



Northbridge Public Schools

Northbridge School Committee

87 Linwood Avenue, Whitinsville, Massachusetts 01588 (508) 234-8156 FAX (508) 234-8469 www.nps.org

Michael LeBrasseur, Chairperson, mlebrasseur@nps.org,
Brian Paulhus, Bethany Cammarano, Steven Falconer, Robert Dziekiewicz

Northbridge Public Schools School Committee Meeting Tuesday, January 28, 2020 7:00PM Northbridge High School Media Center

- I. Call to Order (7:00)
- II. Attendance
- III. Pledge of Allegiance
- IV. Statement of Audio and Video Recording
- V. Statement of Mission
- VI. Public Comment (7:05)
- VII. Student Representative Report (7:15)
- VIII. Superintendent Report (7:20)
- IX. Consent Agenda (7:25)
 - A. School Committee Meeting Minutes from January 7, 2020
 - B. Warrant 40-28s 1/9/20 \$390,487.98
 - C. NHS Food Pantry Donation - Pleasant Street Christian Reformed Church - \$300
- X. Action Items (7:30)
 - A. Bretton Woods Ski Trip – NHS & NMS Ski Clubs – February 29, 2020
 - B. Student Council – Hyannis Conference – March 4-6, 2020
 - C. Capital Plan
 - D. MS Principal Search (SC appointment)
- XI. Discussion (7:40)
 - A. Superintendent Goals and Strategy Update
 - B. Field Trip – Kennedy Space Center – NASA ICED – April 23-27, 2020
- XII. School Committee Individual Comments (7:50)
- XIII. Adjournment (8:00)



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Northbridge Public Schools School Committee Meeting Minutes Tuesday, January 7, 2020 7:00PM Northbridge High School Media Center

- I. Call to Order (7:00)
- II. Attendance

Michael LeBrasseur	Present
Bethany Cammarano	Present
Steven Falconer	Present
Brian Paulhus	Present
Robert Dziekiewicz	Present

Also in attendance Superintendent Amy McKinstry, Director of Business and Finance Melissa Walker
- III. Pledge of Allegiance
- IV. Statement of Audio and Video Recording
- V. Statement of Mission
- VI. Public Comment

No public comments
- VII. Student Representative Report

Student Representative, Ruby Holtz was unable to attend this evenings meeting.
- VIII. Consent Agenda
 - A. School Committee Meeting Minutes from December 10, 2019
 - B. Warrant 40-22s 11/17/19 \$314,037.64
 - C. Warrant 40-24s 12/12/19 \$474,738.97
 - D. Warrant 40-26s 12/26/19 \$171,945.28
 - E. Polyfoam Donation to NHS Food Pantry - \$300
 - F. Milford Federal Donation to NHS Food Pantry - \$324

A motion was made by Steven Falconer to accept items from the Consent Agenda as presented. The motion was seconded by Brian Paulhus. The vote was taken by roll call vote and the following votes were recorded:

Michael LeBrasseur	Yes
Bethany Cammarano	Yes

Steven Falconer	Yes
Brian Paulhus	Yes
Robert Dziekiewicz	Yes

5 members having voted in the affirmative

0 members having voted in the negative

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

IX. Presentation

A. Glen King, Community Preservation Committee – Update

Glen King introduced himself to the committee. Glen is the Chairman of the Community Preservation Committee. Glen explains the Community Preservation Act (CPA) is State law. In 2017 the Town of Northbridge voted to adopt the CPA. The intent by the State was to create a mechanism in funding for towns to tackle projects that might not otherwise rise to the top of their priorities or are limited because of funding that towns just don't have the money to get around to certain projects. Glen goes on to explain by voting to adopt the CPA that included a tax increase of 1% surcharge on real estate tax. There are matching funds that come from the state. The purpose of the Preservation Committee is to meet with all boards in town and to assess the needs of the town. Money can be spent on Affordable Housing, Recreation, Historic Preservation and Renewal, and Open Space. The Preservation Committee is currently working on Policies and the people of the town can go to the Preservation Committee with projects which would go to Town Meeting if the projects fit the requirements.

