

CONCORD SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
June 14, 2016

Present: Wallace Johnston, Chair, CSC; CCSC
Heather Bout, Vice Chair; CSC; CCSC
Dan Conti, Vice Chair, CSC; CCSC
Johanna Boynton, CCSC; CSC
Bob Grom, CSC; CCSC

Present from Administration: Diana Rigby, Superintendent of Schools, CPS & CCRSD
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

The session was called to order by Mr. Johnston at 6:31PM. He noted that the meeting is being recorded.

II. PUBLIC COMMENTS

None.

III. READING OF THE MINUTES

A. Open Session CPS Meeting – 5/10/16. A motion was made by Ms. Boynton, seconded by Ms. Bout, to approve the CPS meeting minutes from 5/10/16. The motion was unanimously approved.

IV. CHAIRS REPORT

None.

V. CORRESPONDENCE

A. DESE – 2017 NAEP. Ms. Rigby stated that they have been notified that Willard will participate in the NAEP Assessment this year. She noted that it would be the 4th grade.

B. Emails. Mr. Johnston stated that they have received 3 emails since the last CPS meeting and that they were all regarding the SEPAC being included in the Superintendent Search Committee.

VI. RECOGNITIONS

A. Alcott: Darcy McSweeney, Allison Forseter, Carol Curley, Jen Martin, Emily O’Hara, Tina Pimentel, Sherree Foye and Brigette Sayles. Sharon Young recognized the placement leaders for all of their hard work placing students into balanced groups: Darcy McSweeney, Allison Forseter, Carol Curley, Jen Martin, Emily O’Hara and Tina Pimentel. She also thanked the Mental Health Team, Sherree Foye and Brigette Sayles, for their work in supporting the social/emotional behavior realm. Ms. Young also recognized Lynne Kwarcinski for all of her work in leading the Flag Day Celebration.

B. Willard: Genoveva Matheus, Barb Magee. Pat Fernandes recognized Genoveva Matheus for her efforts in preparing and implementing the technology aspects of PARCC. Ms. Fernandes noted that it was very labor-intensive undertaking and that the testing went off without a hitch. Ms. Fernandes also thanked the SC for being able to have an in house technology specialist. Ms. Fernandes also recognized Barb Magee, Reading Teacher, for spearheading the alumni tea. Ms. Fernandes also recognized Willard parent, Nancy Gruskin, for spearheading the Willard student newspaper for the past few years.

C. Thoreau: Kate Hiltz, Roseanne Swain. Angel Charles recognized Roseanne Swain, Music Teacher, and Kate Hiltz, Visual Arts Teacher, for all their work and preparation for the 5th Grade Arts Retrospective Evening. Ms. Charles noted that the Arts Retrospective evening represents the work on the whole child. Ms. Charles also recognized the

teachers who are members of the School Advisory Council: Karla Keefe, Jacqui McKenna, Sue Howard and Wendy Marotta.

D. CMS: Vanessa Moran, Cindy Larsen, Deborah Bordonaro, Valerie Young and the 8th grade students. Lynne Beattie recognized the secretarial staff, Vanessa Moran, Cindy Larsen, Deborah Bordonaro and Valerie Young, for running the schools and for all of their multi-tasking efforts. Ms. Beattie also recognized the 8th grade students and noted that they are currently in Washington, DC. She noted all of their great accomplishments.

