

**Spofford Pond School Site Council**  
**October 17, 2011 Meeting**  
**Minutes**

Attendees: Kathryn Nikas, Principal  
Teachers: Kim Economos (Grade 6), Diane Mattesen (Grade 4),  
Mary Medugno (Grade 3)  
Parents: Nancy McCann, Carolyn Miller, Laura Tilaro  
Absent: Deb Stone (Grade 5), Judy Capron (parent)

The meeting was held in the office conference room from 3:30 pm to 4:45 pm.

**Topics of discussion:**

**I. Technology Sub-Committee Update-**

The Technology Sub-Committee (Stacy Bouffard, Mary Medugno and Laura Tilaro) met with Kathryn Nikas on October 14 and plans to meet again on October 22 at 2 pm. Their review of peer schools is ongoing and has been expanded to include a few other districts. The goal of this committee was discussed in Ms. Nikas' October report to the School Committee and the School Committee expressed an interest in hearing the results.

**II. School Sign-**

Ms. Nikas explained that the Spofford Pond School sign that had been located near the road in front of the school had significant damage and was removed this summer. She would like to replace the sign and locate it closer to the parking lot entrance that most visitors use. The Site Council supported this initiative. Nancy McCann offered to contact the town and find out what the process would be to replace the sign. Funding will also need to be found. Ms. Nikas mentioned that next year is the school's 50<sup>th</sup> anniversary, which would be a nice time to reveal a new sign.

**III. School Improvement Plan-**

The Council reviewed the current School Improvement Plan and discussed the following:

*Parent survey-* The Council would like to publish the survey earlier next year in order to have time to consider the results in the next School Improvement Plan. Current plan is to revise/develop the survey at the January 9 and February 13 Council meetings with the goal to issue it at the end of February.

*Curriculum Goals-* Add Science and social studies to next year's plan.

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*Welcoming Environment*-Consider adding the school sign initiative (which will be in process) along with a 50th anniversary celebration to next year's plan.

*Staff Survey*- Implement a staff survey for Ms. Nikas' use. Use a survey mode that will allow responders to remain anonymous.

**IV. Olweus Update-**

Ms. Nikas stated that training was in process for the Olweus Program. First student meeting will be on October 31, with staff training in the afternoon. Ms. Nikas noted that teachers are responsible for providing weekly classroom teaching under this program. Further guidance will be given on that training.

**V. Facility Update-**

Funding for the water and HVAC/Heat needs are on the Boxford Town Warrant for the October 22 Town Meeting. These initiatives must be passed at the Town Meeting AND at the December town election in order to receive town funding.

**VI. Other Matters-**

- The Council noted that the playground slide still needs to be replaced and that last year Mr. Sparkes indicated that there may be funds available for that.
  
- The Council still needs to fill its Community Representative position.

Submitted by Carolyn Miller, 10/18/11

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