

**Franklin School Committee
Minutes
June 26, 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; Dr. Sara Ahern; Mrs. Miriam Goodman; Dr. Joyce Edwards. The two high school representatives were not present, Claudia Moccia and Blaine Roche.

Pledge of Allegiance

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 - Students have graduated

d. Superintendent's Report

Dr. Ahern - We had a smooth closing to all the schools last week. We had celebrations for the 5th and 8th graders. I did attend ASMS move up ceremony for 8th graders. I also attended two meetings. One was

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a community wide meeting by St. Vincent DePaul. There were numerous organizations there to discuss homelessness and what to do. This group plans to meet again to help the homeless. I attended the first meeting of the Franklin Cultural District Committee. They want to establish a cultural district and the Franklin Public Schools will support this vision. The group will meet four times per year and will showcase all the cultural opportunities in Franklin.

2. Guests/Presentations

a. Personnel Presentation – Ms. Lisa O’Keefe Trainor, Director of HR

Dr. Ahern - The first slide is a profile of the faculty and staff. We have FTE of 401.4. We have 99.4% of licensed teachers. Our student to teacher ratio is 13.2 to 1. This includes all the teachers. There is a large number of other staff that work in the schools as well.

Ms. Trainor – Thank you. I would like to share with you the staff ratios and there are a lot of people who work throughout the year with the students. There are about 1,025 staff members we employ. Teachers are about 503 of that number. The ESP’s play an important role making up about 10% of that number, the secretaries about 2%, cafeteria about 2%, etc. There is another large group and that is the daily substitutes. We have a large number of them to support. There is a large auxiliary staff which is 10% of the group, and that is adult education, coaches, tutors, etc.

The next slide is about the FEA and the number of years teachers have been here. We have 57 staff here from 20 to 30 years, 162 from 10 to 20 years, 148 from 4 to 10 years and 136 from 0 to 4 years. We have a high number of new staff. We have a newer staff. The ESP breaks down like this: 9 are 20 to 30 years, 39 are 10 to 20, 6 are 5 to 10, and 50 are 0 to 5 years.

To recruit we use job fairs and school spring. We have a hiring process that includes: application packets; interview committee; interviews semi-finalists; finalist complete demonstration lessons in classrooms; school visits; reference and background checking. We use

a team interview process for the teachers. They need to do a model lesson as well.

Some of the challenging positions to fill are foreign language, physics, special ed, ELL, van drivers and daily substitutes.

Dr. Ahern - We are actively planning our new-teacher induction program. We also include new teachers coming from other districts. We have a three-day orientation. We also have a building day where they go and find out about their school. We have a mentor program. In terms of professional development they get including responsive classroom and keys to literacy. In terms of teacher retention, we have about growth within the field, one is internal leadership opportunities and the other is leadership licensure program. We have some completing new administration programs for staff as well. We have teachers serving as peer coaches. They can be mentors to incoming teachers, and some attend conferences to share their work. We offer a wealth of professional development. We have tuition reimbursement and they can keep taking courses.

Ms. Trainor – All of our licensed personnel must be evaluated annually. This is a great opportunity for teachers to set goals and have open communication. We do have to report the data to the state each year plus all the standards. In addition to that, negotiated a tool for all the other groups and provide them feedback as well. We upgraded the ESP evaluation tools this year. We also evaluate our secretarial staff. We also do the cafeteria staff as well.

For the teachers for the first three years, it is a development plan until they reach their professional teaching status.

In talking about that we do have staff leave. There is staff turnover at FPS. Over the past 7 years, basically we run average for turnover. We have 50 to 55 staff a year and this is FEA staff.

The reasons for some of the turnover are; retirement, no return from leaves, relocations, promotional opportunity, personal, higher wages, different district, performance related.

Dr. Ahern – I wanted to show the policy from the State. We have a new act called the Reauthorization Act that is changing the No Child Left Behind Act. The language is switching to highly effective. This will concentrate on student learning experiences across all groups.

