



SCHOOL COMMITTEE

BUSINESS MEETING OPEN SESSION MINUTES June 5, 2018

Meeting:	School Committee
Date:	June 5, 2018
Location:	MERHS Learning Commons
Attendees:	Pamela Beaudoin, Superintendent Avi Urbas, Director of Finance Ann Cameron, Chairman Julie Riordan, Co-Chairman Sarah Wolf Rachel Fitzgibbon Ken Warnock Caroline Weld Shannon Erdmann
Absent:	
Guests:	Dr. Allison Collins, Director of Student Services Dr. Julie DeRoche, Director Curriculum & Instructional Technology Ms. Puglisi, Principal, MER High School Kristen Umile, Department Chair, Science
Recorded by:	Gail Hunter

A. Call to Order

B. Executive Session – *If Needed*

C. Call to Order

Ms. Cameron called the School Committee Business Meeting to order at 6:05 p.m.

1) **Public Comment** – There was no public comment.

2) **Student Report** – NA

3) **Chairman' Report** – **No Chairman's Report**

4) **Consent Agenda**

- Acceptance of Warrants
- Minutes: 5/15/18

Mr. Warnock moved to approve the Consent Agenda, Ms. Fitzgibbon seconded the motion. The motion passed 5 in favor and 2 abstaining, Ms. Erdmann and Ms. Weld were not present for the May 15, 2018 meeting.

5) **Sub- Committee Reports**

- Elementary Facilities (Ms. Weld and Ms. Cameron)

Pre-K Program Development: Discussion, Decision and Conclusion

Ms. Cameron initiated the discussion by polling Committee members regarding their current position on including construction of 4 classrooms in the new Memorial School building for Pre-K. Three Committee members were supportive, and four members were leaning toward including Pre-K in the Memorial School building but expressed interest in further discussion.

Superintendent Beaudoin indicated Pre-K will be a District program at the Memorial School and with 65% of the District's population residing in Manchester it makes sense for the program to be at the Memorial School.

Ms. Cameron stated she was initially not supportive of 4 classrooms at Memorial and would like to see the Pre-K program developed in Essex and Manchester. However, given the District's experience with split programs and the difficulty of specialists running between 2 buildings it makes sense to have one location.

Superintendent Beaudoin also pointed out there would be additional costs to the District to have Special Education teachers at both elementary schools supporting Pre-K.

Ms. Cameron stated the new Memorial School is being built as a 50-year building and needs to be developed to meet the needs of the District for the future.

Superintendent Beaudoin indicated the District's current Kindergarten enrollment is 80 students. Pre-K programming is for children ages 3 and 4. The District would have a potential enrollment of 160 children. If 50% of eligible children were enrolled in the new Pre-K program that would be 80 students. Four classrooms will accommodate 15 students in each class for a total of 60

students. The new Memorial School will be a state-of-the-art facility and there is a belief among Committee members that *if we build it the children and families will come.*

The Committee considered what would likely happen if the program did not meet projections (and the program may not meet projections the first year, that is understood.) Superintendent Beaudoin indicated the classroom space could always be used for educational programs, additionally the space could be rented for training purposes. Superintendent Beaudoin believes there will be a return on investment.

Discussion focused on families heading to work from Essex. Ms. Cameron stated that working parents leave Essex to Manchester for the train or commute down School Street to route 128. The new Memorial School is an excellent location for a Pre-K Program.

Ms. Wolf indicated the Committee should discuss what could be developed for Essex when the new Essex Elementary School is built. Ms. Cameron indicated there were options for Essex and the District when that building site is developed, including the possibility of a Track and Field facility and additional playing fields for the District.

Mr. Warnock summarized the discussion in support of 4 Pre-K Classrooms:

- Educationally forward-thinking investment
- Expanded Pre-K identifies students in need of services at an early age and allows the District to provide services for those students
- Addresses the needs of the community
- The building is a 50-year investment
- Pre-K will likely be a mandated program for all School Districts soon
- MSBA gave the 4 classes included in the original proposal high credit and the classrooms will be covered in the MSBA reimbursement.

Ms. Wolf moved the School Committee support the plan for 4 Pre-K classrooms as defined in the current plans for the Memorial School. The School Committee acknowledges the uncertainty and risks that come with this motion and recognizes the costs of running the program are unknown but will be further developed. Ms. Fitzgibbon seconded the motion. The motion passed unanimously.

