

# Kenneth A. Brett School

*“Growing a Community of Learners”*



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## Principal's Report to the Tamworth School Board October - 2009

**Enrollment Update** - See Enclosed Chart: This month's report outlines enrollments and withdrawals (including promoted 8<sup>th</sup> graders and new kindergarteners) for the summer months and since the opening of the school year. The October enrollment is reported to NH-DOE and is considered to be our official enrollment statistic for the 2009-2010 school-year.

**Education Views** - This month there will be two features offered during Ed Views: **1.** I have invited Donna Ulitz, guidance counselor. Donna became our guidance counselor as of this past January, although she has worked at the school for the past 16 years. She has made a number of changes in the way that the guidance counselor's responsibilities are approached. The most significant changes have been inclusion of the guidance program as part of the special teacher sequence (i.e. she is scheduled to teach in classrooms on a regular basis) and tracking the progress of our high school students who attend Kennett. **2.** As we continue to provide the board with information about assessment, I will outline some basics about a process called "Response to Intervention" or RtI. Mr. Marlowe, our reading specialist, and Donna McDougall, SAU #13 Instructional Specialist will assist.

**Food Service Update:** Payments for lunch and breakfast have been going more smoothly this year than in the past as we have implemented our new *Food Service Payment Procedures*. We have only had a couple of occasions so far this year where outstanding balances have exceeded \$10 and these were paid when our cashier called to provide parents with a reminder. All students/families that owed excessive amounts carried over from last year have paid their bills. I have also attached the comments that I added to the bottom of the food service director's letter to these families – as a P. S. - that was sent home reflective of our discussions at the August school board meeting.

**Capital Improvement Plan:** Enclosed is a DRAFT bid advertisement for the development of a Capital Improvement Plan for the Kenneth A Brett School.

**Nurse:** It is my expectation that I will be recommending a candidate to the superintendent for his review and nomination at the school board meeting. Please welcome Jennifer Forsythe to our staff.

**Calendar of Events:** The second page of my report outlines the significant events occurring at the Brett School in October and November. Of particular note in October is the PTA auction on Saturday the 17<sup>th</sup>, which last year was their most successful fundraiser. In November there are several events that I think are worth of the board's attention.

## Addendum: Principal's Report to the Tamworth School Board, October – 2009

- **H1N1 Vaccine Immunization Clinic at Brett School:** See letter from Tamworth Community Nurse Association
- **Reorganizational Task Force:** First meeting Monday October 19<sup>th</sup>
- **Open House/Back to School Night/Spaghetti Dinner:** A successful event.
- **NECAP Testing:** Tests being administered this week and last week in one or more grades, 3-8, each day (Grades 3-8: 3 reading & 3 math tests, Gr 5 & 8: 2 writing tests). Next week will be make-ups, if needed.
- **Weekly Newsletter:** Today's edition distributed
- **Boys Basketball Coach Needed:** Current coach has resigned due to other obligations

### Kenneth A. Brett School – Monthly Calendar of Events

#### Calendar:

<b>October</b>	1	Th	Student Picture Day
	2	F	Early Release, 12:30 pm, Teacher Workshop
	7	W	PTA meeting, 7 pm
	8	Th	Open House, 5:30-7:00 pm
	12	M	NO SCHOOL, Columbus Day Holiday
	14	W	School Board Meeting, 5:30 pm
	15	Th	Field Trip, Gr 2, Memorial Hospital, 9:15-noon
	15	Th	Soccer, Berlin, 4:00 pm
	16	F	PTA Auction Set-Up, 4:00 PM
	<b>17</b>	<b>SAT</b>	<b>PTA Auction, 1:00 PM, doors open at noon</b>
	19	M	8th Grade Science Rock Field Trip
	19	M	Soccer, Moultonborough, 4 pm
	<b>19</b>	<b>M</b>	<b>Reorganizational Task Force, 7:00 PM, KAB Library</b>
	20	Tu	Field Trip, Gr K, Remick Farm, AM & PM
	22	Th	Soccer, Bartlett, 4 PM
	28	W	Drug Awareness Parent Info Night
	29	Th	Remick Museum program in Gr 2 classroom, 11:00 am
	30	F	Monthly Assembly, 2:30 pm
	31	SAT	One-Stop Trick-Or-Treat, 5:30-7:30 (set-up at 4pm)
<b>November</b>	4	W	PTA Meeting, 7pm
	<b>9</b>	<b>M</b>	<b>Pot Luck Dinner (5:30) and Fall Barn Dance (6:30-8:30)</b>
	<b>10</b>	<b>Tu</b>	<b>Parent Conferences – NO SCHOOL</b>
	11	W	Veterans Day Holiday – NO SCHOOL
	12	W	Food Walk, 1:30 pm (+/-)
	12	Th	School Board Meeting, 5:30 pm, Library
	19	Th	Field Trip, Gr 7, Remick Museum
	19	Th	Picture Retakes, 10:30 am
	21	Sat	Tamworth Farmers Market, Gym, 10-2
	26-27	Th-F	Thanksgiving Holiday, NO SCHOOL
30	M	Monthly Assembly, 2:30 pm	
<b>December</b>	<b>5</b>	<b>F</b>	<b>Talent Show - evening</b>
	7	W	PTA Meeting, 7pm
	9	W	School Board Meeting, 5:30 pm, Library
	10	Th	Basketball, Bartlett, 4 pm
	12	SAT	Bluegrass Concert, Brass Heart Inn, 7-10 pm (8 <sup>th</sup> Gr fundraiser)
	18	W	Basketball, Moultonborough, 4pm
	22	Tu	Basketball, Berlin, 4pm
24-Jan 3		Holiday Vacation – NO SCHOOL	