B. Tim McCormick – NEASC Report – planned actions

Tim McCormick, High School Principal and Elaina Batchelder, World Language Dept. Chair and NEASC Co-Chair went through a PowerPoint presentation about the NEASC timeline, Commendations, recommendations, and Next Steps. The PowerPoint presentation is available for viewing on the School Committee Page of the District Website under the tab Public Meeting Presentations.

C. Jason Matthews, BVEF – Re: Community Partnership/Internships

Superintendent, Amy McKinstry introduced Jason Matthews from the Blackstone Valley Education Foundation (BVEF). Jason is excited to partner with Northbridge and the internship program. Jason has a background in Career Services. Jason explains that working with employers over the last ten years conversation is consistently around soft skills, professional development, job attainment skills. He explains that when we try to introduce that into an adult learning environment through the workforce it becomes clear that that education and that influence needs to reach back into the high school and the middle schools.

X. Discussion

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.

A. Tim McCormick/Kevin Callahan – HS Internships Plan/Status

Tim McCormick, High School Principal shared a PowerPoint presentation with the committee. This is a follow up conversation from a meeting in the fall of 2019. The internships at the High School will be starting in the fourth quarter of the 2019/2020 school year. The PowerPoint presentation is available for viewing on the School Committee Page of the District Website under the tab Public Meeting Presentations.

B. Bretton Woods Ski Trip – NHS & NMS Ski Clubs – February 29, 2020

No discussion

C. Student Council – Hyannis Conference, March 4-6, 2020

No discussion / no questions

D. Capital Plan Review

Melissa Walker, Director of Business and Finance shared comments and answered questions from the committee.

E. Student User Fees

Steven Falconer, School Committee Member spoke about club & athletic fees as well as bus costs.

XI. Action Items

A. Athletic Fees Cap – FY20 Spring Sports

A motion was made by Brian Paulhus to accept Athletic Fees Cap- FY20 Spring Sports as presented. The motion was seconded by Steven Falconer. The vote was taken by roll call vote and the following votes were recorded:

Michael LeBrasseur	Yes
Bethany Cammarano	Yes
Steven Falconer	Yes
Brian Paulhus	Yes
Robert Dziekiewicz	Yes

5 members having voted in the affirmative

0 members having voted in the negative

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

XII. Information

A. November YTD Report

Melissa Walker, Director of Business and Finance shared comments and answered questions from the committee.

XIII. School Committee Individual Comments

School Committee members shared their comments.

XIV. Adjournment (8:35)

The motion was made by Brian Paulhus to adjourn the meeting and move into Executive Session Pursuant to Massachusetts General Laws Chapter 30A Section 21(a) for the Following Purpose Not to Return to Open Session:

- A. Purpose (3) to Discuss Strategy with Respect to Collective Bargaining with Union Personnel: Teamsters Union Local 170 Instructional Classroom Assistants. The motion was seconded by Bethany Cammarano. A vote was taken by roll call and the following votes were recorded:

Michael LeBrasseur	Yes
Bethany Cammarano	Yes
Steven Falconer	Yes
Brian Paulhus	Yes
Robert Dziekiewicz	Yes

5 members having voted in the affirmative

0 members having voted in the negative

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

**SCHOOL COMMITTEE
AGENDA ITEM SUMMARY
(ACTION ITEM)**

Agenda Item # _____
For School Committee Meeting of
_____ 2018

SUBJECT:

Person(s) preparing Agenda Item: Bentley
Title: donation food pantry
Listing of Attachments (supporting documentation): check & letter

BACKGROUND:

STATUS:

RECOMMENDATION:

Financial Implication: \$300

Recommended by: _____

Recommended by the Superintendent: _____

Northbridge High School

Student Activity Deposit Slip

CLUB/CLASS Food pantry DATE 1/23/20

SOURCE OF MONEY donation (ie. dance, sales)

AMOUNT OF MONEY TO BE DEPOSITED \$ 300

BILLS ✓

COINS ✓

CHECKS 300 Make copies of checks 1 office, 1 you

TOTAL 300

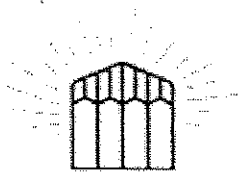
Both Signatures required!

