



Town of Littleton School Committee

33 Shattuck St. * P.O. Box 1486 * Littleton, MA 01460-4486 * Phone: (978) 486-8951 * Fax: (978) 486-9581 * Website: www.littletonps.org

PAUL AVELLA, Vice Chair
NANCY MIZZONI, Member

CHARLIE ELLIS, Chair

MIKE FONTANELLA Secretary
SHAWNA STEA, Member

SCHOOL COMMITTEE MINUTES December 6, 2007 7:30 PM

PRESENT: Charlie Ellis
Paul Avella
Mike Fontanella
Shawna Stea
Nancy Mizzoni

ALSO PRESENT: Diane Bemis
Steve Mark
Marilyn Fedele
Will Zimmerman

CALL TO ORDER (7:40 PM)

- A. Charlie Ellis called the meeting to order.
- B. On a motion by Shawna Stea and seconded by Paul Avella, it was voted to approve the Consent Agenda. (AYE: Unanimous)

INTERESTED CITIZENS

A. None

RECOGNITION

- A. PTA for the Staff lounge at the Russell Street School.
- B. Recycling Club at the Russell Street School. A Russell Street student stated that they saved 72 trees with the amount of recycling materials collected.
- C. The Littleton Senior Citizens Club thanked Mrs. Hall, Mrs. Roberts, and the fourth grade classes for the superb entertainment provided at their recent meeting.
- D. Mr. Moran thanked the Eagle Scout for his project of providing the benches at the new Middle School.
- E. Dr. Bemis recognized the Littleton Education Fund for their staff awards as well as the Read-A-Thon at Shaker Lane and Russell Street.
- F. Dr. Bemis thanked everyone for pulling together during the Shaker Lane Plumbing problem.

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- Deleted: Will Zimmerman
- Deleted: PUBLIC FORUM¶
¶ The Public Forum was called to order at 6:40 p.m. by Dr. Diane Bemis for a presentation by Chuck Foss of Energy Education, Inc. There are 20 clients in Massachusetts. There is no capital outlay; no new budgeted funds. We would own the software. There would be one salaried person who works before school, after school, nights, week-ends, and holidays. The company is focused on 100% customer satisfaction. The core competency of EEI is its people.¶ (... [1])
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Our mission is to inspire and sustain learning and achievement, preparing each student for the challenges of life in the 21st century.

SUPERINTENDENT’S REPORT

- A. High School Student Update: Nothing to report. There is a dance coming up next Friday. Winter sports started last Monday (right after Thanksgiving).
- B. Personnel Update: Dr. Diane Bemis gave an update on the latest staff changes.
- C. Elementary Curriculum Update: A grant from DOE enabled John Henshaw and Michelle Smith to attend the Content Institute at UMass, Amherst, on how best to deliver services to the 5-6% of Gifted and Talented Learners.
- D. Supplement Not Supplant Policy for Title I (first reading): A first reading with of this policy with the changes made was read. A second reading will occur at the next School Committee Meeting. Dr. Ajemian will E-Mail the policy with its changes to the School Committee members.
- E. Civil Rights Policy: On a motion by Nancy Mizzoni and seconded by Shawna Stea, it was voted to delete Policy JIE (Pregnant Students). (AYE: Unanimous)
- F. Fee Schedule – Requests for Information: On a motion by Shawna Stea seconded by Nancy Mizzoni, it was voted to adopt the proposed fee schedule for public records request with the following change: Change the “Accounting and Payroll Information” to read “Labor Rates”. (AYE: Unanimous)

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- Deleted: John Henshaw stated that this was an honor and also very vigorous. 120 people applied and only 30 were selected. This program introduces an element of tiering as well as differentiated instruction.
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Update on Food Service: ¶
<#>SPED Transportation: Steve Mark gave an update on the costs for SPED transportation as well as working with other towns to try to consolidate transportation for the best price.¶
<#>Policy on Naming Facilities: Consider this the first reading of the policy. Shawna Stea mentioned not to preclude any public involvement in the naming of fields. She recommended that the second reading can be as is but change the timeframe to three (3) (... [9])
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SUBCOMMITTEE REPORTS

- A. Paul Avella gave a Municipal Building Committee update. Nothing to add.
- B. Safety and Security Subcommittee – The Safety and Security Seminar took place on November 28th at the High School and it was very successful. The police and fire will be meeting with this subcommittee on December 19th with the edited policies.
- C. Policy Subcommittee – On a motion by Shawna Stea and seconded by Paul Avella, it was voted to approve Policy FBF (Naming School Department Facilities) after the third and final reading. (AYE: Unanimous)
- D. Budget Subcommittee: The preliminary FY09 Budget will be distributed to the Finance Committee on December 11th followed by jointly meeting with the Fincom and BOS

NEW BUSINESS

- A. MSBA Feasibility Study: Dr. Bemis reported that the MSBA advises that LPS are one of 27 schools approved to go to the feasibility phase of the MSBA process.
- B. High School Computer Requirements: Chad Elliott reported on technology services and equipment inventory used in educational programs at the High School.