- Community Center / Parks & Rec

Ms. Cameron indicated there is a level of uncertainty about the status of Parks & Recreation space at the Memorial School. Superintendent Beaudoin indicated the District needs to know if MBTS is going to pay for Parks & Rec space regardless of what happens with the Senior Center.

The Committee is hesitant to support construction of Parks & Rec space once the Memorial School construction is complete. Overall the Committee agreed that the timeline has been defined and MBTS needs to decide.

Superintendent Beaudoin indicated the District could carry Parks & Rec as part of the building because the space has been approved by MSBA and it is a service to the Community. Ms. Cameron asked, why ask Essex residents should pay for a service for Manchester? Mr. Warnock indicated there could be consideration for Essex to have a comparable space when the new Essex Elementary School is built.

Discussion ended and will be further explored with MBTS at the Collaborative Meeting on Monday, June 11, 2018.

- Finance Committee (Ms. Cameron/Ms. Erdmann) – Collaborative Meeting Monday June 11, 2018 and All Boards Meeting June 18th or 19th (Superintendent Beaudoin is not sure there is an appetite for the Meeting in June.)
- Policy Committee (Ms. Fitzgibbon/Mr. Warnock) –
 - Athletics Review Recommendations for approval

Changes to the Athletics handbook discussion was led by Ms. Puglisi. She walked the Committee through edits made to the handbook following the Athletics Task Force recommendations (which were initiated with the Athletics Review of Ms. O'Neil) and reviewed by the School Committee's Policy Sub-committee. Edits include:

- ✓ Add Registration and Refund Information – including dates each close
- ✓ All registrants must be enrolled in MERSD
- ✓ Cooperative Fees are part of user cap
- ✓ Develop and add Tryout Protocol
- ✓ Add vape to list of banned items

Additionally, the subcommittee discussed communication between coaches and students as it related to the use of personal cell phones and emails. Ms. Puglisi will add this as a topic for the August Coaches Meeting, communication on personal devices is not allowed.

Ms. Erdmann asked if there is a way to make communication with coaches easier? She suggested adding the coaches' names, email addresses and additional information to the Athletic web site. Ms. Riordan suggested an APP currently being used by Hamilton Wenham as a means for coaches to communicate with parents and team members. Ms. Puglisi will follow up with Hamilton Wenham and Ms. Driscoll.

Ms. Cameron suggested the Athletic Handbook be reviewed following the roll out of RULER to help guide behavior of student athletes.

Ms. Fitzgibbon addressed the need for all student athletes to have concussion screening prior to participating in sports. Parents and students need a baseline in the event the student suffers a concussion while participating in sports; Ms. Puglisi will follow up.

Ms. Riordan asked if the Committee was voting to approve Sponsorship as part of this discussion. Ms. Puglisi indicated that was separate to the edits in the Handbook. Superintendent Beaudoin indicated this would be added to the Summer Retreat Agenda.

Ms. Riordan moved to approve the edits to the Student Athlete Handbook, Ms. Wolf seconded the motion. The motion passed unanimously.

- Negotiation Team (Ms. Wolf/Ms. Riordan) – No Report

6) Superintendent's Report

- **EOY Goals Update**

Superintendent Beaudoin provided an update to her FY 18 goals and additional detail outlining FY 18 progress on goals.

Superintendent Beaudoin indicated in addition to her defined goals her level of involvement in the Memorial School Building project was significantly more than she had anticipated. During discussion of the District Improvement Plan most aspects of Superintendent goals were addressed.

Ms. Cameron acknowledged the significant amount of work and progress achieved over the past year on the part of Superintendent Beaudoin and her team.

7) New Business

8) Continued Business –

- MS Science Program Adoption Report – Kristen Umile, Department Chair

Ms. Umile presented the new curriculum proposed for the Middle School following a year of evaluating 3 potential curricula: Know atom, Stem scopes and Pearson-Elevate Science. Overwhelmingly Stem scopes was the choice of the Middle School Science teachers for the new curriculum.

Stem scopes is based on the 5E Model in NGSS: Engage, Explore, Explain, Extend and Evaluate.

Why the Science Department supports Stem scopes: Stem scopes is aligned with DESE and NGSS. The curriculum is 100% digital with text-to-speech capability. Stem scoped has cross curricular connections and is adaptable to all types of classrooms including 1:1 and different teaching styles.

Additionally, Stem scopes has embedded professional development, offers exceptional support, contains a variety of assessments and different reading lexiles with options and suggestions to support all students. Plus, it is easy to navigate.

