



# Northbridge Public Schools

## Northbridge School Committee

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

### Northbridge Public Schools School Committee Meeting Agenda Tuesday, May 23rd, 2023 7:00PM Northbridge High School Media Center

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

#### Attendance:

Erin Donahue	Present
Jill Leonard	Present
Shannon Canoy	Present
Heather Alden	Present
Jonathan Canoy	Present

Also in attendance was Superintendent Amy McKinstry and Director of Finance Melissa Walker

- IV. Statement of Audio and Video Recording (7:00PM)
- V. Statement of Mission (7:01PM)
- VI. School Committee Reorganization (7:01)

#### A. Chairperson

A motion was made by Jill Leonard to appoint Erin Donahue. The motion was seconded by Heather Alden.

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

5 members having voted in the affirmative

0 members having voted in the negative

It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity, disability, age, or homelessness in its educational programs, services, activities, or employment.

The motion was passed with a roll call vote of 5-0

B. Vice- Chairperson

A motion was made by Heather Alden to appoint Jill Leonard. The motion was seconded by Jonathan Canoy.

Erin Donahue Yes

Jill Leonard Yes

Shannon Canoy Yes

Heather Alden Yes

Jonathan Canoy Yes

5 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 5-0

C. Secretary

A motion was made by Jill Leonard to appoint Heather Alden. The motion was seconded by Jonathan Canoy.

Erin Donahue Yes

Jill Leonard Yes

Shannon Canoy Yes

Heather Alden Yes

Jonathan Canoy Yes

5 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 5-0

VII. Appointments and Subcommittees (7:03)

A. Budget Subcommittee (2)

- i. Erin Donahue and Heather Alden

B. Policy Subcommittee (2)

- i. Jonathan Canoy and Erin Donahue

C. Negotiations Subcommittee (2)

- i. Erin Donahue and Shannon Canoy

D. Building, Planning, and Construction Subcommittee (1)

- i. Shannon Canoy

- E. Community Preservation Committee (1)
  - i. Jill Loenard
- F. Fields Committee (1)
  - i. Heather Alden
- G. Green Committee (1)
  - i. Melissa Walker
- H. Safety Committee (1)
  - i. George Simmons
- I. Curriculum Committee (2)
  - i. Jill Leonard and Jonathan Canoy
- J. Wellness Committee (1)
  - i. Heather Alden
- K. Southern Worcester County Educational Collaborative Board Member
  - i. Amy McKinstry
- L. Warrants (1)
  - i. Erin Donahue
- M. Weekly Payroll (1)
  - i. Shannon Canoy

VIII. Student Representative Report (7:04)

Congrats to March Students of the Month: Taden Stanovich (Freshman), Annew Matmanivong (Sophomore), Jolee Conway (Junior), Meghan Cummiskey (Senior). 5/12, Spanish and French national Honors Society Induction. 5/16 Ceramics, Arts, advanced Drawing visited Rockport to search for Sea glass and paint the ocean. Visited the art galleries there. 5/19, group of engineering students represented Northbridge at the Applied Student learning Showcase in Boston. Hundreds of industry professionals were there to scout. Class of '23 got a check from the Worcester DA office from the ENDD Grant to go to End of Year celebration. 5/12 Concert band and choir attended Great East Festival at 6 flags and won Gold Plaques.

IX. Superintendent's Report (7:07)

Forgoing full report as there is a full presentation later. 5/24 is an Early Release PD Day, Unsung Hero award will be at 2PM same day.

X. Presentations: (7:07)

A. 2023 Singer Family Prize – Jeff Warzecha

One of 4 high school teachers who received the prize this year. Had a dramatic impact on someone's life from the University of Rochester Class of 2023. Nominated by Wesley Mon. Helped Wesley by taking him under his wing after his father passed away and was more than a teacher to him. School received Money and Mr. Warzecha received accolades. Got to go to awards dinners, banquet, and commencement. Superintendent McKinstry pointed out students come to Mr. Warzecha for help even when they are not in his classes for all topics. Chairperson Donahue's daughter wanted to go to school because of how great a teacher he is. Has heard other parents talking about where their 8<sup>th</sup> graders should go, and many point to Mr. Warzecha as a reason to stay in Northbridge.