Kenneth A. Brett School - Student Enrollment Data – 2009-2010

Grade	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>K</b>	19	18								
<b>1</b>	23	24								
<b>2</b>	24	24								
<b>3</b>	24	25								
<b>4</b>	17	17								
<b>5</b>	27	27								
<b>6</b>	24	24								
<b>7</b>	24	24								
<b>8</b>	25	24								
<b>Total</b>	207	207								

Student Enrollments

Summer      Enrolled 20 kindergarten students at end of 08-09  
 Sep-Oct      Gr 1 & 3 moved to Tamworth from Mass

Student Withdrawals

Summer:      Promoted 26 - 8<sup>th</sup> grade students to Kennett HS  
                     Gr K & 4 – Attending private school  
 Sep-Oct:      Gr K    Family moved to Ossipee  
                     Gr 8    Family moved to Conway

Brett School Student Enrollments - Historical

Enrollment	207	211	231	237	251	249	262	269	274	270	323	297	281
Year	09-10	08-09	07-08	06-07	05-06	04-05	03-04	02-03	01-02	00-01	99-00	98-99	97-98

(note – what appears below was added to the food service director’s letter sent home on/about August 26<sup>th</sup> to families that owed significant amounts of money from last year. It was done in the form of a *post script* – P.S.)

P.S. - from the Brett School Principal:

I think it is fair to inform you that the Tamworth School Board takes this issue very seriously and is considering adopting a much more stringent policy if you and other parents who owe money to the food service program do not pay what you owe.

The school board is considering the following measures: 1. Refusing to serve lunch to students who owe more than \$10.00 to the food service program. 2. Writing off past amounts owed as “bad debt” and publishing the names of those debtors – i.e. your/parents names – in the annual school district report.

You are implored to make payment immediately or to contact me to make arrangements for payment. The school board will address this matter again at the September 9<sup>th</sup> school board meeting. It is my impression that their decision will largely be dependent upon whether or not you have paid your bill.

Sincerely:

Noel J DeSousa

TAMWORTH SCHOOL DISTRICT  
KENNETH A BRETT SCHOOL  
**Food Service Payment Procedures**  
2009-2010

1. We operate on a pre-pay system. It is expected that all meals and milk will be paid for in advance. Our system allows for prepayment in any amount.
2. If paying by the week, payment should be in on Monday. If payment is not received by Friday of that week, limited lunch (peanut butter & jelly or cheese sandwich and milk) will be served on Monday. Cost of this lunch will be \$1.00. No charges are allowed for any meals or milk beyond one week.
3. All participants in the meal program will receive a monthly statement informing them of current balances. These will be sent out by the Food Service Director by the 25<sup>th</sup> day of the month.
4. Food Service personnel will notify parent/guardian by phone when there is a negative balance of \$10.00 or when payment is not made by the end of the week. A free/reduced application will be sent to the family as needed or when requested.
5. Students will be permitted to charge 5 lunches. From that point, the students will be served limited lunch until the balance is paid.
6. Students receiving limited lunch may not charge snack milk.
7. Principal will follow up with a letter or phone call when the student begins receiving limited lunch or has a negative balance for snack milk.
8. Adults may not charge for food or beverages. Payment is expected in advance or at the time of serve.

**Public Notice**  
**Tamworth School District**  
**Accepting Bids to Develop a Capital Improvement Plan**

The Tamworth School District is accepting bids from professional firms to assemble a Capital Improvement Plan (CIP) for the Kenneth A Brett Elementary School, 881 Tamworth Road, Tamworth, NH 03886. The individual or company bidding shall have a minimum of 10 years experience in the management of commercial construction techniques and retain appropriate licensure. The CIP should include a list of major accomplished projects and a list of references with names of contacts.

The (5) five-year CIP will address all mechanical, electrical and major facility elements including building, roof and grounds. The CIP will recommend projects that should be undertaken during the five-year period with estimated costs. The goal of the plan is to identify and place in order of importance projects that will continue to sustain the integrity of the physical plant and school grounds in order to provide for maintenance of a clean, orderly, safe, cost-effective, and instructionally supportive school environment. To arrange for a building inspection or for questions, please contact Noel DeSousa, principal at 603-323-7271.

**Bids will be accepted at the School Administrative Unit #13 office at 626 Plains Road, Silver Lake, NH 03875 (603-539-2610) until 12 noon, November 10, 2009.** Bids will be opened at the SAU office at that time. Bidders are welcome to attend. Bids will be reviewed by administration and a recommendation provided to the Tamworth School Board at its regular monthly school board meeting on Thursday evening, November 12, 2009. The board meeting begins at 5:30 pm in the Brett School library.