

NORTON PUBLIC SCHOOLS  
Norton, Massachusetts

NORTON SCHOOL COMMITTEE  
MINUTES OF MEETING

***Date of School Committee Meeting:*** Monday, September 11, 2017

***Location:*** Norton Middle School Library

***Present:*** Committee Members: Chairman Dan Sheedy, Vice-Chairman Sheri Cohen, Mrs. Carolyn Gallagher, Mr. Deniz Savas, Mrs. Kathleen Stern. ***Also present:*** Superintendent of Schools Joseph F. Baeta, Assistant Superintendent for Teaching and Learning Jennifer O'Neill, Director of Pupil Personnel Services Jeanne Sullivan, School Business Manager Lincoln Lynch, Director of Technology Karen Winsper, Student Representatives Tristan Grieve and Bobby Portway.

***Call to Order:*** Chairman Sheedy called the meeting to order at 6:30 PM.

***Pledge of Allegiance***

***Vote to Approve Meeting Minutes:***

MOTION: by Mrs. Cohen to approve the minutes of June 12, 2017 Open Meeting

SECOND: by Mrs. Stern

VOTE: 5 yes Motion Carries

***Warrant Information:***

Mrs. Cohen reported that she had reviewed and approved the following warrants, to be entered into the public record:

- June 12, 2017 \$322,205.47
- June 27, 2017 \$549,558.22
- July 25, 2017 \$538,738.52
- August 15, 2017 \$322,867.48
- August 29, 2017 \$265,976.11

***Student Representatives Update:***

- Welcome Back assembly
- Spirit Cup to be awarded to class with the most points at end of year
- Fundraiser at Chipotle on Thursday
- Application to start the official Best Buddies program at NHS

***Opening of School District Report and Introduction of New Faculty and Staff – Dr. Joseph Baeta and Administrators:***

On Tuesday, August 29<sup>th</sup>, the district welcomed 27 new permanent staff members and several long-term substitutes. Recognition was given to 29 staff members as follows: 35 years of service-1, 20 years of service-10, 15 years of service-8, 10 years of service-10. Two veteran teachers have 41 years each. Various professional development sessions were conducted on Wednesday, August 30<sup>th</sup>. The Resource Officer also addressed the gathering. The biggest transition this year was in transportation. The need for sidewalks was discussed, not only for students' safety, but also the increasing number of senior citizens. Dr. Baeta noted that the largest increase in enrollments came from the LGN district.

Each building principal introduced the new staff members and read a brief biography of each. Mrs. Sullivan introduced the new Assistant Director of Special Education.

***Vote to Appoint Title VI, Title IX, 504 and Sexual Harassment Coordinators/Reporters – Dr. Joseph Baeta:***

Title VI Equity Coordinator:	Jennifer O'Neill
Title IX Equity Coordinator:	Jeanne Sullivan
504 Equity Coordinator:	Jennifer O'Neill
Sexual Harassment Reporters:	Martha Godfrey (NHS)
	Eric Paulus (NHS)
	Sheila Anderson (District)

MOTION: by Mr. Savas to appoint Title VI, Title IX, 504 and Sexual Harassment Coordinators/Reporters as presented

SECOND: by Mrs. Stern

VOTE: 5 yes Motion Carries

***Norton Middle School Spotlight School Designation – Mr. Vincent Hayward:***

Principal Hayward was proud to announce that once again NMS has earned Spotlight School status from the New England League of Middle Schools (NELMS). The middle school will serve as model school for other districts.

***Transportation Update – Mr. Lincoln Lynch:***

Mr. Lynch reported that this year was a learning experience. Bus passes were handled in a different way. The process will be adjusted next year using this information. He will report back to the Committee in the near future.

***Vote on Fall Town Meeting Articles and Capital Improvement Recommendations – Mr. Lincoln Lynch:***

Dr. Baeta presented the following articles for consideration at the October 23, 2017 Town Meeting.