Faculty Advisor: [Signature]

Student Treasurer: _____

Approved by: _____

To be prepared in duplicate copies: 1 to office with deposit; 1 to class/club.



PLEASANT STREET
CHRISTIAN REFORMED
CHURCH

Pleasant Street CRC
Deacons
25 Cross Street
Whitinsville, MA 01588

January 1, 2020

Stephanie Bentley
Northbridge Food Pantry
427 Linwood Avenue
Whitinsville, MA 01588

PLEASANT STREET CHRISTIAN
REFORMED CHURCH
DEACON'S FUND
25 CROSS STREET
WHITINSVILLE, MA 01588

53-7237/2113

679

DATE Jan. 1, 2020

PAY TO NORTHBRIDGE FOOD PANTRY \$ 300⁰⁰
THE ORDER OF Three Hundred DOLLARS

© DELUXE deluxebank.com/cheq

UniBank
Whitinsville, MA 01588

MEMO

Leona van der Meer

⑆ 211372378⑆ 880194071⑆ 0679

SPECIALTY BLUE

Dear Stephanie,

In support of the Food Pantry, please find enclosed, check #679 in the amount of 300.00.

May everyone involved in this wonderful program be blessed as you continue to see that the students have food each day.

Blessings,

Leona van der Meer

Leona van der Meer
Deacon Pleasant Street CRC
508-245-6686

Northbridge High School
Field Trip application

Check all that apply. In-State Trip Out-of-State Tri Over-night Trip

Sponsoring Teacher: Andrew Zollo Date of request: 12-12-19

Destination(s): (Please be specific) Bretton Woods Ski Area in New Hampshire

Name of participating club, class, activity, etc. NHS + NMS ski clubs

Anticipated Number of Students: ~ 45 Number of Chaperones: 3-4

Date(s) of trip: Times - From 5:00 a.m. 2-29-20 To 8:30 p.m. 2-29-20

How will this Field Trip accomplish curriculum enhancement? (Attach a separate sheet if needed)

This trip is held on a Saturday and is recreational.

List a minimum of two learning objectives: (Attach a separate sheet if needed)

Transportation: (Please detail) Scheduled bus through FTI Coach Lines, same as our weekly transportation to Wachusett.

Cost: (Please detail) Approximately \$~~100~~⁸⁰ to cover the cost of a ticket and transportation, with rental and lunch/dinner costs optional

Names of Adults/Teachers participating: Andrew Zollo (NHS ski (ub) Kevin McNeil (NMS ski (ub) TBD
Note: All substitute coverage needed must be sent to Dept. Chair and Dean of Students at least 1 week prior.

I have discussed this field trip with the sponsoring teacher and believe its educational value warrants my recommendation.

Andrew Zollo
Signature of Department Chairperson

12/12/19
Date

[Signature]
Approval of Principal

12/12/19
Date

am

Overnight/Out-of-state trip - If checked - Trip must go before school committee for approval

Comments: _____

Lunchroom Notification: Yes - Date _____

Lunch/food plans for trip: _____

Notification Signature: _____ Date: _____

Notification of other affected staff: Dept. Chair Dean of Students

Northbridge High School
Field Trip application

Check all that apply. In-State Trip Out-of-State Trip Over-night Trip

Sponsoring Teacher: Jessica Lamagdeleine Date of request: 12/26/19

Destination(s): (Please be specific) Hyannis Resort and Conference Center (Hyannis, MA)

Name of participating club, class, activity, etc. Student Council

Anticipated Number of Students: 12 Number of Chaperones: 2

Date(s) of trip: Times From March 4th - 7:00 AM To March 6th - 2:00 PM
2020 2020

How will this Field Trip accomplish curriculum enhancement? (Attach a separate sheet if needed)
This trip is an extra-curricular trip during which members of Student Council will participate in numerous workshops and exercises aimed at helping students become leaders in their schools

List a minimum of two learning objectives: (Attach a separate sheet if needed)
① During this trip, students will work with students from across the state to build various workshops, activities, and events that can then be implemented at the own school to foster a more inclusive school community.
② Students will also be able to improve leadership/organizational skills by participating in transportation. (Please detail) Student-led group sessions

Will share a bus (day travel) with Uxbridge and Bell Student Councils

Cost: (Please detail) Transportation Estimate: \$6.25 per school (paid by State)

Student Cost: \$310 per person - Students are responsible. / Advisor room - \$325 per person for 12 students for paying this cost (all inclusive)

Names of Adults/Teachers participating: Jessica Lamagdeleine + Scott Stanzler
Note: All substitute coverage needed must be sent to Dept. Chair and Dean of Students at least 1 week prior.

