

NORTON PUBLIC SCHOOLS

Norton, Massachusetts

NORTON SCHOOL COMMITTEE

MINUTES OF MEETING

**Date of School Committee Meeting:** Monday, September 16, 2013

**Location:** L. G. Nourse Elementary School Cafeteria

**Attending:** Committee Members: Chairman Deniz Savas, Vice-Chairman Marge Werner, Mrs. Valerie Desmond, Mr. Andrew Mackie, and Mr. Phillip Lynch. Also present: Superintendent of Schools Joseph F. Baeta, Director of Operations and Finance Barry Nectow, Director of Curriculum and Instruction Jennifer O'Neill, Director of Pupil Personnel Services Jeanne Sullivan, and student representatives Cassidy McDonald and Tyler McNeill.

**Call to Order:** Chairman Savas called the meeting to order at 6:30 P.M.

**Pledge of Allegiance:**

**Approval of Meeting Minutes:**

Chairman Savas wished to amend the minutes of June 10, 2013. On Revisions to the Wellness Policy, Mr. Savas voted in the negative, making the vote 2-yes, 1-no.

MOTION: by Mr. Mackie to approve minutes of June 10, 2013 as amended

SECOND: by Mrs. Werner

VOTE: 3-0 in favor, 2 abstain motion carries

**Opening of School Report – Dr. Joseph Baeta:**

Dr. Baeta told the Committee he was very impressed with what he has seen so far. He said we have a great thing going on here in Norton and we need to let the community know. There is a nice sense of community in the school department. Dr. Baeta briefly outlined his plans for the near future.

There are 2,577 students in preschool through Grade 12. In addition, 52 children are in out-of-district placements, 20 are home-schooled, and 173 students are attending the Foxborough Charter School. There are 336 students at the L. G. Nourse School, 402 at the H. A. Yelle School, 472 at the J. C. Solmonese School, 647 at Norton Middle School, and 720 at Norton High School. These figures will be updated at the next meeting. At the close of school in June, there were 2,616 students plus 53 students in out-of-district placements, and 22 who were home schooled. There were 191 students at the Foxborough Charter School. Dr. Baeta welcomed students and staff at all schools each day.

Transportation ran quite smoothly, time-wise. With a few adjustments over the next few weeks, things will improve.

On Tuesday, September 3<sup>rd</sup>, the district welcomed 26 new teachers and professional staff, a new assistant secretary, 5 educational assistants, 2 custodians and 3 cafeteria assistants.

Dr. Baeta was impressed with the practice of recognizing staff for years of service. This year the staff included one with 35 years of service, one with 30 years of service, four with 25 years of service, five with 20 years of service, twenty with 15 years of service, and fourteen with 10 years of service. The food service department provided breakfast, which was very well received by the staff.

Chairman Savas officially welcomed Dr. Baeta. He then proposed to change the order of Articles because one of them involved a person in the audience who had to attend another municipal meeting.

### **Charter School Outreach Group Formation – Mr. Deniz Savas**

The Committee and Dr. Baeta proposed to spearhead an initiative to provide information to parents who might be considering the Foxborough Charter School, or even having their children return to Norton schools. The potential make-up of the committee was discussed. Ms. Sara Lyons has volunteered to head up this venture. Dr. Baeta will meet with Ms. Lyons to formulate plans.

### **Opening of School Report – Principal Cathy Luke:**

Mrs. Luke stated that LGN is off to a great start. She thanked her support staff for their hard work in getting the school ready to open. The Project Early preschool program continues with NAEYC accreditation this year. Mrs. Luke announced new staff members, teacher assignments, grade changes, and unit leaders. Class sizes for this year are excellent, ranging from 16-23 in Grades 1-3. Four open houses were conducted prior to the opening of school. A reading challenge program was held over the summer. A new autism class for 3 and 4 year olds was added and is conducted by the AMEGO program. At this time only Norton students are enrolled. The program provides its own teachers and paraprofessionals. Hopefully, Norton will be able to take over this class in the near future. The Committee was pleased with the size of the classes. They thanked Mrs. Luke for her presentation. Mrs. Desmond mentioned that Joyce Cody, who taught at LGN for many years, had passed away recently.