VII. REPORTS & ISSUES FOR DISCUSSION

A. Elementary and CMS School Improvement Plans – 2015-16 Review and 2016-17 Plans.

Concord Middle School – Lynne Beattie. Ms. Beattie reported on the 2016-17 MS School Improvement Plan. She noted the term 2 data, including 87% of students reaching the benchmark of 80% across the grades. She noted that the goals targeted at risk groups and she is pleased with the progress so far. She highlighted that the intensive English classes had 20% moving out into regular English classes. She noted the Leveled Literacy Instruction in the 6th grade, which focuses on reading comprehension, is going well. She stated that Study Island has not been meeting their needs and they have moved to i-Ready. Ms. Beattie stated that technology had a lot of changes this year and they have a distribution plan in place for the fall. She noted that they piloted the Aspen grade book and full training is scheduled for the fall. She noted that they have added several new electives and that all of the schedules are out for 7th and 8th graders and they are targeting Monday for sending out the 6th grade schedules. She noted the professional practice goals and how they revamped the curriculum accommodation plan with a 3-tier system. Ms. Beattie spoke regarding differentiation in math and professional development around it. She noted that they would be using MathScapes for project-based learning. Ms. Beattie stated that in terms of the Community Goal, the student leaders led the students in fundraising. She noted that for summer reading, the children would have a choice from 6 different books. She noted that the Faculty PLC's were back. She noted that 92% of CMS teachers stated that the middle school is a good place to work and learn and 85% feel supported. Ms. Beattie noted that for next year, they would continue to target on differentiation and have those subgroups bring them to Level 1. She noted that Learning Center Support will be restructured a little to include more in class support and include more like skills and deficits. Ms. Beattie also stated that it's important that the special education staff have the opportunity to collaborate with the regular education teachers. She stated that next year; the schedules would be out via the portal and parent requests will happen through portal as well. Ms. Beattie noted that the Science curriculum would be spiral next year and the teachers are very excited that it will be inquiry based. She stated that the teaching and learning team and student leaders want to integrate more digital citizenship along the way in the CMS Stands Together Curriculum. Ms. Beattie stated that the 8th grade will continue to be the student leaders and will help to bring diversity into CMS Stands Together. She noted that they will be bringing in another Assistant Principal and Drew would be taking over as Interim Principal.

Willard School – Pat Fernandes. Ms. Fernandes stated that the goals were focused on student achievement in English Language Arts and Math, School Climate and Technology. She stated that she is disappointed that they are a Level 2 school and she's looking forward to becoming a Level 1 school. She stated how proud she was of the progress of the 1st graders, noting that many were developmentally young when entering the new school year. Ms. Fernandes noted that they made a shift and had more students participate in the LLI program and stated that 87% have now achieved end of the year benchmarks. She noted that 77% of students have participated in RTI or Literacy this year. She stated that the teachers in grades 2-5 have focused on becoming proficient in the delivery of close reading strategies and stated that the Language Arts Specialist led a hybrid course based on the Nancy Boyles book. Ms. Fernandes stated that many of the 5th grade classrooms participated in the Junior Great Books and noted that the use of shorter texts was very helpful. She stated that they have been looking at academic vocabulary as well. Ms. Fernandes stated that they have a full time ELL teacher this year and it's really invigorated the academic life of the students. She noted that 91% of the 5th grade students achieved level 4 and 5. Ms. Fernandes stated that they are working with the Special Ed staff to see what needs to be done to improve the achievement of high needs students. She stated that 4 of the 5 special education teachers would be attending training over the summer on LLI. Ms. Fernandes stated that it was exciting being part of the EM4 pilot this year and she feels that the curriculum will meet the needs of students on the across the entire spectrum. She also noted that they were able to deliver RTI to approximately 57 students this year and that 90% of the 5th graders achieved at level 4 or 5 in PARCC. Ms. Fernandes spoke about school climate, noting that she is most proud of the Mindfulness Committee and the initiative they have brought to the school. She stated that this has been a big year for technology and adapting to all of the new technology initiatives. Ms. Fernandes stated that the school psychologist and counselor are very busy and 64 students were seen by the mental health staff and noted

what a positive impact they had on the students. She also noted the all grade level assemblies, which help the students share learning and demonstrate leadership. She stated that the 5th graders decided to give back to the community instead of giving a class gift and provide their service to different groups in the community. Ms. Fernandes stated that they reviewed the green elements of the school back in March. Ms. Fernandes stated that moving forward, they will be focused on student achievement and will be introducing LLI to the special education population. She noted that she is looking forward to a new progress meeting schedule – they will be able to cut back the meetings to 2 hours and now have 4 meetings since the teachers will have the extra time on ½ day. Ms. Fernandes also noted the enhanced use of iPads in Kindergarten and Grade 1.

