student Representative was absent for the meeting
- VII. Superintendent's Report (7:15PM)

11/21 Representatives from DESE's office of Public School Monitoring held a orientation for the upcoming review. Facilitated by TFM Chair Charles Agon and Corey Steinman. All Public and Charter schools are reviewed every 3 years. Available to view on Youtube. Changes focus each review between Group A and Group B Universal Standards. Group A: Student ID, IEP Development, Programming and Support Services, and Equal Opportunities. Group B: Licensure, Professional Development, parent and community engagement, facilities, classroom observations and oversight, equal access. Review completed through District Assessment. This is a Self Assessment. Kate Ryan Vokes has

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been working on that since arrival. Jill Healy and Amy McKinstry working with her. We are already doing most of the standards required, just under different names. Working with Chair to make sure what we are doing that is aligned and what we still need to do. Reviewing Civil Rights and Special Education, Licensure of Special Ed Staff, interviewing staff. Chairs of DESE staff will be making reviews and making visits. Scheduled 12/19/2023 visit. More information in Kate's Special Telegram she sends out. NMS MJHS doing selection process on Thursday. First sponsored event is giftwrapping 12/4-12/21. QR code to sign up in NMS newsletter. 12/14 Winter Concert 7-9 for band and Chorus. 12/16 have Drama performance: Camelot, Camelittle. Have 2 performances 12/16 at 1PM and 7PM. 12/17 4:30 performance. Looking for costume donations for the play. Knights, Castles, King Arthur themed costuming. Reminder from Admin: Invitations to attend MCAS remediation was sent out and they need to be turned in ASAP so staffing can be planned. NPS Community Closet open 11/29 at 2:15PM and NMS and again on 12/13 same time and place. Picture retakes 12/5. Family ID is open on NPS website for Winter Sports. School Committee asked what sports we still need people for. Girls Middle School Basketball needs players. Opened to 6<sup>th</sup> graders as well. Asked how many people responded so far to MCAS. Sent over 100 invites, and send a follow up to the families, as they have only had about 10 replies so far.

#### VIII. Presentations

#### IX. Consent Agenda (7:30PM)

- A. Joint SC & BOS Meeting Minutes 11/14/2023
- B. School Committee Meeting Minutes 11/14/2023
- C. Warrant 24-19 11/16/2023 \$32,091.04
- D. Warrant 24-20 11/22/2023 \$281,661.41

A motion was made by Heather Alden to approve the minutes and Warrants. It was seconded by Jonathan Canoy.

Jill Leonard	Yes
Heather Alden	Yes
Shannon Canoy	Yes
Jonathan Canoy	Yes

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Carl Cowen

Yes

The motion was passed with a vote of 5-0

X. Discussion (7:35PM)

A. NHS Ski Club Field Trip 2/3/2024

Opened with a joke. Day Trip 2/3/2024 to Pico Mountain in VT. Tradition in Ski club. Do program to Wachusett on Thursdays in the Evening for 6 weeks. Went to NH over the past few years. Students look forward to it each year. No discussion needed, decided to move to action.

B. FY25 Budget Parameters/Timeline

Review planned timeline for the cycle and discuss the parameters the committee wants them to build the budget within. Timeframe is same general timeframe as last budget, updated to this years dates. Discuss parameters with leadership team, assemble expense portion from site based managers by the end of December so it can be reviewed internally and then have a budget workshop with committee in early February. This will look over past expenses and will also get more revenue information from town and state, and provide available budget. General Budget presentation of Superintendent's proposed budget first meeting in March, have the Public Hearing on the next meeting in March, Committee would then vote on the budget on the first meeting in April. Spring Annual Town Meeting would be Early May. Last few years been building a "Level Services" budget. Do not receive a lot of extra funding to build new and expand other programs, other than the ESSER grant. If we make a "Level Services" budget again, will have to factor in the loss of ESSER, which was a 3 year program and will expire in September of 2024. Build the Level Services and then adjust based on known grants and incoming revenue. Most of our contracts have rates in place for FY25. Custodial and Secretary contracts will need to be renegotiated after the start of the new year as they are only through June 2024. They are a smaller part of the budget than Teachers, Instructional Assistants, and Custodial Staff.

C. Orientation PD for SC – Workshop

Sat with Amy and Melissa to talk about the timeline. Most of the School Committee is new in terms of understanding how the budget is made. Wants to have a time to have Melissa explain the terminology of what is what and where the money is coming from. Shannon

Canoy will send an email out to the group for everyone to discuss a date which would work best for a workshop for the School Committee.

#### D. Replacement of High School Domestic Hot Water Storage Tank

Domestic Hot water Storage Tank in the NHS Boiler Room is starting to leak and there is no backup for it. If that stops working, we will not have hot water. It is original to the building, 23 years old. Average life is 15-20 years plus or minus depending on water quality. Using state contract, got three quotes for 500 gallon tank. Lowest quote was \$32,950, including installation and removal. Lead time is 8 weeks. Want to schedule for Feb Vacation as school will be without hot water for 3 days. It isn't used much, but would prefer to not do it when students are around. Looking for permission to move money around in the Maintenance Budget for this item. If the repairs for other things throughout the year come in higher, they may need to ask to move money from other accounts to cover the maintenance. Looking to approve the Purchase of the tank. Anything over \$5000 that was not budgeted for needs committee approval. Reached out to ESSER Grant Coordinator to try to use Grant Funding. Explained the 8 week lead time is the contractor's time to get the part, not waiting on the Committee. Do not know when it will fail, as it could fail at any time. Looking to get the approval sooner, so the order can be placed and the 8 week lead time can start. Moved to Action.

XI. Public Comment (8:00PM)

XII. Action

#### A. NHS Ski Club Field Trip 2/3/2024

A motion was made by Heather Alden to approve the trip. It was seconded by Jonathan Canoy.

Jill Leonard	Yes
Heather Alden	Yes
Shannon Canoy	Yes
Jonathan Canoy	Yes
Carl Cowen	Yes

The motion was passed with a vote of 5-0

#### B. Replacement of High School Domestic Hot Water Storage Tank

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A motion was made by Heather Alden to approve Purchasing the water heater. It was seconded by Jonathan Canoy.

Jill Leonard	Yes
Heather Alden	Yes
Shannon Canoy	Yes
Jonathan Canoy	Yes
Carl Cowen	Yes

The motion was passed with a vote of 5-0

#### C. Pleasant St Reformed Church Donation to the Food Pantry

A motion was made by Heather Alden to approve Purchasing the water heater. It was seconded by Jonathan Canoy.

Jill Leonard	Yes
Heather Alden	Yes
Shannon Canoy	Yes
Jonathan Canoy	Yes
Carl Cowen	Yes

The motion was passed with a vote of 5-0

### XIII. Information

#### XV Adjournment (8:15PM)

A motion was made by Heather Alden to adjourn. It was seconded by Jill Leonard.

Jill Leonard	Yes
Heather Alden	Yes
Shannon Canoy	Yes
Jonathan Canoy	Yes
Carl Cowen	Yes

The motion was passed with a vote of 5-0

**Note: The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Also, the timeframe for each topic is a general guideline and may not be strictly adhered to.**

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