

EAST LONGMEADOW SCHOOL COMMITTEE MINUTES



DATE: February 27, 2017

TIME: 7:00 P.M.

WHERE: Superintendent's Conference Room

Meeting called to Order by: William Fonseca, Chair

Chair stated that this meeting is being both audio and video taped by ELCAT, is anyone else doing either.

Roll Call: Richard Freccero, William Fonseca, Deirdre Mailloux, Gregory Thompson, Elizabeth Marsian-Boucher; Gordon Smith, Superintendent of School, Pamela Blair, Asst. Superintendent for Business, Valerie Annear, Asst. Superintendent for Curriculum and Instruction; Student Rep; Kathy Celetti, Recording Secretary

Approval of Minutes

2.1 Approval of the February 6, 2017 regular session meeting minutes.

Richard moved to approve the February 6, 2017 regular session meeting minutes, Deirdre seconded the motion.

Chair: Any further discussion? Hearing none, all those in favor please say aye (5 ayes), that motion carries.

Committee/Sub-committee Communications

Student Rep: This Friday and Saturday, March 3 & 4th is Spartanum at 7PM. On March 7th at 6:30PM is a seminar called "Anxious Kids/Anxious Parents. It's about anxiety.

Elizabeth: ELEEF had their Winter Ball, great success. They made about \$40,000, which is one of the highest events that they've had. A lot of parents of young students there, which is wonderful to see. They were happy with that.

Mr. Smith: I think that the auctioneer helped.

Elizabeth: Yes, I think so, good evening

Bill: Kudo's to Lisa Dakin and her staff for Math Night, on February 7th, very well attended, it was very well put together. February 9th, there was a Division 5 "Foundation Budget Review" meeting at the Delaney House in which Mr. Smith and Ms. Blair attended. Local legislators speaking about the upcoming challenges with budget. March 10th, MASC is sponsoring a "Poverty Summit" at Clark University. If you are interested in attending, please let me know and I'll get you that information.

Opportunity for visitors to Address the committee - No one wished to address the committee

Gregory motioned to move up Agenda item 7.1 to our next order of business, Deirdre seconded the motion.

Chair: Any further discussion? Hearing none, all those in favor please say aye (5 ayes), those oppose, that motion carries.

New Business:

7.1 High school field trip to Italy and Greece during April 12, 2018 - April 20, 2018 was discussed.

Richard: Once you get closer, will you be making provisions for those students who will be missing (2) days of classes

Ms. Faulkner: Yes, I will be making provisions for those students, a list will be distributed to their teachers

Richard moved to approve the high school field trip to Italy and Greece April 12 - 20, 2018, Gregory seconded the motion.

Chair: Any further discussion? Hearing none, all those in favor please say aye (5 ayes), those oppose, that motion carries.

Superintendent's Report:

5.1.1 District -wide mid-cycle was presented by the Leadership Team

SMART Goal #1: 100% of ELPS students will show improvement or mastery of priority standards aligned to the MA Curriculum Frameworks (or the National Standards where appropriate)

GOAL #1 Key Outcomes

- STE Middle School Collaborative
- Mystery Science and Integrated Units of study
- HS Science Dept. Collaboration on courses
- Revise/Align Current Curriculum Renewal to better support identified science needs
- Range of 3:1 to 1.5:1 student to device

SMART Goal #2: 100% of teachers and/or collaborative teacher teams will use formative and district based student achievement information to drive instructional planning and increase student engagement.

