

**Franklin School Committee
Minutes
April 24, 2018
Municipal Building – Council Chambers**

Meeting are recorded by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29

Chris Sterns of Franklin TV was present
No one present from the Milford Daily News

Call to order: 7:00 pm

Dr. Bergen

Attendance: Mrs. Dianne Feeley; Mrs. Cindy Douglas; Mrs. Mary Jane Scofield; Dr. Anne Bergen; Dr. Monica Linden; Mrs. Denise Schultz; Ms. Virginia Zub; Mr. Peter Light; Dr. Sara Ahern; Mrs. Miriam Goodman; Dr. Joyce Edwards. One high school representative was present, Claudia Moccia. Steve Sherlock from Franklin Matters.

Pledge of Allegiance:

Clare Loukota - A 5th Grader from Oak Street Elementary School.

Clare is a fifth grader at Oak Street Elementary School. She is described by her teachers as a peer leader. She is extremely positive, responsible, and honest and will help anyone with anything at any time. She is an excellent student who works hard and she is a good friend. She is a role model for younger students and volunteers three times a week in a 1st grade class supporting a student with reading. She also recently helped the 1st grade teachers with their math morning. She is a member of Oak Street's Student Council and helps to plan service learning opportunities for the school as well as whole school assemblies. She is a senior writer for The Acorn Chronicle, Oak's student newspaper. Outside of school, she plays the cello. She is active and plays soccer, basketball, and lacrosse.

Moment of Silence

1. Routine Business

a. Review of Agenda - no changes

b. Citizen's Comments - None

i. In the spirit of open communication, “the School Committee will hear public comment not related to an agenda item at the beginning of each regular School Committee Meeting. The Committee will listen to, but not respond to any comment made. A Committee member may add an agenda item to a future meeting as a result of a citizen comment” – from Policy BEDH

c. FHS Student Representative Comments

Claudia - Almost 90 music students went to DC for a performance. Two members of DECA team are competing and made the top 10. We are preparing for AP exams. The spring sports can get outside now. Our teams look like they will all have a good season. James Leofanti pitched a no hitter! We are preparing for graduation.

d. Superintendent's Report

Dr. Ahern - I have a few things. We had April vacation and I want to welcome everyone back. There are some fun events coming up and I want to add one more, the Empty Bowls dinner which is coming up and sets the stage for the true effects of hunger. The Director of the Franklin Food Pantry Erin Lynch, will do a talk about hunger in Franklin. I want to also add that the administrative searches are ongoing. We had more people apply for the search committees, parents, teachers and current administrators. They will be notified next week. We have a half day on Friday, May 4. The educators will have a full day for professional development. The last day of school is June 20. Thank you.

2. Guests/Presentations

a. Update on STEM & Digital Learning (DIP Goal #2)

Dr. Ahern - We had a variety of presentations about the DIP goals. The update will be on communication and values. One goal is about SEL and the other about homework and STEM. This wraps up the updates at this point in the year. These are goals 3 and 4. Number 3 focuses on collaborative culture where all stakeholders are engaged and take ownership. In the middle schools we have the World Of Difference program for them and have peer

leadership for 7 and 8th graders. The leaders are now implementing the lessons with the 6th grade. We will continue this with the high school next year. The administrative team developed a consistent response to violence in the schools. The team identified what we need to do and react firmly and swiftly. We have had several workshops for all faculty and staff. A group of us will attend a Bias-Free Schools Initiative this week. Over the summer the Administrative Team will have meetings focused on district-wide core value development.

There is a Peer coaching pilot for elementary teachers. The coaches are offering programs in the spring; DIY literacy; implementing Google; and supporting students' SEL needs. We also had the completion of Superintendent's entry plan and report of entry findings.

In terms of next steps, we will continue to develop the district strategy for improvement. We will continue to recognize implicit bias and build peer coach pilot and determine next steps.

Goal number 4 is around communication and for two-way communication for students, faculty and families. There is always room to improve and this is an interesting and fun thing to do. Some of the highlights are how we came together that we welcome all students and the opportunity in terms of focus groups and forums to help with communication and bringing that to shape around the district. Some of the things I have used is written documentation posted on the website. We also are doing a quarterly newsletter from central office. We have renewed the activity of School Council and continue the use of standing committees. There are some challenges of volunteerism and people are busy and I appreciate the parents and administration who help. We started the School Start Times Advisory Committee.

We have a new website coming soon which is similar to the Town's website. It will be more organized and easier to find information. We are in process of defining the menus and what they look like.

Some of the next steps are expanding on parent education opportunities. I want to explore additional communication avenues and to personalize it a bit by using live communication and do the google hangout on air. We will continue with standing committees and the new website. We will also develop social media strategies and policies.

That is the update on those two goals.

Ms. Scofield - As far as the website, when will that be ready?

Dr. Ahern - This summer it will be ready.

Dr. Bergen - On the district strategy for improvement, when you compile the information, is that based on the information you gathered or will you be doing additional surveys?