Thoreau School - Angel Charles. Ms. Charles stated that 94% of the students are projected to meet the end of the year benchmark in ELA and 70% of the high needs students are also projected to reach the end of the year benchmark. She stated that they have identified a consistent set of interventions to use when students are struggling and noted that they have found it incredibly effective. Ms. Charles stated that they had 8 additional staff members who received training in the LLI program. She stated that 90% of students have met the math targets K5 and 80% of the high needs students have met their targets in math. She stated that they had the highest percentage of teachers in the District implement the Everyday Math 4 program. Ms. Charles stated that she attended the National Council of Teachers of Mathematics Conference with Kristen Herbert and the other elementary school Math specialists. She stated that they learned best practices for the implementation of Everyday Math 4. They also learned how to craft a plan to help support the students who are struggling in math. Ms. Charles noted the fantastic bully proof program that they have at Thoreau. She noted that 100% of the staff members felt that Thoreau was a great place to work and learn. She stated that they have been very involved in Google and it's implementation and that the library media specialist implemented a digital citizenship program. Ms. Charles stated that next year, they hope to have all students meet their identified targets and that she is committing to identifying Tier 2 and 3 Math support. She noted that they are very excited to use the tiered approach when students are struggling with social/emotional issues. Ms. Charles stated that they are using the newly revamped child study team protocols for an additional layer of monitoring students who are struggling. She stated that they would be adopting a student-centered approach to placement, noting that they did all of their placements in 1 day. She stated that they are crafting interdisciplinary units of study this year. Ms. Charles stated that every teacher at Thoreau would be trained in Everyday Math 4 prior to the start of school. She noted that they have reinvigorated their Positive Behavioral Intervention System and will continue with various assemblies.

Alcott School – Sharon Young. Ms. Young congratulated her colleagues for all of their work and wished the best to Ms. Beattie in her new role. She stated that they have been providing intensive support to their high needs students to close the achievement gap. She noted that they have taken the average school day and extended it to provide the additional support. She stated that 91% of students are hitting the benchmarks and 74% of the high needs population are meeting the benchmarks in Language Arts and Math. She noted the great gains in students receiving special help. Ms. Young thanked Ms. Rigby for the ELL support position. She stated that the special ed staff is doing work in tiered support and noted that they have a vocabulary committee that have identified core vocabulary. Ms. Young stated that Karen Karp joined them for 2 days of professional development on problem solving strategies for high needs students and noted that she would be back in the summer. Ms. Young noted that they rolled out their new logo and the leadership team has been outstanding in analyzing the Ticket to Leave. She noted that 93% of students met their goals in social/emotional behavioral. Ms. Young noted that the Diversity Advisory Council would have 3 sessions with the faculty in the fall talking about scenarios of conversations about race as well as a parent program. She stated that Google docs and the new math program pilot in 5th grade both went well. She noted a few students who saw huge growth in the pilot.

B. Financial Update – CPS. Mr. Flaherty stated that he is happy to say that they will comfortably close well within budget. He stated that in Regular Instruction, the balance is \$862,076 and Special Education balance is \$263,736. He stated that there is an overrun in Operations of \$811,365. He noted that this is due to: green cleaning supplies, implementation of AirWatch and additional expenditures in Technology, maintaining 10 buses that should have been traded in, septic system and maintenance challenges and increasing the broadband capacity to support 1:1. Mr. Flaherty stated that there was an overrun in Administration of \$108,459, noting this was due to legal expenses with the CTA negotiations and the new time recording system. Mr. Flaherty stated that they were very well positioned going into FY17.

C. Summer Capital Projects – CPS. Mr. Flaherty reviewed the summer capital projects that occurred last summer but were out of FY16’s budget, including: Alcott & Thoreau carpet installation, Thoreau field renovations and sidewalk repairs, Peabody bus loop stair replacement and gym floor repairs, Sanborn sidewalk repairs, boiler project and hot water heaters, Willard septic system cleaning and inspection port installation and the Ripley roof drain repairs and canopy project. He also reviewed the FY17 Capital projects, including: modular classroom for Sanborn, facilities study for CMS buildings, Knox Trail building office renovations for transportation, Ripley renovation of POD E for OT/PT room and partial funding for the Knox Trail transportation maintenance facility.

VIII. ACTION ITEMS

A. Vote to accept Buddy Bench to Alcott School. A motion was made by Ms. Bout, seconded Ms. Boynton, to accept the donation of a Buddy Bench from the 5th grade students and parents as a gift to the Alcott School with thanks. The motion was unanimously approved.

