

**Norfolk School Committee  
MINUTES  
Norfolk Town Hall – Room 124  
Tuesday • November 16, 2010 • 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.

**7:05 PM: Call to Order**

Shawn Dooley, Chair called the meeting to order at 7:05 PM. He read the Norfolk Public Schools mission statement.

**Present:** John Olivieri, Thomas Doyle, Ross Gilleland, Linda Andrews and Shawn Dooley  
**Also present:** Dr. Claire Jackson

**PUBLIC COMMENT - None**

**ADMINISTRATIVE/REGULAR ITEMS**

Mr. Dooley made one announcement: Early Release: November 24, 2010.

**SCHOOL COMMITTEE CHAIR REPORT**

**Introduction of Attorney Harry Beach**

**Exhibit 1**

Mr. Beach will be the school counsel for School Committee for the upcoming contract negotiations with the NTA. The NTA and the School Committee have exchanged letters with the intent to terminate the existing contract as of August 31, 2011.

**Town Meeting**

Mr. Dooley provided an overview of items discussed by the Superintendent at the Town Meeting on November 9, 2010. Dr. Jackson presented a budget overview and new school building update.

### Naming Rights for New School

The Norfolk School Committee has been asked by the Selectmen to start the process of naming of new school facilities. The School Committee has a policy that states that the Superintendent will initiate the process for naming a new facility. Dr. Jackson will present a proposal for naming the new school at the next School Committee meeting.

## **SUPERINTENDENT REPORT**

### **Quarterly Report:**

Todd Hassett, Business Manager

### **Exhibit 2**

Mr. Hassett gave a presentation of the Projections for the FY2011 Budget by Department Mr. Dooley asked for the Business office highlight on the weekly warrant items that are out of scale for the budget. Mr. Hassett pointed out that the payroll is not yet integrated into the towns MUNIS budgeting software so the school does not have position control.

### **SPED Audit: Futures Education**

Dr. Jackson discussed the hiring of Futures Education to audit the SPED Department. The report discusses the efficient delivery of SPED services. The report has been posted on the website and sent home via Connect-ED to SPED parents. One recommendation was to increase the SPED Director from half-time to full-time. Jack Stokes has been the SPED director and half-time asst. principal for this school year. Dr. Jackson recommended that school committee appoint Jack Stokes as full-time SPED Director. At the next meeting, she will recommend hiring a half-time assistant principal to replace him. Ross Gilleland asked how these changes will affect the budget. The assistant principal will cost NPS approx. \$40,000 which will come from ED Jobs funding money. The FY11 NPS budget will not be affected.

After being asked to provide his background and philosophy Mr. Stokes provided his education and work background relating to Special Education.

Mr. Stokes also explained the benefit of having a full time SPED Director. He feels he will be able to be more proactive instead of reactive to issues that arise.

**MOTION:** Thomas Doyle made a motion to appointed Jack Stokes as Full Time SPED Director. Linda Andrews seconded. All in favor. **The motion passed.**

### **No School Announcement Procedure**

Dr. Jackson gave an overview of how snow day announcements will be made. She will collaborate with Wrentham and Plainville. Mr. Gilleland asked about King Philip. Claire told him that King Philip has not usually participated in this conversation among local Superintendents. Linda proposed that this be discussed with the new King Philip Superintendent.

### **Medicaid Reimbursement**

### **Exhibit 3**

Dr. Jackson reported the total reimbursement is \$42,006.44 for one year of medicaid reimbursement. This reimbursement is based on the reports given to an outside agency from the special education department. This money goes directly to the town not to the Norfolk Public Schools.

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**MCAS Report**

**Exhibit 4**

Lisa Altham-Hickey, Principal, Freeman-Centennial compiled the report. She reported better than state average results in each category. NPS has 3-6 students that take the alternate MCAS test. Claire recommended that School Committee and parents look on the DESE website at the Growth Model data for MCAS. It compares the results of all students in the Commonwealth.

**Bullying Prevention Curriculum Report**

**Exhibit 5**

Jaclyn Lemp, School Psychologist

Ms. Lemp gave a overview on the Bullying Prevention Law and the curriculum chosen by the Norfolk Public Schools to comply with this law. The deadline for compliance is December 31, 2010. The Bully Prevention Committee has chosen curriculum by MARC Research at Bridgewater State College.

John Olivieri and Ross Gilleland would like an annual bullying report.

**POLICY**

Dr. Jackson asked the School Committee to read all policies, email and suggestions or changes to her and be prepared to make proposals at the next meeting.

She asked the School Committee to read the following two policies for a vote at the next meeting.

**Bully Prevention Policy**

**Exhibit 6**

**Facebook and Social Networking Website Policy**

**Exhibit 7**

The following policies will be voted at the January meeting:

**Field Trip Policy**

**Exhibit 8**

**Private Tutoring for Pay**

**Exhibit 9**

The Norfolk Teachers Association asked for this policy to be reviewed. Teachers may not tutor their own students. Mr. Gilleland would like to review the Use of Facilities Policy in conjunction with this one.

**Policy Manual: Section A**

**Exhibit 10**

**School Physician**

**Exhibit 11: Vote**

All schools must have a physician on contract. Our school physician is on call but mainly fills prescription for epi-pens.

**MOTION:** Ross Gilleland made a motion to appoint Dr. Henry D'Angelo as the School Physician for the Norfolk Public School from July 1, 2010 to June 30, 2011.

Linda Andrews seconded. All in favor. **Motion passed.**

## **Substitute Rates**

## **Exhibit 12**

Roxanne Verdeaux, Human Resource Director recommended Substitute Rates for 2010-2011.