I have discussed this field trip with the sponsoring teacher and believe its educational value warrants my recommendation.

[Signature] (State Advisor) 12/26/19
Signature of Department Chairperson Date

[Signature] 12/30/19
Approval of Principal Date

Overnight/Out-of-state trip - If checked - Trip must go before school committee for approval

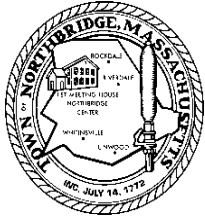
Comments: _____
Lunchroom Notification: Yes - Date _____

Lunch/food plans for trip: Food will be provided by the conference center

Nurse Notification Signature: _____ Date: _____

Notification of other affected staff: Dept. Chair Dean of Students

→ The Mass. Association of Student Councils provides a nurse for the duration of the conference. We will not need our nurse to travel.



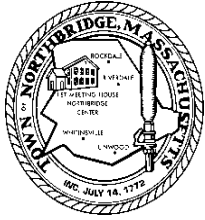
Town of Northbridge

Five Year Capital Plan 2021 - 2025

Facilities Maintenance, Repairs and Upgrades

DRAFT

Department: School Department					
	2021	2022	2023	2024	2025
ADMINISTRATION BUILDING					
Replace Storm Windows And Screens				68,200	
Repair Front Stone Wall					47,250
Heating Efficiency (2nd Floor)				100,000	
Repave Driveway And Parking Lot					39,950
NORTHBRIDGE ELEMENTARY SCHOOL					
Remove Portable Classrooms		320,000			
MIDDLE SCHOOL					
Abate Asbestos in Designated Areas for Compliance		50,000	245,000	25,000	25,000
Replace Main Office Carpet			15,000		
Replacement of other NMS Carpets (Media Center)			17,000		
Auditorium Renovation		500,000			
Air Conditioning Computer Labs				150,000	
Paint 8 Stairwells					210,000
Window Replacement 1905 Building				1,200,000	
Gutter Replacement					135,000
Replace Two 1955 Fitzgibbons Boilers (MSBA to reimburse 58.58%)	1,750,000				
Repave Center And Loading Dock Parking Lots			75,000		
Replace Deteriorating Doors		60,000			
Upgrade Fire Sprinkler System (Glycol - 5 years)		31,000			
Replace All Bathroom Partitions			76,000		
Security Cameras		7,500	15,000		
Replace Intercom and Clocks				50,000	
Replace Classroom Furniture (Two Classrooms Per Year)		6,000	6,000	6,000	6,000
Painting (Refer To Paint Plan For Locations)		15,000	25,000	15,000	25,000
HIGH SCHOOL					
Replace Existing Stairway Treads	40,000				
Sprinkler Pipe Repairs	27,000				
Security Cameras		7,500	15,000		



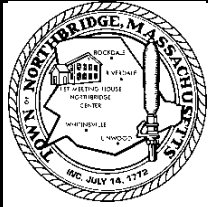
Town of Northbridge

Five Year Capital Plan 2021 - 2025

Facilities Maintenance, Repairs and Upgrades

DRAFT

Department: School Department					
	2021	2022	2023	2024	2025
Replace Intercom and Clocks				20,000	
Painting (Refer To Paint Plan For Locations)			15,000		15,000
Repair Work to HS Upper Fields		40,000			
LASELL FIELD					
Pave Driveway And Parking Lot At Garage			25,200		
Replace Backstop On Baseball Field			17,850		
GREEN COMMUNITIES IDENTIFIED PROJECTS					
MS - LED Lighting Upgrades	54,100	77,850			
HS - LED Lighting Upgrades	72,100	63,650	67,650		
Department Subtotal	1,943,200	1,178,500	614,700	1,634,200	503,200