B. Seal of Biliteracy – Scott Sponseller

Spanish and French Teacher at Highschool. Presenting State Seal to students who attained high functional and academic standings in English and at least 1 foreign language. 7 students have received the Seal: Kevin Aseves, Evan Jubert-Gonzales, Gianna Jubert-Gonzales, Caroline O'Brian, Sebastian Remerez-Gomez, Nina Simonoski, and Kira Tuten. One received the Seal with Distinction, meaning they were advanced in all the skills that were tested: Kate O'Brian. Will also be recognized at Class night on 5/31. Superintendent McKinstry pointed out Mr. Sponseller is certified in French and Spanish, and now Italian as well.

XI. Consent Agenda (7:18)

A. School Committee Meeting Minutes: May 9th, 2023

A motion was made by Heather Alden to approve the Minutes. The motion was seconded by Shannon Canoy.

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

5 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 5-0

B. Warrant 43-46s 05/11/2023 \$118,182.83

C. Warrant 43-47s 05/18/2023 \$256,135.52

A motion was made by Shannon Canoy to approve the Warrants. The motion was seconded by Heather Alden.

Erin Donahue Yes

Jill Leonard Yes

Shannon Canoy Yes

Heather Alden Yes

Jonathan Canoy Yes

5 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 5-0

XII. Discussion (7:20)

A. Superintendent's End-of-Cycle Report

Evaluation on 3 goals proposed at beginning of year, and progress towards those goals, and the 4 standards of Administrative Values.

Professional Practice Goal: Enhance Leadership skills to provide more in-house legal and HR support to the district: Enrolled in Advanced Paralegal Program at Framingham State Completed Law Education SP231 and Constitutional Law SP2311, currently in Advanced Legal Research SP23111. Completed DESE – SPED Law for District Leaders.

Student Learning Goal: Schedule and Lead meetings with various groups pf leaders with a focus on aligning evaluation, feedback, programming and accountability practices: Conducted Classroom visits with school Admin followed by reflection and discussion. Met with Principals and SPED director monthly to discuss and evaluate implementation and effectiveness of current initiatives and address concerns or needed assistance in each building. Met monthly with whole leadership team to conduct calibration, align feedback practices, and evaluate/analyze instructional trends. Met monthly with all admins to ensure the alignment of instructions practices and programs across all schools, hiring, evaluation, discipline and improvement practices, as well as safety and technology concerns.

District Improvement Goal: Provide Admin and Staff with Culturally responsible leadership that promotes a culture of belonging: Provided Admin Staff with initial DEI Training with Jason DeFalco (Supt. Blackstone-Millville) (M.A.S.S. REDI Leader/Facilitator). Participated in the M.A.S.S. mid-winter meeting focused on equity and inclusion. Participated in the '22 M.A.S.S. Executive Institute with Mrs. Healy (Conference Theme: Promoting Equity, Wellness, Academic Achievement and a culture of care for all) to better inform Leadership meetings and PD. Participated in REDI foundation Learning Series through DESE to develop more inclusive strategies for students scheduling and placement, as well as communication strategies for transparent conversations with Parents, Staff, and Community members around Equity, Inclusion, and Belonging. Facilitated NMS mini-strategic plan to help admin rebuild culture and include all voices in rebuilding.

Instructional Leadership: Standard 1: Instructional rounds with Principals and follow-up feedback. Developed Professional Practice Goals to improve teaching and learning with each principal. Taught 5 classes for 2 months to help with staffing shortage. Co-taught/planned with teachers to provide instructional coaching and management strategies. Wrote and revised Curriculum units with Middle School Teachers. Provided professional development for new teachers around effective engagement, differentiation, and choice activities. DEI and BCAPs/DCAPs professional development to department chairs and leaders. Provided PD to administrators around personnel/legal issues, new laws and procedures, different teaching models, and how to have difficult conversation with parents and teachers.

Management and Operations: Standard 2: Human Resources Management. Completed Negotiations with Aides and Cafeteria (+3 more units prior). Development and management of FY23 and FY24 budgets, grants, capital articles and earmarks. Ensuring the budgets support the strategic plan goals and needs of each building. Met with Admins, counselors and SpEd team chairs to develop effective ratios of EL, IEP, and 504 students to General Education Students (30% at most, combined) in all inclusive Classrooms. Updated district policies/procedures as needed. Developed a formula for School Choice based on state ratios and IEP policy.