### **MOTION:**

Ross Gilleland made motion to accept the following substitute rates:

Instructional Assistant/Paraprofessional	\$65.00/day
Teacher	\$80.00/day
Certified Nurse	\$100/day
Permanent Sub	\$22,214.00/year
Long Term Sub	\$150.00/day
Sub Coordinator	\$4000 stipend

Thomas Doyle seconded.

**Vote:** 4 in favor; 1 opposed.

**The motion passed.**

## **Plaques at Freeman-Centennial**

## **Exhibit 13**

The School Committee had a request from a community member for a plaque at Freeman-Centennial School. Dr. Jackson read the names from the four plaques located at the Freeman-Centennial School. She suggested the School Committee give the public to request the plaques. Mr. Gilleland suggests moving them to the new school and working with the historical society.

**MOTION:** Ross Gilleland made a motion to move all of the plaques from Freeman-Centennial School to the new school building and place them in an historical section working in conjunction with the Norfolk Historical Commission.

John Olivieri second. All in favor. **The motion passed.**

## **COMMITTEE REPORTS**

### **School Building Committee**

Mr. Dooley reported that all of the construction bids have been presented. The winning bid was 11 percent under budget. The School Building Committee has chosen a contractor, Fontaine Brothers. They will begin working on the access road which should be done in 3-4 weeks. There will be a ground breaking ceremony in early December. A trailer will be located on the access road. There will be weekly construction meetings. All construction employees will be CORI'd.

For the present school, the administration is working and collaborating with the Fire Chief and Police Chief to alleviate traffic problems on Boardman Street. The system for drop off and pick up the school will change soon.

### **Budget Subcommittee**

A brief budget subcommittee meeting was held before the school committee meeting. A budget for FY12 will be put together based on level funding.

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### **King Philip Liaison Report**

The King Philip School Committee has ratified a memorandum of agreement with the teachers union. Details of this agreement will be released after it is signed. They will begin negotiating with Secretaries and Custodians soon. The King Philip Marching Band placed 2nd out of 23 groups in Annapolis.

### **Contract Negotiation Committee**

The first organizational meeting was held before the school committee meeting with Shawn Dooley, Thomas Doyle, Jim Lehan, and Harry Beach. The negotiations will begin in January.

### **NEW BUSINESS**

Harry Beach made a proposal to the Norfolk School Committee to be school counsel for all school related matters for a retainer of \$750 per month with unlimited hours. This is for above and beyond negotiation hours.

**MOTION:** Ross Gilleland made a recommendation to change school counsel from Murphy, Hesse, Toomey and Lehane to Harry Beach for a retainer of \$750 per month. John Olivieri second. All in favor. **The motion passed.**

Linda Andrews made a suggestion that the Shared Services discussion continue by including community members. Dr. Jackson would like to see a summary of the report from the Shared Services Committee. Mr. Gilleland gave an overview of process to Dr. Jackson.

### **DECISION ITEMS**

**MOTION:** John Olivieri made a motion to approve the minutes of October 5, 2010 with changes. Linda Andrews seconded. **The motion passed.**

### **PUBLIC COMMENT**

Sue Lock, parent, commented on the Futures Education report. She is concerned about the outsourcing of services for special education students. She believes it will not save money. Also, she believes that outsourcing is not consistent and beneficial for a special education child. Mr. Dooley commented that no outsourcing will be done.

Barbara Dadassis, parent, asked how this report will be approved. Mr. Dooley informed her that this report will be used as an overall tool not approved on an item by item basis.

Madeline Bolger, parent, questioned if the exit and entry criteria for special education students will change and if this is related to RTI. Dr. Jackson explained that RTI is a way to effectively deliver services. The classroom teacher makes the decision if other services are required on a short-term basis.

Sue Lock, parent, made an additional comment about integrating more students in groups clustered by special needs. Dr. Jackson invited her to make an appointment to have a meeting with her.

**EXECUTIVE SESSION:**

**MOTION:** Mr. Dooley made a motion to adjourn to Executive Session for the purpose of discussing legal issues and collective bargaining not return to return to regular session. Mr. Doyle seconded. **The motion passed.**

Roll call:

John Olivieri

Ross Gilleland

Shawn Dooley

Thomas Doyle

**MOTION:** Shawn Dooley made a motion adjourn to Executive Session for the purpose of discussing strategy for collective bargaining, personnel and legal issues and not return to Regular Session. Mr. Doyle seconded. **The motion passed.**

*Roll call:*

John Olivieri

Ross Gilleland

Shawn Dooley

Thomas Doyle

**EXHIBITS:**

Resume: Attorney Harry Beach	Exhibit 1
Quarterly Report: Todd Hassett, Business Manager, 11.16.10	Exhibit 2
Medicaid Reimbursement	Exhibit 3
MCAS Report, Lisa Altham-Hickey, 11.01.10	Exhibit 4
Bullying Prevention Curriculum Report, Jaclyn Lemp, 11.16.10	Exhibit 5
Bully Prevention Policy	Exhibit 6
Facebook and Social Networking Website Policy	Exhibit 7
Field Trip Policy	Exhibit 8
Private Tutoring for Pay	Exhibit 9
Policy Manual: Section A	Exhibit 10
Appointment of School Physician, 11.16.10	Exhibit 11
Recommended Substitute Rates, Roxanne Verdeaux, 10.29.10	Exhibit 12
Photos of Plaques at Freeman-Centennial	Exhibit 13