The Scopes:

- The Engage tab includes: Accessing Prior Knowledge with student handouts in English and Spanish and The Hook an activity to get students interested and invested.
- The Explore tab includes: Do Now activities – each activity has a list of resources that can either be printed for the student or assigned digitally. Activities can be marked up electronically, organized into a planner, assigned digitally to students, shows links to cross curricular and provides language acquisition strategies.
- The Explain scope: includes picture vocabulary with video animation along with extension vocabulary. Links literacy (Reading activity with pre-reading, during reading and post reading activities. There is additional reading on specific content area, a communication activity (persuasive writing activity as an example.) Along with concept review sections and concept connection videos.
- The Elaborate tab includes: Math connections, reading with different lexiles, content connection videos, Science Today video and career connections.
- The Evaluate tab contains a CER: Claim-Evidence-Reasoning – students given a scenario are asked to make a claim, provide evidence and provide reasoning. Reasoning ties back to all the information in the previous tabs. Additionally, there are open ended assessments, multiple choice assessments and a PEAT (performance expectation assessment task.)

The teacher toolbox includes: Resources, Planner, Literacy Tools and Language Acquisition Tools.

Other things the Science Department loved: Vertical Alignment, Spiraling of Content between grades, promotes a common language between teachers and students, Outstanding differentiated materials, Integrating support staff into the science curriculum (TA, liaisons, guidance etc.) Lessons less likely to be interrupted by absence of teacher or students, Writing (curriculum encourages student to write everywhere), provides rubrics for common assessments and expectations.

Next Steps: Adoption, Professional Development, Communication and Continue communication with local schools that have adopted the program specifically Hamilton Wenham.

The Committee's comments and questions:

Ms. Cameron asked if the curriculum could be expanded beyond Middle School. Dr. DeRoche indicated Stem scopes is a K-12 curriculum and elementary teachers have been asked to review. Dr. Collins indicated the 2nd grade does not have a science curriculum and there are plans to use Stem scopes in grade 2.

Ms. Cameron also asked about text books – Ms. Umile stated all materials can be printed for students, however, there are no specific text books as part of Stem scopes curriculum.

Ms. Wolf asked about students on computer screens from 8:00 to 3:00 and then at home to complete homework. Ms. Umile indicated there are interactive activities in the classroom, reading and writing components in the curriculum and there is computer time.

Mr. Warnock was interested in sustainability and if there was a commitment from Stem scopes to support and upgrade the curriculum. Stem scopes has just updated their curriculum to comply with MA state standards and Ms. Umile believes when the District commits to the curriculum Stem scopes will provide on-going service with regular program updates.

Ms. Erdmann asked about the cost of the curriculum. Dr. DeRoche answered the cost was \$40K with an annual subscription fee and the cost were comparable to text book models.

Ms. Fitzgibbon asked if the students had been surveyed after the trial. Ms. Umile indicated she had not anticipated the question but will follow up with students. Ms. Weld indicated her daughter had participated in the trial and enjoyed the classes.

Ms. Erdmann moved to accept the recommendation of the Science Department Chair, Ms. Umile, to adopt Stem scopes curriculum for the Middle School, Mr. Warnock seconded the motion. The motion passed unanimously.

- District Improvement Plan End of Year Review – Dr. Collins, Dr. DeRoche and Mr. Urbas

Superintendent Beaudoin led the discussion indicating the work and accomplishments were the result of a team effort. The District is in year 2 of a 3-year Improvement Plan. District Administration is working to reach all learners.

District Plan:

- Mission, Vision and Core Values of Strategic Plan provide the structure
- Seeks to provide district road map
- Informs development of school and educator plans
- Living Document

Federal & State Mandates, Current Issues Impacting Local Work:

- Implementation of New accountability system
- Coordinated Program Review – Special Education, English Language Learners, Civil Rights
- Alignment to MA Frameworks – ELA, Math and Science
- NEASC Accreditation
- Coming Up New Commissioner & DESE Direction, Computer Science

Superintendent Beaudoin pointed out these are the things the District must complete to remain in compliance with Federal and State regulations. What is unknown are the anticipated directives from the state's new Commissioner and curriculum development for new Computer Science requirements.

End of Year Overarching Themes/Takeaways:

- INTEGRATION NEEDS ASSESSMENT, PROBLEM SOLVING, FINANCIAL CONSTRAINTS, COMPLIANCE, BUILDING PROJECT

Above are the words that drove the District's work the past year. Dr. DeRoche stated integration was figuring out who needs what when and where resources need to be developed. Science at the Middle School was identified as a priority.