Town of Northbridge

Five Year Capital Plan 2021 - 2025

DRAFT

Capital Equipment

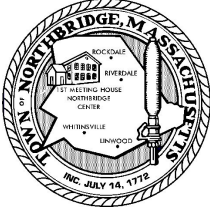
Department: School Department					
Description	2021	2022	2023	2024	2025
Trailer To Haul Tractor		10,000			
Out of District Van replacement			24,500		
Department Subtotal	-	10,000	24,500	-	-



Town of Northbridge
Five Year Capital Plan 2021 - 2025
Facilities Construction Projects

DRAFT

Department: School Department					
Description	2021	2022	2023	2024	2025
Department Subtotal	-	-	-	-	-



The Northbridge Public Schools Town of Northbridge

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www.nps.org

Amy McKinstry, Superintendent

Jill Healy, Director of Curriculum

Gregory Rosenthal, Director of Pupil Personnel Services
Melissa J. Walker, Director of Finance

Northbridge Middle School Principal Search

January 13 th	Post Northbridge Middle School Principal position
January 13 th - 17 th	Conduct staff and family surveys and invitation to participate in Search Committee lottery
January 20 – 22 nd	Select and confirm Search Committee Members
January 23 rd	Staff Input Meeting with Superintendent – MS Media Center (6:45 – 7:15 a.m.)
January 27/28 th	Present Principal Search Timeline at SC Meeting and Announce Members of Search Committee, including one member of SC (volunteer)
January 27 th	Parent/family Input Meeting with Superintendent – MS (location TBD) (4:30 – 5:30 p.m.)
February 5 – 6 th	Search Committee will meet to review qualified applicant packets
February 11 – 13 th	Search Committee will conduct initial interviews (4:00 – 7:30 p.m. - location TBD)
February 25 th	Staff and Family Meet and Greet of Finalists – 5:00 – 6:00 p.m. in MS Auditorium
February 27 th /28 th	Superintendent will conduct interviews with top three applicants put forth by screening committee and select finalist. ** Formal announcement will occur only after successful contract negotiation.
April – June	New principal will spend some time in district to get acquainted with the staff, students and building systems prior to end of the school year.
July 1, 2020	Official contract start date

Always More to Learn. Always Striving to Improve.

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Search Committee Configuration:

- Director of Curriculum (Search Coordinator)
- Building administrator (NHS)
- MS secretary/other
- MS parent
- MS teachers (2)
- SpEd Team Chair (or MS SpEd Dept. Chair)
- MS Support Staff member (SAC, IA, BT, etc.)
- School Committee Member

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Mid-Year Progress Report on Superintendent's Goals

School Committee Update - January 28, 2020
Submitted by: Amy McKinstry, Superintendent

Goal #1:

Decrease chronic absenteeism rate at high school by 3% (based off of 2019 accountability report) by the 2020 Accountability Report release. ** Chronic Absenteeism is the percentage of students missing 10% or more of the days they were enrolled during a school year.

Chronic Absentee Rate for NHS on 2019 Accountability Report = 19.1%

Goal for 2020 Accountability Report = 16% (or less)

What action steps have been taken?

- Refined absence policy across district for greater accountability
 - Every building has established communication and education around effects of “chronic absenteeism”
 - Focus at all student support team (SST) meetings across district
 - Implementation of BRIDGE program at HS
 - SEL PD for staff and families
-

Where were we?

2018-2019:

Attendance rate: 93.2 %

Average # of absences: 11.8

Chronically Absent: **19.1**

Where are we headed?

2019-2020:

Attendance rate: 95.11 %

Average # of absences: _____

Chronically Absent: **13.6**

Goal #2:

Based on the evaluation data of the last two school years, we will increase the % of quality summative/formative evaluations completed by their due date to 95%.

- At the end of the 2018-2019 school year, only 68% of all EOY evaluations had been completed.**

What action steps have been taken?

- Building-level evaluation charts were created and shared with/monitored by Dir. of Curr. - updates reviewed at monthly LTs
- Supt. monthly walk-throughs with admins. to talk about quality feedback
- PD at PALS meetings around feedback and calibration
- Central Office admin. Can do one obs. Per teacher if teacher in agreement - added to
— teacher contract

Where were we?