Vote to accept a basketball hoop at Alcott School. A motion was made by Ms. Bout, seconded by Ms. Boynton, to accept a basketball hoop from the Sugarman family with thanks. The motion was unanimously approved.

B. Vote to approve Charge to the CMS Facilities Planning Committee. Mr. Flaherty noted that the charge included 3 phases and would look into: repairing the buildings to keep them going for 10 years, renovating and refurbishing each building to last for 50-60 years or building brand new school(s). A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the Charge to the CMS Facilities Planning Committee. The motion was unanimously approved.

C. Vote to surplus elementary math & science materials. A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the removal of the materials identified in the letter dated 6/7/16 regarding Surplus Elementary Math and Science Materials and the donation of these materials to More Than Words. The motion was unanimously approved.

D. Vote to approve Department of Energy Resource Grant for Electric Bus. A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the Department of Energy Resource Grant for an electric bus. The motion was unanimously approved. Mr. Flaherty noted all of the work Brian Foulds did on the bus grant.

E. Vote to award contract to Vanguard Modular Building for a modular for the Sanborn Building. A motion was made by Ms. Bout, seconded by Ms. Boynton, to award the contract to Vanguard Modular Building for a modular for the Sanborn Building in the amount of \$290,219. The motion was unanimously approved.

IX. OLD BUSINESS

A. Transportation. Mr. Flaherty stated that they are in the process for awarding the final contract and he believes they are holding aside the implementation of the fueling system due to budgetary challenges. He stated that as they work through the project, other contingencies might not be needed, which may free up needed money to allow for the installation of the fueling system.

X. SUPERINTENDENT’S REPORT

Ms. Rigby presented her FY16 Goals Report, summarizing the progress on her District Improvement Plan. She stated that the 1st goal was that by June 2016, administration would provide multiple opportunities for teacher voice, leadership and collaboration in addressing teacher concerns and making critical school/district decisions. Ms. Rigby noted all of the opportunities listed in the earlier reports from the principals. She noted that overall, there was high satisfaction in teacher feedback that was collected and noted that there is a high retention rate. She also noted the open negotiation sessions that occurred and the successful negotiation of a contract. Ms. Rigby also noted all of the teams and committees, which allow for teacher voice, leadership and collaboration. She stated that more than 200 teachers would participate in summer work projects. Ms. Rigby stated that another key action was to meet regularly with the administrative team to reflect on and improve leadership practices to promote professional collaboration and student success. She stated that the admin team meets twice a month and they have discussed student progress, improved curriculum and instructional practices, differentiated instruction, formative/summative assessments, project-based learning, student mental health issues, high needs students, staffing, program improvement efforts, integrated technology, innovative practices, homework and student stress and supervision and evaluation. She also stated that the admin teamed worked with a consultant to improve the skill of providing teacher feedback. She stated

that they participated in job-embedded professional development and conferences to improve leadership practices, including the National Council of Teachers of Mathematics Conference. Ms. Rigby stated that another key action was to meet regularly with the CTA leadership to collaborate around decision-making in the district. She noted that they discussed the IT transition from First Class to Google, Calendar Committee, Evaluation, CMS department Chairs and instructional coaching, FY17 budget, technology, vacancies professional development, teacher orientation and grievance resolution. Ms. Rigby stated another activity was to lead CMS administration and faculty to improve time for teaching and learning by researching programs and space and recommending revisions for FY17 school year. She noted that the CMS Configuration Committee created a new schedule for the new school year and the schedules have all been finalized. She stated that they are continuing to improve communication and outreach to the community through updates, newsletters, formal and informal meetings, websites and coffees. She noted that she visits CPS classrooms on a weekly basis.