GOAL #2 Key Outcomes

- 100% of staff have received training
- All developed District Benchmark Assessments uploaded by start of school
- District Benchmark Assessments numbers (266) @ 3 times
- Formative Assessment numbers (123)

Meadow Brook SMART Goals 1 & 2 Accomplishments

- Newly hired math instructional coach providing professional development to staff
- Strengthening of math intervention program
- More effective and systematic use of data

Mapleshade SMART Goals 1 & 2 Accomplishments

- Professional Development
 - * Carolina Science and Tech. Concepts/Mystery Science
 - * STEM Keynote Presentation: MA Teacher of the Year and Nat'l Math and Science Teacher of the year
 - * ST and ALEKS Math
 - * Developing and using models and evaluating and critiquing competing design solutions - PD in March
 - * Building Math fluency through number talks - PD in March
 - * Integrated Performance Based Assessment
 - * Peer observations

- Data Analysis, Action Planning and Mastery Connect
 - * ½ PD and Collaborative meeting time is planned for data analysis and action planning
 - * Action results: Math subgroups Grades 3-5 average SGP of 61.7 according to STAR from Fall to Winter

Mountain View SMART Goals 1 & 2 Accomplishment

- Professional Development opportunities focused on high quality student engagement and instructional planning
 - * Mystery Science
 - * Spelling City - Words their way - technology enhanced
 - * Student Anxiety and Attention
- Students will create, collaborate, communicate utilizing technology
 - * January Student Usage (iPads = 995); (Chromebooks = 2,050); and (Macs =902)
- Teachers uploaded at least three of their own assessments into Mastery Connect
 - * 214 tests uploaded
 - * 5 teachers using Socrative regularly
 - * Used for data team/curriculum meetings; lesson planning; small group placement and parent conferences
- Intervention Data - September & January
 - * Reading - 31 students; 20 showed growth
 - * Math - 28 students; 24 showed growth

Birchland Park Middle School SMART Goals 1 & 2 Accomplishments

- Building and opening Makerspace has led to more hands-on learning activates, focus on design/engineering process and collaborative creativity experiences for students and staff
- Year-long embedded focus on practice of research and research-based writing has led to a 120% increase in structured research projects in core classes
- Evolving our focus on watching each other teach, included Walk Around Day with staff. New this year, for the last two months every teacher spent a full block watching another teacher of their choice teach a full lesson. A debrief meeting was held, teachers demonstrated high level reflection on experience and how it would impact their practice

East Longmeadow High School SMART Goals 1 & 2 Accomplishments

- Incorporating common planning time into next year's schedule allowing teachers of MCAS subject time to review data and curriculum collaboratively
- Working to create a more effective data protocol to improve discussions and action steps related to teaching and learning
- Assessments have emphasized our school-wide writing rubric, discussions around writing for multiple purposes
- Teachers are utilizing Mastery Connect for formatives, but not all, work in progress.

District SMART Goal #3: all ELPS staff will foster a safe, nurturing, and respectful learning and working environment resulting in improved student learning and high stakeholder (students, staff, parents) satisfaction

SMART Goal #3 Key Accomplishments:

- EL Youth Safety Committee has strengthened their commitment to EL students and families, becoming very clear in their focus and mission
- EL Youth Safety Committee will provide support to schools in problem-solving social/emotional challenges encountered by students
- Dr. Welch in February presented at Bay State Medical Center on how Physicians and school districts can collaborate and partner in providing educational programs meeting the unique needs of students
- Partnership may develop with (1) local pediatrician
- Establishing a Pen Pal exchange with Rwandan classrooms with help from ELPS graduate Kelly Christianson. MB, BP and HS are going to participate.
- ELPS supported Unify Against Bullying Fall of 2016 Selfie challenge.

Meadow Brook SMART Goal #3 Key Accomplishments

- PAC has focused on brining mission, vision and core values to life
- MB Parent Information Nights
- Family community activities and involvement

Mapleshade SMART Goal #3 Key Accomplishments

- 5th Grade student survey data
 - * Highlight - 90% students feel welcome at MS
 - * Area for Improvement - 64% students feel respected by one another
- Parent Night/Events
 - * January 26th MV/MS MARC Pres: Online/Social Media Bullying
 - * February 8th Staff vs. Staff Volleyball Game
 - * March 22nd Learning Carnival
- Parent Exit Surveys
 - * 96% of parents feel that MS is welcome, safe and uses a variety of methods to inform the parents
 - * 92% of parents feel their child knows who to go to if they have a problem

