

**Norfolk School Committee**  
**MINUTES**  
**Norfolk Town Hall – Room 124**  
**Tuesday ☐ September 13, 2011 ☐ 7:00 PM**

**Mission Statement**

The Norfolk Public Schools offers a *safe, joyful and challenging learning* environment that meets the needs of our *diverse* students. Through *school, family and community partnerships*, we provide an education that inspires life-long learners and cultivates *caring and productive citizens* of our ever-changing world.

**Call to Order**

Shawn Dooley, Chair, called the meeting to order at 7:07 PM.

Roll Call: Linda Andrews, Kelly Peterson, Shawn Dooley

Also present: Claire Jackson

Absent: John Olivieri

Mr. Dooley read the mission statement and announced that the meeting was taped by NCTV for video and audio.

**PUBLIC COMMENT** - Kathy Maloof, NTA President, suggest the there be a public comment at the beginning and the end of each meeting in order to comment on the activities of the meeting.

Thomas Doyle arrived at 7:15 PM.

**ADMINISTRATIVE/REGULAR ITEMS**

**Announcements:**

Dr. Jackson commented on the 9/11 Ceremony on Town Hill. She thanked the 9/11 Committee for the work to make the event extraordinary. It was recorded by NCTV. Dr. Jackson recommended that everyone take the time to watch it.

Mr. Dooley thanked King Philip seniors Katelyn Beans and Emma Gee for the placement of stepping stones with inspirational words on them at the Kunde Playground. This community service project is part of their work towards the Girl Scout Gold Award.

**Donations**

Exhibit 1

Mr. Dooley asked the School Committee to accept the following gifts received for September of \$240 donations from parents.

**MOTION:** Mr. Dooley made a move to accept \$240 in donations form parents to the Norfolk Public Schools. Mr. Doyle, second. All in favor. **The motion passed.**

**Correspondence** – The School Committee reviewed correspondence. Mr. Dooley would like to authorize Dr. Jackson to seek outside counsel if she feels that it is necessary. Harry Beach, the school attorney said that one of the pieces of correspondence is slanderous and libelous. He does not have expertise in this area. Mrs. Andrews asked if we should

consider hiring an attorney who has this specialty. Mr. Dooley will look into this when Attorney Beach's contract expires.

**MOTION:** Mrs. Andrews made a motion to allow Dr. Jackson to seek outside council. Mr. Peterson, second. All in favor. **The motion passed.**

## **SCHOOL COMMITTEE CHAIR REPORT**

### Superintendent Search

Exhibit 2 & 3

The Committee discussed the brochure. Mrs. Andrews would like to see a chart with salaries of similar towns. Mr. Doyle suggested taking the salary range off the brochure and replace with language indicating that the salary will be commiserate with experience. Ms. Andrews would like to add that a minimum of 3 years central office experience is required.

Mr. Dooley suggested emailing the brochure through MASS. MASC will do the mailing as well as place on their website.

Mr. Dooley reviewed the Search Committee. Since the last meeting 2 parents have been added: Mike Kulesza and Tim Kelly.

### Kunde Conservation Park: Payment of Invoices

**Vote:** Exhibit 4 & 5

Mr. Dooley discussed the background of the maintenance agreement for the Kunde Conservation Playground, which included the purchase of a tractor for the school. Originally, the DPW agreed to maintain the area but they have since decided the school should be responsible for the mowing and maintenance of the playground. Dr. Jackson wrote a memo to the Conservation Commission to inform them that the Norfolk Public Schools will pay the bills and we will hire the landscapers for this job.

**MOTION:** Mrs. Andrews made a motion to approve \$1,080 in invoices for the Kunde Conservation Park. Mr. Doyle, second. All in favor. **The motion passed.**

Mr. Dooley asked Mrs. Balfour about the use of the playground. He had complaints from parents that the first graders and kindergarteners cannot use the equipment. She said that it is a safety issue that the equipment is too big and too high for the smaller children. The children do use the fields and look at the plantings for science lessons.