### **Review of Wellness Policy – Dr. Joseph Baeta:**

At the June 10<sup>th</sup> School Committee Meeting it was requested by the Chair to review the policy upon the return to school. The Committee discussed the revisions and reported that 100 percent of the food items sold meet the standards. Mr. Savas clarified the wording and wanted it to say specifically what is excluded. They wish to have the statement of encouragement moved to the introduction. Although parents are allowed to bring cupcakes in for birthdays, other alternatives are encouraged. It was also pointed out that using certain foods as part of class lessons would also be allowed. A lengthy discussion took place. Dr. Baeta felt that the interpretation of the guidelines seems to differ from district to district.

MOTION: by Mr. Mackie to approve the Wellness Policy with recommended additions

SECOND: by Mrs. Desmond

VOTE: 5-0 in favor motion carries

**FY'13 Budget Update – Mr. Barry Nectow:**

Mr. Nectow informed the Committee that most of the budget is spent or encumbered. Seventy-six percent of the budget is salaries, eleven percent is for tuitions, and the remainder is for utilities and transportation. Only about four percent is variable.

**FY'14 Capital Plan Review and Vote – Mr. Barry Nectow:**

The school department was asked by the Town Manager to submit a capital improvement plan to be included in the town capital improvement plan for the fall Town Meeting. New prioritized items on the plan include: (1) Security and safety upgrading for HAY, LGN and JCS; (2) Replace network switches at the middle school in preparation for going wireless; (3) Replace outdated kitchen equipment on a rotating cycle; (4) Replace SPED buses on a rotating cycle. The total for these FY'14 items is \$311,500. This is a 5-Year Capital Improvement Plan. For FY'15, items include adding wireless to four schools, replacing the middle school roof, and paving the middle school back parking lot, plus several others. Mr. Mackie asked for clarification on the middle school roof replacement and switch replacement. After a brief discussion the committee voted.

MOTION: by Mrs. Werner to approve the 5-Year Capital Improvement to be submitted

SECOND: by Mr. Lynch

VOTE: 5-0 in favor motion carries

**Fall Town Meeting Article Review and Vote – Mr. Barry Nectow:**

**Roche Brothers**

The School Department is proposing a Town Meeting Article to pay prior year expenses of \$1,608.41 to Roche Brothers Supermarket, dating back to 2004. Several invoices from 2004 and 2008 remain unpaid. The proper documentation to support the purchases has been reviewed and deemed to be accurate.

**Yelle Gym Floor**

The School Department is proposing an article to use insurance loss proceeds to repair the Yelle School gym floor which was damaged in January due to a burst steam pipe under the floor. This is the second time in two years that the floor has been damaged due to burst pipes. The cost of repairs is \$49,345.21.

**Permanent Building Committee**

The Town is proposing an article to form a Permanent Building Committee. This committee would oversee projects on the town side and school side of over \$25,000. School Department projects would be included and fall under the bylaw. Building projects would still be approved by the School Committee. Mr. Lynch suggested that there be at least one member of each town board present when the appointments are made so that each has equal say in the decision.

MOTION: by Mrs. Desmond to approve the Fall Town Meeting Articles

SECOND: by Mr. Mackie

VOTE: 5-0 in favor motion carries

**Update on District Goals – Dr. Joseph Baeta:**

Dr. Baeta discussed the development of district goals for 2013-2014. The Leadership Team reviewed the current Strategic Plan and has prioritized these initiatives for the 2013-2014 school year. A three-year plan is recommended because the economy can be uncertain. He will focus on three main areas: Student Achievement; Communications, Community Relations and Community Support; Financial Management. Dr. Baeta discussed forming a School Committee Budget Subcommittee and a School Committee Policy Subcommittee and School Committee goals. The new budget process will begin in October.

**School Committee Retreat Dates – Dr. Joseph Baeta:**

Dates were discussed and everyone agreed with October 5<sup>th</sup>, at the Superintendent's Office, for the yearly School Committee retreat.

**Introduction of New Administrators – Dr. Joseph Baeta:**

Dr. Baeta introduced Mrs. JoAnn Petrelli, Director of Food Services and Mr. Wade Lizotte, Director of Facilities. Both were current employees and the Committee was pleased to see them join the administrative team.

Chairman Savas welcomed back the two student representatives, Cassidy McDonald and Tyler McNeill.