Mountain View SMART Goal #3 Key Accomplishments

- 2015-2016 Survey Data Action Plan
 - * Parent Survey - 93% (135 parents) "Both my child and I are kept aware of how child is doing in school"
 - * Student Survey - 76% (295 students) "MV student respect each other"
 - * Discussed with School Council and Principal's Advisory
- Two Educational Workshops for Parents
 - * January 26th MARC Pres: Online/Social Media Bullying and other dangers (34) attended
 - * Evaluations requested more on social media and apps in particular or an MCAS discussion

Birchland Park Middle School SMART Goal #3 Key Accomplishments

- Student Council increased its involvement creating "Battle of the Grades" through spirit days. 6th and 7th grade dance, over 200 students attended, school movies for students in the library
- Positivity day - April 13
- Staff - Staff yoga class, staff ASL class, Holiday Trivia competition, Halloween costume competition, Men's health Mo-Vember and mannequin challenge, Holiday Sweater Day

East Longmeadow High School SMART Goal #3 Key Accomplishments

- Anxious Kids/Anxious Parents Workshop

- Respect Week - Teen Dating Violence Awareness Month (Feb)
- PD Wellness Day
- ELHS Learning Walk with Special Education Dept. (March)
- ELHS PLCs underway
- PAC reviewed student exit survey to identify areas of focus for workshops and advisory sessions.

5.1.2 Superintendent's mid-cycle was presented by Mr. Smith

SMART Goal #1: Utilizing the district's Common Assessment data and Mastery Connect system for quicker and more precise student information to inform instructional planning. Students to make progress or maintain proficiency on district Common Assessments in the Massachusetts Assessment system.

Rationale/Source(s) of Evidence:

- MasteryConnect system is set-up for all teachers. Common Assessment (known as District Benchmark Assessments) loaded into the system over the summer.
- Leadership Team received training on MasteryConnect as a "Transformative Tool". The facilitator who provided training for the Leadership Team is a principal from Utah. He has taken his school from the lowest achieving school to one of the top achieving school. The key to turning around at his school was "culture of collaboration and trust", providing needed information through MasteryConnect. Key Points: All data is good data; No Blame; No Shame; No Excuses; and most important No substantive change happens quickly or easily.
- East building had two staff members trained as trainers in MasteryConnect. These staff members and staff members who piloted the system last year have provided a base of support for colleagues throughout the district.
- MasteryConnect has 266 District Benchmark Assessments in the system and 123 Formative Assessments in the system
- Buildings are receiving coaching from Teachers21, how to structure and participate in productive data meeting. Training will continue into the spring of 2017
- Student achievement results on DBA have been positive to date, through at least one administration of the assessments
- Aggregate (grades 2-8) STAR Assessment from the fall to winter show positive increases. Math scores are outpacing ELA scores for the second straight year.

SMART Goal#1 (Team Goal): 2016-17 school year, the ELPS Leadership Team will conduct a book study on the book GRIT, with focus on understanding how to continue to foster passion and perseverance in our students and staff.

Rationale/Source(s) Evidence:

- Book study taking place during Leadership meetings as a consistent agenda item
- Structured discussions on each chapter utilizing small or full group discussions
- Notes are kept and shared through the Leadership Team google folder; connected points have been identified between current and last year's book, allowing for easier implementation of new practices in our daily work.

SMART Goal #2 (Team Goal): Work with ELPS Youth Safety Committee to expand the capacity of the committee, establishing the committee as a resource for buildings in problem solving social and emotional issues.

Rational/Source(s) of Evidence:

- October 31, 2017 an outlined plan/problem solving model for EL Youth Safety Committee, it directly brings together the ELPS, ELPS and Springfield Health and Human Services, also brings ELPS and Hampden County District Attorney's office together.
- December 1, 2017, discussion with Leadership Team the process for utilizing the Youth Safety Committee for problem solving social and emotional issues. Schools now have the ability to bring individual cases to Youth Safety Committee when they reach the limit to which the building can resolve and identify challenges

SMART Goal #3: Continue to engage and work with other Town Departments and community groups, establish new partnerships and/or expand existing partnerships.