**ARTICLE**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money not to exceed **\$329,956** to be added to the FY'18 School Department Budget and to be expended under the direction of the Norton School Committee for the purpose of the following:

**\$28,193** for the School's accounting software. The software, Budget Sense, is currently hosted on a District server which can no longer handle the data. The funds will cover the cost to move the software to the cloud. This request will also address a safety concern as the same request was made to the Finance Committee back in March, 2017 when the server was attacked.

**\$200,000** for K-12 classroom materials and supplies. The request is due to the budget cut to supplies and materials line items during the FY'17 budget process. The amount requested is determined based on \$80 per student.

**\$101,763** for curriculum needs across the District. \$16,375 will be used to purchase Lucy Calkins Units of Study for Writing Grades K-5. \$30,000 will be used to build resource libraries by purchasing elementary literacy materials. \$5,404 will be used to enhance literature selection at Norton High School, specifically High School English books. \$49,983 will be used to purchase science materials for the Norton Middle School.

**ARTICLE**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Norton School Committee for the collaboration with the MSBA in conducting Schematic Design Studies for a potential window/door replacement project at the Henri A. Yelle Elementary School, a potential window/door replacement at the J. C. Solmonese Elementary School, and a potential window/door replacement project at the L. G. Nourse Elementary School, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

**MOTION/VOTE/ORDER**

That the Town of Norton appropriate the amount **\$200,000** Dollars for the purpose of paying costs of conducting Schematic Design Studies for a potential window/door replacement project at the Henri A. Yelle Elementary School located at 64 West Main Street, Norton, MA 02766, a potential window/door replacement at the J. C. Solmonese Elementary School, located at 315 West Main Street, Norton, MA 02766, and a potential window/door replacement project at the L. G. Nourse Elementary School, located at 38 Plain Street, Norton, MA 02766, including the payment of all costs incidental or related thereto, and for which the Town of Norton may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Norton School Committee. To meet this appropriation the Norton School Committee, with the approval of the Norton Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Norton acknowledges that the MSBA's grant program is a

non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town of Norton incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Norton, {and further provided that the appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½)}, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town of Norton and the MSBA.

**Capital Improvement Plan Recommendations:**

Mr. Lynch reviewed the Capital Improvement Plan which supports the MSBA request for Feasibility and an outline of the priorities of the plan as previously developed.

MOTION: by Mr. Savas to approve the Town Meeting Article in the amount of \$329,956

SECOND: by Mrs. Cohen

VOTE: 5 yes Motion Carries

MOTION: by Mrs. Stern to approve the Town Meeting Article in the amount of \$200,000 for Schematic Design Studies for a potential window/door replacement project at the H. A. Yelle, J. C. Solmonese, and L. G. Nourse Schools as included in the Capital Improvement Plan

SECOND: by Mrs. Gallagher

VOTE: 5 yes Motion Carries

***Special Education Fiscal Audit Report – Mr. Lincoln Lynch:***

The Department of Elementary and Secondary Education (DESE) conducted a fiscal review on the District's Special Education grant expenditures, policies and procedures during the week of June 5, 2017. Results of the review were discussed. All guidelines were met.

***Vote to Appoint Superintendent to the Board of Directors of Project Contemporary Competitiveness, Inc. – Dr. Joseph Baeta:***

This is a six-week, overnight, gifted/talented program conducted at Stonehill College during the summer. Parents pay the tuition. Membership cost to the District is \$2,500.

MOTION: by Mrs. Stern to appointment Dr. Baeta to the Board of Directors of Project Contemporary Competitiveness, Inc.

SECOND: by Mrs. Gallagher

VOTE: 5 yes Motion Carries

***Vote to Approve Norton Teachers' Association Contract – Dr. Joseph Baeta:***

Dr. Baeta reported that the Norton Teachers' Association had ratified the agreement prior to the this meeting. He reviewed changes to the contract. This is a three-year agreement effective on September 1, 2017, beginning with 1.5 percent increase. The amount of compensation is in agreement with what was budgeted and no additional funds are needed.