Any questions?

Mrs. Schultz – On your analysis, the reasons for retainment is higher wages?

Ms. Trainor – Yes. You can look at it that way. Wages could be one of the factors. It could also be some smaller factors as well.

Mrs. Schultz - Are we doing exit interviewing to find out why?

Ms. Trainor - We do make a point of knowing why people leave. Exit interviews are important but I haven't done them each and every year. We do send out surveys after they have left. I agree we need to look at that.

Ms. Feeley - On the hiring process, school spring is done by key words, is there a way to look at within the schools to get the word out?

Ms. Trainor - We do. We will take resumes and direct them back to school spring. This is a grey area to have them give a paper resume. We do reach out to teachers to get the word out.

Ms. Feeley - Can you help clarify the student to teacher ratio 13 to 1?

Dr. Ahern - We look at gross numbers. We look at license personnel.

Ms. Feeley - We don't want people to think our class size is 13.

Ms. Trainor - DESE can be misleading. The numbers are just class teachers and not the other staff that helps out.

Mrs. Zub - What about bus drivers, any evaluations?

Ms. Trainor - We don't own the bus drivers, but we work with Holmes and getting their fingerprints and we work with Holmes about any

concerns with bus drivers. We also have gone down to Holmes and have done some training with the bus drivers.

Dr. Bergen – The pool is small nationally, are you seeing a decline?

Ms. Trainor - In elementary they are plentiful. I would like to see dual certification. I don't see improving numbers in the hard to hire areas.

Dr. Bergen – Does Franklin do any promotional materials to sell the district?

Ms. Trainor - We do have a packet that we use. We would like to do a recruitment video on the web. That is a goal of mine.

Dr. Bergen – What are the number of teachers who get professional status?

Ms. Trainor – I have data on that but I don't have it today. Franklin supervisors staff who is not making the mark and we try to get them back on track. We also know when we can no longer keep a staff member. We do offer professional status early to some staff members.

Dr. Bergen - Thank you.

3. Discussion / Action Items

a. Policy – Second Readings/Adoption

I recommend adoption of the following policies as discussed:

- o JQA – Financial Assistance Policy o JQA-R – Financial Assistance Application & Procedures
- o EFD – Meal Charge Policy
- o EFD-R – Meal Charge Policy & Procedures
- o JFAA-R – School Admission/Residency

Motion: Mrs. Douglas
Approve: 7

Second: Mrs. Schultz
Oppose: 0

4. Discussion Only Items

a. Annual Report Proposed

Dr. Ahern – I have last year's annual report for some guidance to contribute to the annual report. This will be my first time doing this. We did a half page summary of each of the schools, information from budget and activities of each school. I wanted to get your input on this.

Ms. Scofield - In the annual report there is a photo of us and in the report there is nothing about what we do as a school committee.

Dr. Bergen - We are going to do a report on this and report on all the sub committees.

Mrs. Schultz - We should include the Chair's message in there as well.

Dr. Bergen - I will put this together and get your feedback on this over the next week.

Dr. Ahern - It will mirror how the town council highlights what they do and the town departments do that as well.

Ms. Feeley - On the numbers on the classrooms, can you clarify the enrollment numbers?

Dr. Ahern - We include class sizes on all schools. These numbers will shift from year to year. As it relates to Parmenter, we will have three third grades, and DT will have more classes.

Mrs. Schultz - The kindergarten classes were low at DT but now are higher?

Dr. Ahern - Yes, there will be another class for kindergarten.

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]; School Start Times Advisory Committee [SSTAC]; MASC)

BUDGET Dr Bergen - We met on June 18 with Town Council and what is happening across the town and how we will come together to let the public know what is happening. Next meeting will be in June.

COMMUNITY RELATIONS Mrs. Zub -The next meeting in June 26 for planning. We want to talk with community over the summer. Coffee forums will start again in September.