Dr. Ahern - Yes in part, the entry findings. There is a lot of work done through the Administrative Team. We need to engage School Committee members and where you would like to go and also including teachers and parents. There are layers to this and we will expand on it. The entry findings serve as the scope and solid foundation because it involves a lot of input.

Mrs. Schultz - How will the School Committee be engaged?

Dr. Ahern - I see the summer as being a huge opportunity to get information and to have a workshop and another training to explore those strategic areas.

Dr. Bergen - Thank you.

3. Discussion / Action Items

a. Professional Development Request

I recommend approval of the professional development request as discussed.

Dr. Ahern - Dr. Linden requested to attend a workshop.

Motion: Mrs. Zub
Approve: 7

Second: Mrs. Schultz
Oppose: 0

4. Discussion Only Items

a. Superintendent's Evaluation

Dr. Bergen - The purpose is to give us evidence on the focus of the goals that she has created. Dr. Ahern will present each of the points and then we can ask for clarification. We will submit questions to Denise Miller and the Ad Hoc Committee will meet and present a report at the May 22 meeting.

Dr. Ahern - I wanted to walk you through what I presented in the packet. I will not go through all of them because it is redundant. I find this to be an important step to model the evaluation process and I welcome your feedback.

What I do find awkward is that the work and the evidence is work that I rely on others to do and I would like to convey respect for those who help me with this position. There is a rubric for the evaluation. I am going to walk through the goals and pause for you to get clarification.

First one is effective entry and direction setting and this was to assess progress. My timing is a bit delayed and I want to take the summer to pull this all together. The evidence includes a link to the entry plan with the examples and some of the findings. I also linked a few agendas from recent team meetings for you to see. The plan for the future is to bring this to you for your feedback. I would like to follow up with direction setting with years to come.

Mrs. Zub - Are you going to put analysis on staff feedback?

Dr. Ahern - I can give some thought to how that might look.

The second goal is growing my skills as Superintendent and doing the induction program with other new Superintendents. We get all different information and help. I have six hours of coaching a month as needed. I get to ask questions and he gives me feedback. I have attended all the requirements so far and I have two more to attend in May. I included an agenda from last summer and from April 5. I will continue with the requirements this year and will continue this program.

Mrs. Feeley - Is the induction program you chose to do?

Dr. Ahern - It was something I wanted to do because it has a great reputation. This gives us help and feedback.

Mrs. Feeley - Not everyone chooses to do this?

Dr. Ahern - No, not all choose to do this. This is a valuable tool.

Dr. Bergen - Do you find it valuable?

Dr. Ahern - I do. There are so many things on a day-to-day basis and it allows me to think strategically and think big picture.

The student's learning goal was established around MCAS results. One of the things we have done is analyze the MCAS results and seek further exploration of how to improve. We have some initiatives in writing and increasing Math learning for all grades. We need to wait and see the Spring 2018 results.

Our plans will include the new MCAS 2.0 data and implementation activities for the new Math at the middle schools and high school.

Any questions?

Mrs. Feeley - Because of the computerized version, will they come out earlier?

Dr. Ahern - Yes, eventually they will.

Dr. Bergen - How will we give to support to those students? Do we need a budget for this?

Dr. Ahern - It is a bigger budget issue for these students. We need to provide intervention services.

The next set of goals is the DIP and we broke this up throughout the year. We had Administrators give their presentations and I would like to give them credit for doing this. This will be in the next newsletter. I wanted to recognized the SIP's at the middle schools.

Are there any questions?

District improvement goal 2 is around homework and curriculum instruction and assessment. I included updates on homework and digital literacy. The plan for the future is to continue the STEM and improvements for curriculum.

Dr. Bergen - You visited so many classrooms, what do you do with the data you gathered from the classrooms visits.

Dr. Ahern - The information formed the entry findings and I looked at patterns at the schools. I continue with the school visits and have spent more time with the Principals and learning more about their schools. I look at areas to work on and to celebrate

Goal number 3 is inclusivity, professional development and leadership agendas. This is about core values with our Administrative Team. I want to include more core value improvement.

Goal number 4 is an update on the the professional findings, the new website and social media policy. There are a couple of reports focusing on communication.

Any questions?

Mrs. Schultz - I see the increase in communication. Do you have any idea of how the parents like the communication and how the communication has worked?

Dr. Ahern - I don't have a ton of data around that. I have had comments on the newsletter and have looked at the hits from the newsletter. We will follow the hits for the spring newsletter.

The last portion of evidence is a couple of key indicators of the rubric. One is the self-assessment and goals that would be closely aligned with leadership. A lot of work has been on instruction and there are some links to support that. In terms of standard two, which is management and operations and I focused on plans and policies of the School Committee. I included budget information here and it is important to include the communication here and how we handle the budget.

Standard three is around family and community engagement. This ties with goal 3 and goal 4. I included core value and the letter of inclusivity. The last one is share vision and is connected to the professional practice goals. This repeats some previous items as evidence, and it is included.

I tried to select things that were representative in different areas. I will be happy to answer any questions that you may have.

Mrs. Zub - Thank you Denise. I want to clarify this, some have numbers and some have words, is that on purpose?

Mrs. Feeley - I don't know why.