MOTION: by Mrs. Stern to approve the Norton Teachers' Association Contract, three-year agreement, retroactive to September 1, 2017

SECOND: by Mrs. Cohen

VOTE: 5 yes Motion Carries

***Superintendent's Evaluation – Mr. Dan Sheedy:***

Mr. Sheedy reviewed each item on the evaluation document. Significant progress was made and all goals were met.

MOTION: by Mrs. Cohen to approve the Superintendent's Evaluation as written

SECOND: by Mrs. Stern

VOTE: 5 yes Motion Carries

***Superintendent's Goals for 2017-2018 – Dr. Joseph Baeta:***

Dr. Baeta reported on the progress of the Superintendent's Goals for 2017-2018.

- Goal #1: Develop and implement in conjunction with staff and administrators our *Social Emotional and Behavioral Learning Guidelines for PreK-12*. The guidelines will be published by June 2018.
- Goal #2: During the 2017-2018 school year, complete learning walks with building leadership and the Assistant Superintendent, Director of Pupil Personnel Services and Director of Instructional Technology.
- Goal #3: Develop School Culture and Climate needs and begin the implementation of priorities via the utilization of *Panorama Education Surveys* and school based committees.
- Goal #4: Complete by June 2018 a new Strategic Plan: 2021
- Goal #5: Support the review and development of *Digital Literacy Standards* for teaching and learning in PreK-12.

***Personnel: Changes for 2017-2018 School Year:***

***Retirements:***

- Deborah Araujo – JCS Grade 2 Teacher
- Virginia Charpentier – LGN Grade 1 Teacher
- Carol St. John – HAY Grade 4 Teacher
- Fred George – JCS Custodian
- Sharon Monaghan – JCS Paraprofessional
- Victoria Morse – HAY Grade 4 Teacher
- Roseann Wells – NMS Grade 6 ELA Teacher

***Resignations/Terminations:***

- Jenna Berthiaume – Speech Language Pathologist Assistant
- Randi Carine – JCS Physical Education Teacher
- Heather Colapietro – JCS Special Education Teacher
- Sara DeOme – NMS Nurse
- Beth Fournier – NHS Guidance Counselor
- Christopher Gale – NHS Social Studies Teacher

- Nicholas Krafka – NHS Music Teacher
- Cory Mikolazyk – Assistant Director of Special Education
- Beth Morley – HAY Grade 5 Teacher
- Laura O'Reilly – NHS Guidance Counselor
- Katherine Pugsley – LGN Teacher
- Anne Simpson – JCS Paraprofessional
- Michael Vitelli – NHS Physical Education Teacher

***Year-Long Leave of Absence:***

- Julie Boudreau – NHS English Teacher
- Jacqueline Pigeon Martinez – NHS Science Teacher
- Julie Smith – NMS Special Education Teacher

**Transfers/Reassignments:**

- Lori Blye – LGN Cafeteria Assistant to Assistant Cook
- Susanne Butler – NMS Cafeteria Assistant to Assistant Cook
- Jenifer Carline – HAY Grade 5 to Grade 4 Self Container Gen Ed Looping Classroom Teacher
- Christopher Cummings – NMS Grade 7 to Grade 6 ELA
- Cindy Dennett – JCS .5 Grade 2 to 1.0 Grade 1 Teacher
- Michelle Foley – JCS Cafeteria Assistant to Assistant Cook
- Patricia George – JCS Nurse to NMS Nurse
- Anne Giglio – JCS Grade 1 Teacher to .5 Grade 2 Teacher
- Steve Gove – Custodian – from HAY/LGN to HAY only
- Wayne Johnson – Custodian – from NHS/NMS to LGN/NMS
- Kristine Kefor – JCS Grade 1 Teacher to Assistant Principal/Coordinator of Early Childhood Program at JCS
- Kyla Moran – NHS Guidance Counselor to Director of Guidance
- Keelan Murphy – JCS Special Education Teacher to JCS GRIT 2-3 Classroom
- Emilie Packer – LGN OT to LGN/JCS OT
- Margaret Pyron – NHS Cafeteria Assistant to Assistant Cook
- Melissa Quigley – HAY Grade 5 Teacher to Grade 4 Self-Contained General Ed Looping Classroom Teacher
- Jennifer Skowronek – NMS Special Education Teacher to Grade 7 ELA Teacher
- Joseph Traupman – Grounds Custodian to Jr. Custodian at JCS
- Kristen Wilson – HAY Cafeteria Assistant to Assistant Cook
- Catherine Winters – HAY .5 Title 1 Math to 1.0 Grade 5 Teacher