**Personnel:**

**Retirements – at the conclusion of the 2012-2013 school year:**

- Kathy Almeida – JCS Grade 2 Teacher
- Larry Brassard – NHS Science Teacher
- Paul Duff – NHS Social Studies Teacher
- George McAuliffe – NMS Health Teacher
- Eleanor Johnson – JCS Grade 3 Teacher
- Don Rita – NHS Guidance
- Sandy Ross – JCS Special Education Teacher
- John Young – NHS Custodian

**Resignations/Terminations:**

- Amy George – HAY Guidance/Team Chair
- Janet Gracia – NMS Guidance Secretary
- Theresa Henry-Baird – JCS Educational Assistant
- Karen Kelleher – NHS Educational Assistant
- Arlene Koellner – NHS English Teacher
- Kim Spence – NMS Social Studies Teacher (1-year LOA)

**Transfers/Reassignments:**

- Rebecca Albert – NMS Special Education Teacher to LGN Team Chairperson
- Amanda Banks – NMS Math Teacher to HAY .5 Title I Math Teacher

- Cheryl Benkart – JCS Interim Head Cook to Head Cook
- Michael Brito – NMS PE Teacher to Health Teacher
- Dom Eno – HAY/NHS Custodian to JCS Head Custodian
- Kerry Goodrich – JCS Grade 1 Teacher to Grade 3 Teacher
- Erin Haglund – LGN Grade 3 Teacher to Grade 1 Teacher
- Marie Hall – NMS Grade 7 Math Teacher to Grade 8 Math Teacher
- Kristine Kefor – JCS Grade 1 Teacher to Grade 3 Teacher
- Wade Lizotte – JCS Head Custodian to Director of Facilities
- Terri MacLean – JCS Assistant Secretary to NMS Guidance Secretary
- JoAnn Petrelli – Interim Director of Food Services to Director of Food Services
- Jennifer Ryan – JCS Grade 3 Teacher to Grade 2 Teacher

**Appointments:**

**NHS**

- Eliazbeth Akerman – English Teacher (one-year appointment covering LOA)
- Laurie Czazasty – Cafeteria Assistant
- Beth Fournier – Guidance
- Tammy Gluchacki – Educational Assistant
- Robert Griffin – Night Custodian
- Nicholas Krafka – Music Teacher (NHS/NMS)
- Sharyn MacLean – Educational Assistant
- Margaret Matthews – English Teacher
- Craig Murray – Physics Teacher
- Jesse Shaughnessy – Social Studies Teacher
- Kimberly Zajac – .5 Speech Therapist (NHS/NMS)

**NMS**

- Margo Bridges – Math Lab Teacher
- Joshua Coran – Grade 6 Social Studies Teacher (one-year appointment covering LOA)
- Sara DeOme – Nurse
- Michael Manske – Grade 7 Math Teacher
- Robert May – PE Teacher
- Paul McManus – Night Custodian (NMS/LGN)
- Julie Smith – Special Education Teacher

**HAY**

- Joseph Bradleyfulco – .7 Music Teacher
- Emily Hunt – .8 PE Teacher (HAY/LGN)
- Timothy Lewis – Guidance/Team Chair
- Melissa Quigley – Special Education Teacher

**JCS**

- Kelly Allen – Educational Assistant
- Tracey Chestnut – Assistant Secretary
- Jennifer Farley – Educational Assistant
- Michelle Foley – Cafeteria Assistant
- Matthew Kurkul – Special Education Teacher

- Colleen Robichaud – Cafeteria Assistant
- Kara Sullivan – Special Education Teacher
- Gia Sunderland – .5 Title I Reading Teacher
- Susan Tuck – Special Education Teacher
- Amanda Weeden – Grade 1 Teacher

**LGN**

- Pamela Romaine – Educational Assistant
- Amy Slavin – Grade 3 Teacher

**District**

- Kenneth Allen – Part-Time Courier
- Julie Johnson – Occupational Therapist
- Angela Zapustas – ESL Teacher

**Adjourn:**

MOTION: by Mr. Mackie to adjourn the meeting

SECOND: by Mrs. Desmond

VOTE: 5-0 in favor

The meeting adjourned at 8:48 P.M.

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

- Wellness Policy outlining proposed changes
- Permanent Building Committee Bylaw
- NPS FY'13 Budget
- 5-Year Capital Plan
- NPS District Goals for 2013-2014

**NEXT MEETING DATE:** Monday, September 30, 2013 at H. A. Yelle Elementary School

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

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