Where are we headed?

Sept. 2018 - Jan. 2019	Sept. 2019 - Jan. 2020
199	234

Based off of Number of Staff who require yearly observations:

204 in 2018-2019

203 in 2019-2020

Goal #3:

Increase parent satisfaction rates with the quality of education in the Northbridge Public Schools

- **20%** of parents indicated dissatisfaction - Goal = **14% or less**

Increase parent satisfaction with communications across the district (building level and district level.)

- **32%** indicated satisfaction with level of receptive and responsive communication - Goal = **27% or less**

What action steps have been taken?

- Communication flow charts developed for district and buildings to help parents identify who to call - in new HB and posted on website
- District-wide event calendar
- Teacher communication logs
- Use of REMIND, See-Saw, Connect-Ed, teacher web pages, Bloom's (new)
- Staff Ref. Manual - 24 hour response time
- Parent events: Babysitting night; upcoming "Spring Bash"
- Active D.A.C. - helping to promote positive press
- Social media highlighting positives instead of negatives
- Recognizing accomplishments of _____ parents, students, staff and community at SC meetings and other events

Next Steps:

- Administer parent/family survey again prior to February vacation to determine mid-year data points.
- Administer parent/family survey in early June to determine EOY data points.
- Continue to discuss, improve and monitor staff evaluations
- Continue to discuss, improve and monitor chronic absentee rates - educate parents and community
- Continue to work on transparency and increased/improved communication strategies across the district
- Thank someone every day for their efforts.



**Northbridge High School
Field Trip application**

Check all that apply. In-State Trip Out-of-State Trip Over-night Trip

Sponsoring Teacher: Christine Cote Date of request: 1/7/2020

Destination(s): (Please be specific) Kennedy Space Center

Name of participating club, class, activity, NASA ICED

Anticipated Number of Students: 4-6 Number of Chaperones: 1
Date(s) of trip: Times – From April 23- To April 27

How will this Field Trip accomplish curriculum enhancement? (Attach a separate sheet if needed)

List a minimum of two learning objectives: (Attach a separate sheet if needed)
See attached

Transportation: (Please detail) _____

Cost: (Please detail) _____

Names of Adults/Teachers participating: Christine Cote

Note: All substitute coverage needed must be sent to Dept. Chair and Dean of Students at least 1 week prior.

I have discussed this field trip with the sponsoring teacher and my recommendation _____

believe its educational value warrants

[Signature]
Signature of Department Chairperson

Date 1/8/20

[Signature]
Approval of Principal

Date 1/7/20

[Signature]
Approval of Superintendent

Date 1/16/20

Overnight/Out-of-state trip - If checked - Trip must go before school committee for approval

Comments: _____

Lunchroom Notification: Yes - Date _____ Lunch/food plans for trip : _____

Nurse Notification Signature: _____ Date: _____

Notification of other affected staff: _____ Dept. Chair Dean of Students _____

Kennedy Space Center Trip
April 23-27, 2020

As part of the Epic Challenge program, students in the NASA ICED class are invited to attend a student symposium at the end of the year where they present their research and prototypes/designs from the year's challenge. This year our school is focusing on mining in space and robotics.

The students have spoken with mentors in their respective fields of research and have developed some creative projects to share with NASA scientists and engineers at the symposium. The students interact with other classes from around the world in this challenge and receive feedback on their research.

The opportunity for the students to see authentic research and testing by NASA as well as the peer interaction with students from Finland and other regions is a highlight of the NASA ICED program. Students gain critical thinking skills and work to develop mastery in communication and collaboration skills while delivering their research to the audience.

Students participating in this trip will have access to the Swamp Works Labs at Kennedy Space Center. This is an innovative engineering division of the space agency where new tools are being developed and tested for future space exploration.

Flights - Estimated costs about \$115.00 per person each way

Hotels -

Quality Inn in Titusville, FL
Rooms estimated at \$164 a night
Free hot breakfast included

Car rental -
Estimated \$486 Hertz rental

Total cost per student will be dependent on final group pricing but should fall in the range of \$600- \$800 per student.