Dr. Ahern - They use different language. Those are related to the rubric and they are focus indicators. The others have to do with goals and meeting goals.

Dr. Linden - So the standards are broken into sub-sections but not here, do you want to do that?

Mrs. Feeley - We are not evaluating on everything.

Dr. Linden - The subcategories are on the rubric but they are not on this?

Mrs. Feeley - This is just overall.

Dr. Bergen - Any other questions? If you have any other questions, please ask Dianne.

5. Information Matters

a. School Committee Sub-Committee Reports (e.g. Budget; Community Relations; Policy; Transportation; Public Schools Advocacy; Ad Hoc Superintendent's Evaluation)

b. School Committee Liaison Reports (e.g. Joint PCC; Substance Abuse Task Force; School Wellness Advisory Council [SWAC]; MASC)

BUDGET Dr Bergen - We met and the school budget is approved and to go before the town council May 16 and 17.

COMMUNITY RELATIONS Mrs. Zub - Nothing new to report. Our next meeting is May 11 at the Senior Center. We are also working on a TV appearance.

PUBLIC SCHOOL ADVOCACY Mrs. Schultz - We are trying to contact Joe Kennedy to talk with the school committee and we are hoping he will to come to the community coffees.

AD HOC Dr. Bergen - The next meeting in May 9th.

POLICY Mrs. Scofield - We meet May 1st at 7:00 pm.

JOINT PCC - Dr. Bergen and Mrs. Douglas - The next meeting in May 1st.

SUBSTANCE ABUSE Mr. Light - The next meeting is May 1st and final one will be with Peter and set goals for the new Assistant Superintendent.

SWAC Mrs. Douglas - The next meeting is May 8th.

SCHOOL START TIMES Dr. Linden - The next meeting in May 2nd.

6. New Business

- a. To discuss any future agenda items -

7. Consent Agenda

- a. Approval of Minutes

I recommend approval of the minutes from the April 10, 2018 School Committee Meeting.

- b. Budget Transfers

I recommend approval of the budget transfers as detailed.

- c. Davis Thayer Gift

I recommend acceptance of the anonymous donation of a \$50.00 Visa Gift Card for Supplemental Supplies at Davis Thayer.

d. Music Parents Gift

I recommend acceptance of a check for \$2,150.00 from Various Music Parents for in-house enrichment for the Music Department.

e. Parmenter Donations

I recommend acceptance of the following gifts/checks totaling \$585.00 for supplemental supplies at Parmenter Elementary School.

Anonymous Gift Card \$50.00
Staff Member donation \$50.00
PCC Gift 485.00

f. Surplus Math Books

I recommend declaring the list of math books from Horace Mann Middle School as surplus.

A hold was put on this by Ms. Scofield

g. J.F. Kennedy Gift

I recommend acceptance of three checks totaling \$1,840.02 from the JFK PCC for field trips and supplies as detailed.

h. Oak Street Gift

I recommend acceptance of two checks totaling \$2,097.50 from the Oak Street PCC for field trips and in-house enrichment as detailed.

i. Franklin High School Scholarship

I recommend acceptance of a check for \$1,250.00 from various donors for the Paul Castelline scholarship.

j. Solutions Program Gifts

I recommend acceptance of two checks totaling \$1,000.00 as follows:

\$500.00 Middlesex Savings Bank – In-House Enrichment
\$500.00 Franklin Cultural Council - Supplemental Curriculum Materials

HOLD ON f: Ms. Scofield wanted to know why the books were being considered surplus.

Dr. Ahern - Because they are outdated and we are introducing a new Math curriculum.

Motion for all: Mrs. Douglas
Approve: 7

Second: Mrs. Schultz
Oppose: 0

8. Payment of Bills Dr. Bergen reviewed the bills and found them to be in order.

9. Payroll Mrs. Douglas reviewed payroll and found the same to be in order.

10. Correspondence

a. Budget to Actual - Miriam Goodman

11. EXECUTIVE SESSION pursuant to Purpose 7 (M.G.L. c 30A, Section 21(a)(7)), to comply with or act under the authority of a general or special law when an open meeting would compromise the purpose for which the executive session is called, with the relevant citations of law being M.G.L. c. 71, §34D and 603 CMR 23.00 et. seq. and 20 8:30 U.S.C. § 1232g, which pertain to the confidentiality of student and education records, and to receive legal advice from counsel protected from disclosure under Massachusetts General Law with the relevant citations of law being M.G.L. c. 4, Section 7, clause twenty-sixth, MGL. c. 30A, s. 21 (a) (1), and M.G.L. c. 30A, Section 22 (f).11.

12. Adjournment

Mrs. Douglas made a motion to adjourn, seconded by Mrs. Schultz

A roll call vote was taken to go into Executive Session

Roll call vote: Dr. Bergen-yes; Mrs. Feeley-yes; Ms. Douglas-yes; Ms. Scofield-yes; Ms. Schultz-yes; Mrs. Linden-yes; Mrs. Zub-yes.

Adjourned by 8:25 pm.

Respectfully Submitted,

Beth Simon