



# *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](http://www.littletonps.org)

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PAUL AVELLA, Vice Chair  
NANCY MIZZONI, Member

CHARLIE ELLIS, Chair

MIKE FONTANELLA Secretary  
SHAWNA STEA, Member

## **SCHOOL COMMITTEE MINUTES November 1, 2007 7:30 PM**

**PRESENT:** Charlie Ellis  
Paul Avella  
Mike Fontanella (8:27 p.m.)  
Shawna Stea  
Nancy Mizzoni

**ALSO PRESENT:** Diane Bemis  
Steve Mark  
Will Zimmerman  
Marilyn Fedele

### **CALL TO ORDER (7:34 PM)**

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

### **INTERESTED CITIZENS**

- A. Bob O'Neill 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.

### **RECOGNITION**

- A. Westford Nail Design was recognized for supporting the SPED Parent Advisory Council.

### **SUPERINTENDENT'S REPORT**

- A. High School Student Update – 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.
- B. Personnel Update: Dr. Diane Bemis gave an update on the latest staff changes.
- C. Update on Food Service: John Overcash gave a quarterly update on the food service. He also mentioned the Thanksgiving dinner at the High School on 11/15/07 at either 10:58 or 11:49 a.m.
- D. 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.

- E. Policy on Naming Facilities (FBF): This is 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.
- F. District Report Card: 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.

### **SUBCOMMITTEE REPORTS**

- A. Paul Avella gave a Municipal Building Committee update. The Middle School is complete. The Building Committee is working to have the sign installed. Sponsorship to be a separate issue.
- B. Budget Subcommittee – Meet with the Finance Committee regarding capital requests. Create a new cost center for Technology. Principals are responsible for defining and justifying their requirements.
- C. Safety and Security Subcommittee – Still on a holding pattern with the Police and Fire Departments. They will have responses for us at the next meeting. Safety & Security Seminar for all staff is scheduled for 11/28/07.
- D. Policy Subcommittee – Nothing to report at this time.
- E. Charles Kaye Memorial – Working on fund raising and proceeding forward.

### **NEW BUSINESS**

- A. Discussion of parent surveys is to be on the agenda for the next meeting, November 15.
- B. Health Fact Sheet: Sending something home on the Staph Infection (Mercer Fact Sheet).
- C. Energy Education Package: A review on the 7<sup>th</sup>. 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.
- D. Discussed request from a citizen to review the payroll and procedures to be followed.

### **INTERESTED CITIZENS**

- A. Bob O'Neill – Asked for clarification on the District Report Card and the District Improvement Plan.

### **ADJOURNMENT**

- A. On a motion by Shawna Stea and seconded by Paul Avella, it was voted to adjourn to Executive Session (Exemption #2) at 9:18 PM to declassify Executive Session Minutes, with no intention to return to Open Session. (Roll Call: Paul Avella, AYE; Mike Fontanella, AYE; Nancy Mizzoni, AYE; Shawna Stea, AYE; and Charlie Ellis, AYE)