PUBLIC SCHOOL ADVOCACY Mrs. Schultz - We did send out the newsletter and got 600 views. We will have another one. We were at the Farmer's Market last Friday. We attended the Metrowest Roundtable and Jeff Roy put me in touch with them. There are a bunch of School Committee members from all over to see our common problems and pilot some programs in our districts.

MASC - Mrs. Schultz - I was appointed to a board on the MASC. Monica and I will attend the MASC along with the School Committee will also attend.

AD HOC Dr. Bergen -No meeting scheduled.

POLICY Mrs. Scofield - Our last meeting was bittersweet and it was Mr. Light's last meeting. We talked about the social media policy geared towards

staff. Dr Ahern and Peter spoke with several people about this policy. Next meeting July 18 and August 7.

Mrs. Schultz – We plan to review the building use policy.

Dr. Ahern – We will look at the building use policy and look at the fees.

Ms. Scofield - Please look at the handbooks online because they are all different. We will be voting on them.

Dr. Ahern - We will vote on these August 14.

JOINT PCC - Dr. Bergen and Mrs. Douglas - No meeting

SUBSTANCE ABUSE - No meeting.

SWAC Mrs. Douglas - No meeting.

SCHOOL START TIMES Dr. Linden - No meeting

6. New Business

a. To discuss any future agenda items

Dr. Ahern - We will have some policy, we will have some routine business. I will share my trip to Finland and Germany. We will have an update on summer professional development and curriculum.

7. Consent Agenda

a. Minutes

I recommend approval of the minutes from the June 12, 2018 School Committee meeting.

b. Executive Session Minutes

I recommend approval of the executive session minutes from the June 12, 2018 School Committee meeting for release.

c. Transfers

I recommend approval of the budget transfers as detailed.

d. FHS Scholarships

I recommend acceptance of 3 checks totaling \$5,915.55 for FHS Scholarships as detailed:

\$340.00 Paul Castelline Scholarship (various donors)
\$5,000.00 Keiichi Katanosono Scholarship (Katanosono family)
\$575.55 Keiichi Katanosono Scholarship (various donors)

e. Davis Thayer Gift

I recommend acceptance of a check for \$218.37 from O'Connor Studios for supplemental supplies at Davis Thayer Elementary School.

f. Horace Mann Middle School – Surplus Lights

I recommend the approved of the request of Rebecca Motte, Principal of Horace Mann Middle School to declare old lighting as surplus as detailed.

Motion for all: Mrs. Douglas
Approve: 7

Second: Mrs. Zub
Oppose: 0

8. Payment of Bills Dr. Bergen - All bills are in order

9. Payroll Mrs. Douglas - Payroll is in order

10. Correspondence – Budget to Actual, Miriam Goodman, School Business Administrator

11. Executive Session

a. Negotiations with Non-Union Personnel

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.

12. Adjournment at 8:20 pm

Mrs. Douglas made a motion to adjourn, seconded by Mrs. Schultz. All were in favor.

Adjourned by 8:20 pm.

Respectfully Submitted,

Beth Simon

SCAgenda 6-26-18.pdf
Human Resources Part 1.pdf
Current-JFAA-R - School Admission-Residency.pdf
Discussion ActionA-Policy.pdf
Annual Report 2016-17.pdf
Consent ActionA-Minutes.pdf
Consent ActionB-ESMinutes.pdf
Consent ActionC-Transfers.pdf
Consent ActionD-Scholarships.pdf
Consent ActionE-Davis Thayer Gift.pdf
Consent ActionF-HMMS Surplus.pdf
Payroll Warrant #1825 summary.pdf
Payroll Warrant #1825.pdf
FPS Summary & Sign Off 062718.pdf
SCWarrant060718.pdf
SCWarrant061418.pdf
Enrollmentcompare-June2017-June2018.pdf