INTERESTED CITIZENS

None

ADJOURNMENT/EXECUTIVE SESSION

A. On a motion by Shawna Stea and seconded by Paul Avella, it was voted to adjourn to Executive Session at 10:12 PM for the purpose of discussing a personnel issue (Exemption #1) with no intention of returning to Open Session. (Roll Call Vote: Paul Avella AYE; Nancy Mizzoni AYE; Mike Fontanella AYE; Shawna Stea AYE; and Charlie Ellis AYE)

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On a motion by Shawna Stea and seconded by Paul Avella it was voted to adjourn at 9:18 p.m. to (AYE: Unanimous)

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Charlie Ellis reiterated that we do not have to invest in any new equipment.

Dr. Bemis questioned that if we make changes, including equipment, etc., how does that affect the baseline. There is a mathematical equation to measure, EEI does not take credit for this. Alternative energy would change the price of the unit.

Savings are measured by less consumption. It is an accounting software giving very detailed reports. Have not found any other companies based on behavior modification rather than companies selling us equipment. EEI is not selling equipment; they have no relationship with vendors. The average cost per student for utilities before EEI is \$210; Bridgewater/Raynham is now \$150. The Littleton Electric Light Department is packing us 100%.

Bob O'Neil wanted to know if there was a plan to recycle the computers from the high school. He was assured that there is a 5-year cycle – high school's move to the other schools that need them.

Westford Nail Design for supporting the SPED Parent Advisory Council.

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Halloween parade for seniors; Powder Puff game where the girls play and the boys are the cheerleaders. The Girls soccer and field hockey teams made States.

Update on Food Service:

SPED Transportation: Steve Mark gave an update on the costs for SPED transportation as well as working with other towns to try to consolidate transportation for the best price.

Policy on Naming Facilities: Consider this the first reading of the policy. Shawna Stea mentioned not to preclude any public involvement in the naming of fields. She recommended that the second reading can be as is but change the timeframe to three (3) years. The second reading is scheduled for November 15, but at a little later time in the meeting.

District

Report Card:

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y that talks about school age mothers, from our manual. Roll Call vote: Paul Avella AYE; Mike Fontanella E, Nancy Mizzoni AYE; Shawna Stea AYE; and Charlie Ellis AYE

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Our District Report Card for the DOE was completed last spring. It has far more information than the report card that was produced previously. We will continue to use the DOE No Child Left Behind Report Card. It comes out in April. This is mandated to be shared with the school community.

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The Middle School is complete. The Building Committee is working to have the sign installed. Sponsorship to be a separate issue.

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Budget Subcommittee – Meet with the Finance Committee re. our capital requests. Create a new cost center for Technology. Principals are responsible for defining and justifying their requirements.

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Had the seminar for the staff members and it was very successful. Procedures and guidelines for what the radios are to be used will be drawn up. Plan to test these in early January.

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We will then hand them off to this committee on the 20th.

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Still on a holding pattern with the Police and Fire Departments. They will have

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responses for us at the next meeting, scheduled for 11/28/07.

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accept the new naming School Department facilities,

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the preliminary budget

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12/11 at the FINCOM Meeting at 8:00 p.m.; the School Committee will be there. Anticipate robust feedback. Paul Avella recommends that we put a cover letter of assumptions with the preliminary budget.

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nothing to report at this time.

Charles Kaye Memorial – Working on fund raising and proceeding forward.

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Track Team: Questionnaires to parents to be on the agenda for the next meeting, November 15

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We have not been approved for the project but the next step. Need to have a maintenance plan on how we take care of our two new buildings. MSBA wants to see a schedule of maintenance..

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Health Fact Sheet: Sending something home on the Staph Infection (Mercer Fact Sheet).

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on the process over the next four years. He is talking about hardware and not programs. He will come back with John Buckey, the High School Principal, to discuss what is needed vs. what is wanted. The high school is the first target. This will be put on the next agenda, 12/6/07

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Energy Education Package: A review on the 7th. Paul Avella and Charlie Ellis will attend. There are some potential savings. Want LELD and LWD to be at the

meeting. There are some potential savings. Will report at the next meeting.

Request from a Citizen to review our payroll. Payroll needs to be washed so that there are no Social Security numbers. We cannot give information out and have to contact the attorney. Nothing can leave the building. Steve Mark to come up with a fee schedule to cover the legal fee as well as Xeroxing, staff time, and a charge for the work involved. Need to start the process; take a set of bills and redact them. Everything is on hold till we set a fee. Privacy is key. The School Committee is in the middle.

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Dick Fedele

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Bob O'Neil – Does the District Report Card include the goals for the District; that's what the

School Improvement Plan groups are looking for. The vision has not changed; the mission has not changed; the strategic plan will not change. The goal is for the administrative team to revise the 3 to 5 year District Improvement Plan in early January. If there is something wrong with the goals and objectives, please let us know. We would welcome the School Improvement Council's input.