

Brimfield Elementary School Committee Meeting
Meeting Minutes of Tuesday, January 23, 2024
6:00 p.m.
AGENDA

Present: Jennifer Custance, Eric Jaeger, Brian McNally, Lore Knouse
Also Present: Deborah Boyd – Superintendent; Kristen Leo, Business and Finance Director;
Brian Ledbetter, Principal; and Members of the Community
Absent: Joe Venezia

At 6:00 p.m., Jennifer Custance Opened up the Regular Session Meeting.

Minutes:

Motion 24-21 made by Brian McNally and seconded by Lore Knouse to Approve November 28, 2023, Regular Session Brimfield Committee Minutes.

Discussion:

VOTE: Unanimous

Financial Report: Deborah Boyd reviewed the Financial Report
The current year's expenditures and encumbrances align with prior year trends. Fiscal 2025 budget conversations continue.

Communications:

- Cell Phones in School– FYI provided in the packet
- School Budget Liaisons Memo – FYI provided in the packet

Public Access: None

Principal's Report: *Principal Report within the packet, highlighting the following topics:*

- New Lead Custodian
- Term 1 Report Cards – Sent out December 9th
- NAEP Assessment – Students in 4th grade will take this assessment in February
- Winter STAR Assessment - Starting in January
- No Homework Week – December 11-15 designated for this
- Winter Concert – To be held January 24th

Tantasqua Representative: *(Did not meet)*

PTO Report: *Highlights Upcoming Information and Fundraisers:*

- Dance – Will be held on 2/9 for 4th – 6th graders, fundraising for end of year activities

Report of Committees:

- Curriculum (TBD)
- Building and Physical Plant (Eric Jaeger)
- Issue/Study Subcommittee (TBD)
- By-Law and Policy Subcommittee (Jennifer Custance)
- Negotiations (Jennifer Custance)
- Rec Committee

None of the above committees met.

Superintendent's Report: *Deborah Boyd reviewed the Superintendent's Report:*

- Negotiations Subcommittee – Co-Chair was decided upon
- Full Day Pre-K – Entertaining the possibility of a “self-funded” Full Day Pre-K at Brimfield. A proposal will be provided at the February Meeting to discuss the option of piloting for one year.
- FY25 Budget

Overview of Budget Process Review:

Tonight will be a page-by-page review of the FY25 budget with the school committee. No vote will be taken tonight. February meeting will request a vote for the budget figure to bring forward to the March Public Hearing. March meeting will be the official vote to bring forward to the town.

The budget was discussed page by page.

Unfinished Business:

- ECAF – Security Cameras in School – NEW Second Reading and Adoption
- EB – Safety Program – Amend Second Reading and Adoption
- EC – Buildings and Grounds Management – Amend Second Reading and Adoption
- ECA – Buildings and Grounds Security - Amend Second Reading and Adoption
- JLC-1 – Wellness Policy - Amend Second Reading and Adoption
- JLCD – Administering Medicines to Students - Amend Second Reading and Adoption

Motion 24-22 was made by Brian McNally and seconded by Eric Jaeger to approve new policy ECAF, and amended policies EB, EC, ECA, JLC-a, and JLCD on Second Reading and Adoption.

Discussion:

VOTE: Unanimous

New Business:

- GBEB - Staff Conduct – NEW First Reading
- GBEBEC – Gifts To and Solicitations By Staff – NEW First Reading
- GBEBD – Online Fundraising and Solicitations – Crowdfunding – NEW First Reading
- GBI – Staff Participation in Political Activities – NEW First Reading
- GBJ – Personnel Records – NEW First Reading
- GCA – Professional Staff Positions – NEW First Reading
- GBEC – Drug-Free Workplace Policy – Amend First Reading
- GBGB – Staff Personal Security and Safety – Amend First Reading
- AD – Mission Statement – Rescind First Reading

Motion 24-23 was made by Brian McNally and seconded by Eric Jaeger to approve New Policies GBEB, GBEBEC, GBEBD, GBI, GBJ, GCA, Amend Policies GBEC, GBGB and Rescind Policy AD all on First Reading.

Discussion:

VOTE: Unanimous

Well, Update: The town has taken over the “Well” issues. Recalibration of the system has been performed.

Public Access II: None

At 7:15 p.m., **Motion 24-24** was made by Eric Jaeger and seconded by Brian McNally to adjourn the meeting.

VOTE: Unanimous

Respectfully submitted,
Karen Miarecki
Recording Secretary