Dr. Collins indicated assessments that have been completed help to solve problems and by working together she and Dr. DeRoche are identifying the impact of Special Ed programming on General Ed programs. Program evaluation like Elementary literacy helps to set a framework for how students are impacted and defines needs at an early level.

Dr. DeRoche stated we are looking at what we're teaching and how that plays out every day in the classroom. The goal is to get better at what we do and that happens through training, teaching and organizing. Our goal is to identify a K-12 vertically aligned curriculum.

District Improvement Plan Progress Report:

- Areas of Focus FY 18
 - Social Emotional Health of our Students, Implementation & Training SEL Curriculum
 - Curriculum Alignment
 - Roll-out MS Chromebook classroom 1:1
 - Implementation of FY 17 review recommendations
 - Continual Improvement: Program Review & Assessment: Athletics Review, Middle School Special Education Program Review and Coordinated Program Review – Self-Study
 - Memorial Building Project
 - Essex & MERMHS & PM Planning
 - Systems Documentation

The above all contributed to the on-going success of the District. Much of Superintendent Beaudoin's time was unexpectedly dedicated to the Memorial Building Project. The Administrative Team kept things moving throughout the year.

Mr. Urbas indicated while training and teaching Mr. Fleming he has begun the Accounting Systems Documentation. Superintendent Beaudoin indicated the goal is to have defined systems in place for the District to allow for easy transitions in the event it is necessary for someone to come in and assume responsibility for a specific program.

- Highlights:
 - ELA Task Force
 - Student Centered/21st Century Learning Advancements
 - MCAS Online Transition
 - Success at Reaching all Learners
 - Memorial Building Project

- Continual Improvement
- Parent Outreach, Support & Education
- Student Achievement continues to improve
- Regional, State and National Recognition of MERSD

Dr. DeRoche stated the ELA Task Force is a committed team of K-8 professionals who are reviewing the general ed curriculum based on the newest framework.

MCAS Online Transition was a collaborative effort requiring extensive planning, strong systems, preparation and training. The combined efforts contributed to the K-12 MCAS going off without a hitch.

Middle School programs from Google Classroom to the Summer Music and Literacy Camps are engaging more students. Success at Reaching all Learners included differential instructional training and Phase I implementation of RULER.

Understanding our differences according to Dr. Collins is a program to help students understand disabilities. The program has been initiated in grade 3 and will be rolled out to grades 4 and 5. A very success part of the program involved High School students with disabilities sharing their experiences with the Elementary students.

Ms. Erdmann asked if the older students would be involved with the Understanding our differences program. Dr. Collins indicated it was a program for the lower grades.

Ms. Erdmann had an additional question – if not Understanding our difference would the higher grades have experience with like content through RULER and how would parents help with RULER at home.

Superintendent Beaudoin indicated the RULER training started with the Teachers and will move onto implementation with Teachers and Students and then move onto Parent engagement. A special program will be set up for parents to learn more about RULER in the FY19 school year.

Dr. DeRoche stated the District hopes to create a culture where we express how we feel. And that will help teachers and students understand where we are. Ms. Puglisi indicated RULER will help connect everything – we work together.

Dr. DeRoche spoke to educating students to understand how emotions drive their learning and major life decisions.

Ms. Fitzgibbon stated one of the big issues for the communities is the lack of diversity and that lack of diversity and understanding of world differences in not preparing students and may have led to some of the troubling incidents of the past year.

Ms. Puglisi indicated changes in curriculum are being implemented noting titles in literature and a shifting view of world history may help to guide students view of diversity. Dr. DeRoche

indicated the program is always reviving and building resources and implementation takes time and change is not going to happen overnight.

Ms. Fitzgibbon pointed out diversity in the building is not at the teacher level and she believes students need someone to look up to. Superintendent Beaudoin indicated it is difficult to recruit from the broader and wider community. The District has tried to recruit a more diverse teacher population.

Highlights: Superintendent Beaudoin pointed out Regional, State and National Recognition of MERSD programs and student achievement continues to improve.

- Challenges:
 - Social Emotional Health of our Students & Families
 - Sustainability of programming
 - Integration of systems and cultures
 - Increasing budget constraints.

Social emotional health of students and families and sustainability of programming is impacted by increasing budget constraints. A concern moving forward stated Superintendent Beaudoin.