### Principal HOD – Volunteer Program

Exhibit 6

Mr. Dooley discussed a letter from a parent who was teaching an advanced program called Readers are Leaders. Mrs. Balfour gave the background on this program stating that it is an enrichment program not a gifted and talented program. Mrs. Stetter, the instructor of this class started out as a classroom volunteer when her son was in 2nd grade. Students whose teacher recommended them as advanced readers were chosen for this class. The teachers supervised the class which was held during recess. She indicated that the School Council has wanted to increase the volunteer opportunities at the school and this fit into their plan. Mr. Dooley commended Mrs. Stetter for her work. He was concerned because this class was taking place during the school day. He had concerns about the children not selected for this group. Dr. Jackson recommended that in the future the School Committee should approve all programs similar to this that meet on a consistent basis and are part of the regular school day. This class goes beyond the scope of a volunteer program. Mrs. Andrews suggested teaching this through the Recreation Department. Mrs. Stetter has contacted the Norfolk Recreation and will pursue further. Mrs. Stetter suggested NPS offer such a program through the regular curriculum for gifted students. Mrs. Andrews agreed and would like to start planning a program for gifted

students to be prepared when the budget allows such a class to be offered. Kathy Maloof commented that Wrentham Public Schools has an Enrichment Teacher on staff. Also, she wanted everyone to know that all students at NPS are given many opportunities to work at their specific levels.

## **SUPERINTENDENT REPORT**

### Introduction of Assistant Principal HOD

Dr. Jackson introduced Debbie Dressler, Assistant Principal at HOD. She came here from the Sudbury Public Schools. She is very knowledgeable in the areas of Special Education and Literacy Training. She will be working with Kelly Whitmore on Social Studies Curriculum and Learning Expectations. Also, she will be working on the ELA Learning Expectations to customize to Norfolk Public Schools to educate parents and the community.

### Budget Development Calendar

Exhibit 7

Dr. Jackson reviewed the calendar indicating the development of the FY13 school budget.

### Staffing/Budget Report

Exhibit 8

Dr. Jackson reported that there is currently one position left to fill. Todd Hassett will present the Quarterly Report in October. The FY12 budget is on target.

### School Calendar – revised

**Vote:** Exhibit 9

Dr. Jackson discussed the changes made to the 2011-2012 based on the later start due to Hurricane Irene. The two days that have changed are: May 29<sup>th</sup> professional development day has been cancelled and Good Friday will be a ½ day. The NTA will need to approve this calendar too. She informed the School Committee that all efforts will be made not to have any snow days this winter. She will have a 2-hour delay if possible instead of a no school day. The target date to demolish Freeman-Centennial is June 18<sup>th</sup>.

**MOTION:** Mr. Doyle made a motion to approve the revised 2011-2012 School Calendar. Mrs. Andrews, second. All in favor. **The motion passed.**

### Business Office Report: Tuition System

**Vote:** Exhibit 10

Dr. Jackson discussed the new tuition system. The following fees are posted on the MCC Tuition Management System: Kindergarten, Pre-K, Bus and SACC. Families have been able to pay online or mail in a check. There is a .25 fee to pay through ACH, Dr. Jackson suggests the .25 ACH fee be absorbed by the Norfolk Public Schools.

**MOTION:** Mr. Doyle made a motion for NPS to absorb the .25 ACH fee charges to families. Mr. Peterson seconded. All in favor. **The motion passed.**

## **COMMITTEE REPORTS**

### School Building Committee:

Mr. Dooley and Dr. Jackson toured the new school building. Mr. Dooley showed posters with the progress to date. The windows will start going in next week.