- Strengthening partnerships with Springfield Health & Human Services, Hampden County District Attorney's Office in conjunction with the Youth Safety Committee. Youth Safety Committee will serve as a resource to ELPS when problem-solving for students
- Continue community partnership with Unify Against Bullying, participated in the Unify Against Bullying Selfie Challenge
- Presented with HS Principal, Gina Flanagan and the Career Center Director, Marc Maccarini to the EL Rotary Club on Community Action Learning course and pilot program using Chromebooks as a 1:1 device for students
- Working with IT Director, Asst. Superintendent for Business and ELHS Principal to expand the 1:1 program through additional section of Community Action Learning and continue to use Chromebooks by students in junior class who will finish this course this year
- Working with and ELPS alumna, Kelly Christianson, a licensed teacher and Peace Corp volunteer serving in Rwanda to create a Pen Pal relationship with ELPS students and Rwandan classrooms. Program supports steps currently underway in the Rwandan schools with whom Kelly works to create a more effective literacy program
- Worked closely with DPW Facilities Manager to develop the FY2018 Capital Plan, make adjustments to the process in accordance with the new Town Charter
- Continue to work with Town Facilities Manager on SOI for the Mass. School Building Authority
- Continue to partner with AIC for PD courses for teachers and with providing classroom experience for AIC student teachers. Support AIC during their external audit process, review educational programs, participated in discussion groups with review team
- Approved an AIC doctoral candidate's study research and experience that educators have resulting in elementary school educator excellence
- Working closely with the IT Director and Asst. Superintendent for Business to coordinate technology renewal purchases and new equipment purchases and manage E-Rate reimbursement

The Chair asked that the committee review the mid-cycle, if they would like to any comments to send the comments to him by March 9th, so that he can get it on the March 13th agenda.

Old Business :

6.1 East Longmeadow Food Service Meal Charging Policy (Policy EFDA) was presented for a second reading. Gregory asked if we are informing the parents of the option and specific pin numbers. Mr. Smith said that at the beginning of the year, food service hands out information as well as information on the website under food service. Part of this policy, is to make sure that we are sending proper documentation home to parents. Deirdre did say that if you pay on-line, there is a service fee.

Richard moved to approve the EL Food Service Meal Charging Policy EFDA, Deirdre seconded the motion.

Chair: Any further discussion? Hearing none, all those in favor please say aye (5) ayes, those oppose, and that motion passes.

6.2 The development of the FY2018 Operational Budget was discussed. Mr. Smith said that Town Council is looking to stay in the range of 1% increase in the overall budget. The Chair said that the purpose of the meeting is to give Mr. Smith and Ms. Blair some guidelines as they

begin to meet with Town Manager and Town Account prior to meeting with Town Council. Gregory said that we should look at the Levy Capacity instead of borrowing money. Mr. Smith said that in their meeting with Town Manager, he could offer an invitation, if the committee would like, to the Town Manager and Town Accountant to attend one of our meetings or have a special meeting just around the budget.

6.3 Mr. Smith gave an update on the Capital Projects. Rich stated that it looked positive. Greg asked if Mr. Smith could check with Sarah Menard with regards to bonding vs levy capacity.

Richard motioned that we revise the priority projects with no bonding to add: MB Feasibility study for both roof and door/window replacement in the amount of \$741,400, with the other projects adjusted down, Elizabeth seconded the motion

Chair: Any further discussion? Hearing none, all those in favor please say aye (5) ayes that motion passes.

Gregory moved to approved the FY2018 School Department Capital Projects as of January 9, 2017 as amended, Richard seconded the motion

Chair: Any further discussion? Hearing none, all those in favor please say aye (5) ayes, those oppose, and that motion passes.

Chair: The Chair thanked Mr. Maki (ELCAT) and our student rep.

Gregory moved to adjourn at 9:55, Deirdre seconded the motion.

Chair: All those in favor (5 ayes), oppose (0). That motion is unanimous