Ms. Weld asked about the cost of the summer camp programs. There is no cost to the District the teachers in the Music Department initiated and took the project on without additional compensation. The cost to students participating is \$150.00.

Mr. Warnock asked if the program would be open to children outside of the District and Dr. DeRoche thought for the first year it would be an in-District program, but it was possible to expand to outside the District.

Ms. Weld asked about Middle School Academy and wondered if there were some students who did not need the transitional program. Dr. DeRoche conceded some students may not need it and it is a new program and will likely evolve.

Superintendent Beaudoin mentioned the very successful collaboration with the Y and the after-school program at Essex Elementary.

Ms. Cameron stated it had been a very busy and very successful year. She acknowledged the open attitude to third party review of programs and the willingness of Administration to act on recommendations. Ms. Weld stated it was obvious the groups of Administrators at the Committee Meeting worked well together and were an effective team.

- Lincoln Street Bridge Update

Mr. Urbas updated the Committee on the Lincoln Street Bridge Project. The project was pushing into June and unfortunately construction was not going to be completed in time for graduation. A joint decision was made with the contractor and designer to delay construction to after the end of the school year.

A pre-construction meeting was held with all parties' – contractor, designer and MBTS DPW Director, Mr. Dam. Construction will start after July 4th and will take two weeks to complete.

The project will be managed by CMA, a firm with an ongoing relationship with MBTS and overseen by the Town's DPW Department who will coordinate all logistical issues including: communicating with neighbors and police to direct traffic around the construction site. Initially it was thought the road would need to be closed during construction that is not the case. Lincoln Street will remain open with minor delays.

At the end of the project billing will be discussed with the Insurance Company to finalize payment.

- FY 19 Budget Update

Superintendent Beaudoin indicated the District was beginning to receive information from the state. The District anticipates receiving an additional \$40K from Chapter 70 and an increase to 75% reimbursement on transportation and 75% from the Circuit Breaker. With this news Superintendent Beaudoin is proposing adding one late bus to Essex Monday through Thursday to accommodate after school academic help.

Superintendent Beaudoin is recommending the Committee develop a late bus policy. Ms. Cameron indicated the ideal time for the late bus is 3:30 p.m. and was an important service for many families. Ms. Fitzgibbon agreed and stated she had heard that was the time Essex resident preferred.

The District is maintaining a sign in log for students planning to use the late bus and the bus company will keep a tally of students riding. Superintendent indicated it is a \$15K service. Ms. Cameron would like to review the late bus usage in November or December to evaluate if the late bus is a good investment for the District.

Mr. Warnock asked if there were other things going back into the budget and Superintendent Beaudoin indicated the District was not planning to add back to the FY 19 budget at this time.

Superintendent Beaudoin introduced a proposal from MBTS to share the services of a Project Manager with the Town. She indicated the shared resource could save the District \$50K annually.

Ms. Cameron asked who would supervise the position. Superintendent Beaudoin indicated the position would be jointly supervised. Ms. Cameron requested a job description for the proposed position.

Ms. Weld asked when a decision regarding the position needed to be made. Superintendent Beaudoin indicated the Town was hoping to make the decision soon. Ms. Erdmann indicated the reduction in the current position to part-time was coming at a critical time for the District and Ms. Riordan indicated the person currently in the District was doing the job well and working full time.

Superintendent Beaudoin stated the Project Manager position presented the District with the opportunity to work with the Town on a collaborative model and possibly have access to additional Town resources in areas like grounds and plowing. The District's full time Network Administrator works with Town after-hours. If needed during the day for an emergency, he is available to help. There have been no conflicts with the shared position.

Mr. Warnock and Ms. Wolf agreed the proposal deserved further review and consideration considering the \$50K savings and the tight budget constraints the District has faced during the recent Budget process.

The Committee agreed to revisit the Town's request at an upcoming School Committee meeting.

9) Public Comment – There was no public comment this evening.

10) School Committee Comment – no additional comment from Committee Members.

D. Adjourn

Ms. Riordan moved to adjourn the meeting, Ms. Erdmann seconded the motion. The motion passed unanimously.

E. Meeting Materials:

- **District Improvement Plan Progress Report**
- **Superintendent' Goals – FY 18, 5.30.18 Draft Update**
- **MERHS Student Handbook Athlete Handbook**
- **Science Teach-point 2018 Comparisons**
- **STEM scopes Curriculum**