### Budget Subcommittee – no report

### Policy Subcommittee

**MOTION:** Ms. Andrews made a motion to waive the first readings of the policies tonight. Mr. Doyle, second. All in favor. **The motion passed.**

**First Reading:**

<b>KDCA:</b> Distribution of Notices, Flyers, Circulars, Posters, or Pamphlets by School Children	Exhibit 12
<b>KDCB:</b> Email Communications - Use of Technology in Public Information and Communications	Exhibit 13
<b>JKF:</b> Discipline of Students with Disabilities	Exhibit 17
<b>ADDA:</b> CORI Requirements and Procedures	Exhibit 18

**2<sup>nd</sup> Reading:**

Tutoring for Pay	Exhibit 19
<b>KBE:</b> Relations with Community Organizations and Individuals	Exhibit 11
<b>KF:</b> Community Use of School Facilities & Resources	Exhibit 14

**3<sup>rd</sup> Reading:**

<b>IIB:</b> Class Size	<b>Vote:</b> Exhibit 20
<b>MOTION:</b> Mr. Doyle made a motion to approve the Class Size policy. Mr. Peterson, second. All in favor. <b>The motion passed.</b>	

<b>AC:</b> Nondiscrimination	Exhibit 15
This is a revision.	
<b>MOTION:</b> Mr. Doyle made a motion to approve the <b>AC:</b> Nondiscrimination. Mr. Peterson, second. All in favor. <b>The motion passed.</b>	

<b>JB:</b> Equal Educational Opportunities	Exhibit 16
This is a revision.	
<b>MOTION:</b> Mr. Doyle made a motion to approve the <b>JB:</b> Equal Educational Opportunities Mr. Peterson, second. All in favor. <b>The motion passed.</b>	
All in favor. <b>The motion passed.</b>	

Dr. Jackson asked the School Committee for clarification on approval for sending flyers home with the students. There is a spot on the website called "ebackpack" that will soon be a place that parents can view flyers with community information. Mr. Dooley said that if the group who is requesting to send a flyer home qualifies under the rough guideline as a School Partner then the flyers may be sent home.

Mr. Dooley asked that Harry Beach, school attorney review the following policies:

<b>JKF:</b> Discipline of Students with Disabilities	
<b>ADDA:</b> CORI Requirements and Procedures	Exhibit 18

KP Liaison Report:

The King Philip School Committee met last Tuesday, September 6, 2011. Mrs. Andrews thanked King Philip Middle School who opened the school after the Hurricane. They fed over 500 families using donations from the Norfolk Lions and NCL. Additionally, the school district is in Year 2 of restructuring the Middle School Math Subgroup - Special Needs. They continue to discuss the Waste Water Treatment plant plans. They are in the process of revising job descriptions.

## **DECISION ITEMS**

MOTION: Ms. Andrews made a motion to approve the minutes from the June 7, 2011 meeting. Mr. Doyle, second. All in favor. **The motion passed.**

MOTION: Ms. Andrews made a motion to approve the minutes from the August 23, 2011 meeting. Mr. Peterson, second. All in favor. **The motion passed.**

## **EXECUTIVE SESSION**

**MOTION:** Mr. Dooley made a motion to move to Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss charges brought against a staff member not to return to Open Session. Mr. Doyle second.

### Roll Call:

Shawn Dooley

Thomas Doyle

Linda Andrews

Kelly Peterson

**The motion passed.**

## **EXHIBITS:**

1. Donations
2. Draft, Superintendent Search Committee
3. Draft, Superintendent Search Brochure
4. Kunde Conservation Park: Letter from Superintendent
5. Kunde Conservation Park: Payment of Invoices
  
6. Email from Volunteer Program Coordinator
7. Budget Development Calendar
8. Staffing/Budget Report
9. Revised: School Calendar, 9/13/11
10. KBE: Relations with Community Organizations and Individuals
11. KDCA: Distribution of Notices, Flyers, Circulars, Posters, or Pamphlets by School Children
12. KDCB: Email Communications
13. KF: Community Use of School Facilities & Resources
14. AC: Nondiscrimination
15. JB: Equal Educational Opportunities
16. JFK: Discipline of Students with Disabilities
17. ADDA: CORI Requirements and Procedures
18. Tutoring for Pay
19. Class Size