Ms. Rigby stated that the 2nd Goal was to increase achievement for all students and narrow the achievement gaps for identified student groups. She stated that more than 80% of students are meeting benchmark at CMS; 80% of the SPED students are meeting 80% or higher on ELA and 68% scored 80% or higher on Math. She stated that at Thoreau, 97% of Grade 5 students met ELA benchmarks and 90% met Math benchmarks; at Alcott, 90% of Grade 5 students met ELA benchmarks and 89% met Math benchmarks; at Willard, it is expected that more than 80% Grade 5 students will meet both ELA and Math benchmarks. Ms. Rigby noted that at Thoreau, only 70% of high needs grade 5 met the ELA benchmarks and 71% met Math benchmarks. She stated that they need to focus on continuing to work and provide different types of interventions to help the special needs students to reach the benchmarks. She stated that she is really proud of the program for the Boston students and the enrichment program at the Umbrella. Ms. Rigby noted that the Boston students grade K and 1st grade have met their benchmarks, so they will not be enrolled in special education and will not need additional services. Ms. Rigby stated that they provided more than 200 hours of targeted instruction in ELA and math for K8 students over the summer of 2015 as well as 2016.

Ms. Rigby stated that the 3rd Goal was to provide students with a rigorous and coherent curriculum and high quality instruction that engages all students to develop their curiosity, creativity, critical thinking and collaborative problem solving. She stated that at the middle school, they participated in the Digital Literacy course to increase their use of Google tools, Inspiration and NoodeTools. She noted that they have implemented Google Classroom in close to 100% of the classrooms. She noted that students are participating in integrated science and ELA study units and they have also added Journalism and Project Engineering electives. Ms. Rigby stated that in the elementary schools, grades 3-5 have completed several writing pieces in a collaborative digital environment and grades 2-5 engaged in collaborate research projects, including: creating musical instruments with recycled materials, wiring dollhouses and studying African Americans and Abolitionists in Concord.

Ms. Rigby stated that another goal was around fostering a positive learning environment in which all students become more responsible citizens. She stated that 83% of CMS students have stated that they have happily participated in after school activities. Ms. Rigby noted that more students are participating in student leadership, peer mentoring and the CMS Stands Together. She noted that Grade 7 raised \$25,000 for Water for Sudan and Grade 8 led various activities for fund raising for non-profits. Ms. Rigby stated that CMS student leaders attended a diversity conference. She noted that K5 teachers have collaborated with the mental health teams and have focused on greater self-awareness and improved self-regulation for students. Ms. Rigby noted the Open Circle Program, Bully proofing curriculum and Mindfulness activities in all K5 classrooms as well as monthly assemblies in which grade levels sponsor the assemblies and do peer teaching.

Ms. Rigby spoke regarding the goal of effectively implementing the new Educator Evaluation system with a focus on continuous improvement in teaching and learning. She stated that the admin team participated in professional development around improving aspects of providing teachers with direct feedback and all of the teachers have participated in all of the cycles of the evaluation system. She noted that CMS department chairs have moved to a model of professional development around instructional coaching and have worked with peers to provide direct coaching. Ms. Rigby noted that 2 CPS teachers were rated overall "needs improvement" and they were provided specific supports and professional development to improve their rating to "proficient".

Ms. Rigby stated that another goal was to develop FY17 budget to support educational excellence and enrollment growth while maintaining fiscal sustainability. She noted that the FY17 budget was adopted by the SC in December

and that it met the Finance Committee guidelines and that in April, the operations and renovations budget was approved.

Ms. Rigby stated that the last goal was to build support, consensus and community engagement for the district mission, core values, challenges and accomplishments and critical decisions using multiple communication strategies. She stated that all in all, they have been very successful in meeting the district goals and it's due to the hard work of the students, faculty, staff, administrative team as well as the SC and communities' support.

Ms. Boynton noted all of the hard work and stated that she really appreciates all of the progress that's been made.

Ms. Bout noted that the Willard carnival was a huge success and that it was a great spirit event.

XI. ADJOURNMENT

A motion was made by Ms. Bout, seconded by Ms. Boynton, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:31 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 7/26/16

Abbreviations:

CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPA	Community Preservation Act
CPC	Community Preservation Committee
CPS	Concord Public Schools
CCRSD	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle High School
CHPS	The Collaborative for High Performance Schools
CSEC	Comprehensive Sustainable Energy Committee
CPW	Concord Public Works
CTA	Concord Teachers Association
DESE	Department of Elementary & Secondary Education
FAAC	Financial Audit Advisory Committee
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
YRBS	Youth Risk Behavior Survey