**Appointments:**

**NHS**

- Stephanie Beatrice – Music Teacher
- Jennifer Fardy – Long Term Substitute Physics/Chemistry Teacher
- Colleen Jenkins – NHS Social Studies Teacher
- Cameron Moitoza – NHS .6 Physical Education Teacher

- Maria Peckham – Bridge Alternative Learning Program Teacher
- Ryan Pratt – Long Term Substitute English Teacher
- Timothy Sheehan – Paraprofessional
- Amy Silva – Long Term Substitute Math Teacher
- Lars Tenglin – Long Term Substitute Social Studies Teacher
- Allison Warren – Guidance Counselor

### **NMS**

- Amy Darling – Grade 7 Special Education Teacher
- Patricia Kalicki – Long Term Substitute Special Education Teacher
- Samantha Sherman – Long Term Substitute Special Education Teacher

### **HAY**

- Jennifer Crane – .98 HAY/LGN Physical Education Teacher
- Jennifer Dutra – Paraprofessional
- Linda Kabat- .87 HAY/LGN Art Teacher
- Erica Leonard – Grade 5 ELA Teacher
- Victoria Lizotte – Grade 5 Teacher
- Kaitlyn Reardon – Paraprofessional

### **JCS**

- Jaclyn Bournazian – .57 Speech Language Pathology Assistant
- Margaret Brazeau Miller – Nurse
- Julie Durmis – JCS/LGN .8 Library Media Specialist
- Molly Hester – Long Term Substitute Grade 3 Teacher
- Leeann LeClaire – Paraprofessional
- Elizabeth Pietrasiewicz – Paraprofessional
- Diana Savage – JCS/LGN Team Chairperson
- Brittany Solomon – Long Term Substitute Grade 1 Teacher
- Jennifer Wakeling – Project Early Teacher

### **LGN**

- Caitlin Brides – Special Education Teacher
- Elizabeth Falvey – Kindergarten Teacher
- Julie Felton – Paraprofessional
- Sharon Gauvin – Paraprofessional
- Sara Lyons – Grade 1 Teacher
- Tessa Perry – Grade 1 Teacher

### **District**

- Christin McLemon – Long Term Substitute .4 Certified OT Assistant
- Donald O'Malley – Jr. Custodian Grounds
- Laura Zanowski – Assistant Director of Special Education

***Other:***

- User fees will be discussed at an upcoming meeting
- Two School Committee members are needed to negotiate with the Paraprofessional Association. Negotiations should begin in January.
- The District will establish a hurricane relief fund in the near future.

***Motion to Adjourn:***

MOTION: by Mr. Savas

SECOND: by Mrs. Stern

VOTE: 5 yes Motion Carries

The meeting adjourned at 8:22 PM.

***Documents and Other Exhibits Used at Meeting:***

- Department of Elementary and Secondary Education report
- Superintendent's Evaluation Report
- Superintendent's Goals
- Town Meeting Article, MSBA Request and Capital Plan

Next Meeting Date: September 25, 2017 – Norton High School Library

Respectfully Submitted,  
Joseph F. Baeta, Ed.D.  
Secretary Pro Tem

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Daniel Sheedy, Chairman

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Sheri Cohen, Vice-Chairman

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Carolyn Gallagher

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Deniz Savas

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Kathleen Stern