Family and Community Engagement: Standard 3: Sends out Parent/Family Satisfaction survey each year and makes a follow-up plan based on the replies. Collaboration with FCP to increase mental health supports schools and to help with student

substance abuse issues. Brought in presenters, such as Chris Herren, to speak about drug abuse. “What’s on your mind” Survey is always active and daily will reply to parent question and concern emails. Brought back the Celebration of Learning and Belonging, incorporated Evening of the Arts. Engaging parents in Summer Focus groups around the pain point topics brought up in the surveys. Purchased translators for schools. Engaged legislators around universal school lunch and increased financial support for Special Education. Worked with Town Manager and other town departments on various issues: substance abuse, behavior issues, building safety, summer school, use/misuse of school property.

Professional Culture: Standard 4: Continued and Timely responses to families and community members. Attendance at BOS meetings to update town on State of Schools. Participation in MASS and AASA Superintendent conferences and Workshops. Member of ASCD, AASA, MASS, BVSC, WCSA (president). Open Communication with town officials and school committee members. Provided cross-district culture building events. Holding 5<sup>th</sup> Unsung heroes award to promote positive culture and staff-to-staff appreciation. Acknowledged all appreciation days in tangible ways.

Committee remarked on Superintendent’s ability to do all this and teach classes.

#### **B. IJOA (also JJH)- FIELD TRIPS AND STUDENT TRAVEL**

Policy originally copied and pasted from MASC. Wants to update timelines and to reduce disruptions from multiple classes. Needs longer timeline to be able to fill out all of the paperwork and red tape with healthcare and make sure everyone has enough time to look over the field trip information. Adding Teachers should be prepared to submit a student work product or viable learning outcome aligned to the lesson and standards on the field trip form. Increasing the timeline minimums for all approvals for field trips: Day field trips need at least 45 days, Out of state requires at least 60 days. Overnight requires at least 90 days. International requires at least 6 months. This also allows for the nurse to get the proper certification.

Excluding students was very vague and only touched on behavior. Leadership team added a clause about excessive tardiness or absences preventing someone from being eligible to go on a field trip. Also included a clause that if they are serving a discipline, such as suspension or detention, they cannot go on the trip. Also talked about making this more tailored to each of the schools specifically.

Updating the wording of the number of chaperones to be less vague. Suggested: Grades K-2 ration 1:6 (adult to student). Grades 3-5 1:8-10. Grades 6-8 1:10-12. Grades 9-12 1:12-15. These are based on principal's discretion and the specific needs of the students as well.

Chaperones should be representative of the group in gender diversity. For overnight trips, sleeping arrangements should be made prior to leaving and should remain the same throughout the duration of the trip.

Will create a field trip manual over the summer to provide to teachers who may not know that there is a specific policy.

XIII. Public Comment (8:07)

Brandon King, 75 shell drive. Welcomed new Committee members. Field Trips: thought put into gender equality, any thought about cultural diversity as well (is it even legal to mandate)? Commending Amy for all that she has done. There are only a given amount of hours in the day, how did she find time to do all of this. With all of the classes and committees you are part of, do you feel this might effect your ability to perform your duties? Are you trying to be the legal council for the town or just aide?

XIV. Action (8:10)

A. July 1, 2022 – June 30, 2025 Contract: AFSCME – Unit A – Cafeteria

A motion was made by Heather Alden to approve the Contract. The motion was seconded by Jill Leonard.

Erin Donahue	Yes
Jill Leonard	Yes
Shannon Canoy	Abstain
Heather Alden	Yes
Jonathan Canoy	Abstain

3 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 3-0-2

XV. Information (8:11)

A. SWCEC - Third Quarter Report

Met with director of SWCEC to work with the Grove school more. They had a long waitlist with their staffing issues. SWCEC is looking to set up a satellite class at the Middle School.



Talked about exchanging Professional Development. Some of our expert teachers will give them PD on engagement strategies and curriculum, and they provide some PD in CONNECT and RISE classrooms. This way we can work together and each end can save money.

XVI. Adjournment (8:15)

A motion was made by Heather Alden to Adjourn. The motion was seconded by Jill Leonard.

Erin Donahue	Yes
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Jill Leonard	Yes
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Shannon Canoy	Yes
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Heather Alden	Yes
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Jonathan Canoy	Yes
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5 members having voted in the affirmative

0 members having voted in the negative

The motion was with a roll call vote of 5-0