

Superintendent Parent Advisory (Formerly known as the Superintendent Advisory Council)

**October 21, 2015
Minutes**

Meeting Host: Dr. Jeff Marsden, Superintendent

In Attendance: Approximately 16 parents representing the schools, various student support groups and members at large.

1. Introduction

The Superintendent Advisory Council is now broken down into three groups: a Parent Advisory, a Faculty Advisory and a Professional Development Committee. While it was interesting to have a council with teachers and parents together, it was very difficult for teachers to get coverage in the classroom to attend the meetings.

The Faculty Advisory was created to enhance communication between the Superintendent's office, school administration and faculty. The group meets monthly to discuss how to work together effectively to achieve certain goals.

The Professional Development Committee has been created to address ongoing training. Teachers will be surveyed to see what professional development they are looking for and the committee hopes to develop a plan that addresses their needs.

2. Summer Projects

Over the course of the summer, great effort was made to focus on maintaining of all of the school buildings while implementing upgrades where possible. A major improvement in custodial training to refinish the wood floors that were previously outsourced resulted in significant cost savings and great results. Please note, this impacted all of the schools and they will continue to be maintained by the custodial staff throughout the school year.

Projects by school are listed below.

Wheelock

- Some water bubblers were removed, filtration systems were added and testing was completed to ensure safe drinkable water. The filters are changed regularly; probably 4 times per year, but Dr. Marsden will follow up on the question.
- The 2nd floor hallway was painted to be brighter and cleaner.
- The freezer was retrofit, a critical component for kitchen performance.

Dale Street

- The front entrance had black leakage from the roof due to winter damage. The entrance repairs were made, leakage eliminated and it looks much better entering the school.

- Gym floor was refinished.
- A new teacher parking lot has been created and paved providing a safer area with extra spaces for parents/visitors. Lights need to be added going toward the parking lot.

Blake Middle School

- The auditorium ceiling was repaired for bad acoustics and falling tiles causing a dangerous situation. LED lights have been replaced throughout the auditorium making it brighter. The stage has been sanded and painted. The remaining upgrade will be to replace the chairs at a future date.
- Room 210 has been upgraded with carpet removal and tile installed. More classrooms need to be done, but it takes significant time and cost.
- Room 206 lighting has been replaced with high efficient LEDs.
- Gym floor was refinished.
- Upgraded the sound system so that it can be used in the gym.

High School

- Security system cameras have been set up around the building perimeter, fields, parking lots, and walkways. The administrators have access to the footage on their phones and it is saved on a server for 12 days. It is a preventative measure that will provide critical information on vandals, thefts or any other unwarranted actions. The students are aware of the security system with signs posted in the school that the premises are monitored.
- A keyless entry system is going live in the high school and middle school for teachers to access entry by swiping a security card. Access will be programmed based on need and can be adjusted for coaches or other non-school hours activities. Anyone else, including students going from the high school to the middle school, will need to be buzzed in by the office.
- There is a big red button in both the middle school and high school offices that immediately put the schools in lockdown should it be necessary.
- A separate security system is being investigated for Memorial, Wheelock and the future Dale Street. The funding for the systems comes from the capital budget and building rental income.
- Gym floor refinished.
- New sidewalks were installed by the Medfield DPW leading into the gym door entrances.

3. 2015 – 2016 Goals

- Develop and complete a 3 – 5 year strategic plan covering pre-k to grade 12. This has not been done in 10 years and will be accomplished working with New England School Development Council (NESDEC). Focus groups will be created with parents, senior citizens, community members, school administrators, teachers, town administration, etc.
- Complete a recommendation to align the elementary schools starting time and ending time and/or extend the school day. Looking at starting the school time at Memorial, Wheelock and Dale Street within 10 – 15 minutes of each other. This requires working with the bus company where there has been some progress.

They are also looking at extending the school day to allow teachers more time to effectively cover the curriculum.

- Implement Envision 2.0 Mathematics in grades K – 5. A parent forum will be held to go through the program in the near future. The first year is always challenging, but working through the issues making progress is important.
- Expand and refine the technology plan and 1 to 1 learning. The senior class received Chromebooks so they had an opportunity to experience this type of learning. Feedback has been good and the students are very positive. The Chromebooks will be returned at the end of the school year.
- Establish a world language steering /study group. Kim Cave will be organizing this group comprised of teachers, parents and administration.
- Complete district/town wide field study. Pare Corporation is conducting a comprehensive field study. The high school field was installed 12 years ago with an anticipated life of 10 years. Other town fields are also being reviewed. Pare will give a menu of options and pricing by Thanksgiving. This will be a school and town project. Special mention was made of the dangerous parking situation at McCarthy Field and if that could be addressed in the study.
- Implement Educator Evaluation Standards III and IV. Implementing the last two standards in the new evaluation model that include Family and Community Engagement and Professional Culture. Teachers will be evaluated and trained in these last two standards.
- Using the Metro West Health Survey data to support social/emotional learning. Continue to use the data to help student wellness. There is a lot of information in the survey and the Medfield results are consistent with issues that are seen across MetroWest towns. It is critical to share the data and be clear about what needs to be addressed. The Committee hopes to do this before Christmas.
- Submit a Statement of Interest (SOI) for a new Dale Street School. We will submit an SOI but it is a long and difficult process and the reality is Dale will probably fall low on the list compared to other needs in the state.
- Complete the Wheelock Boiler project. \$187,000 reimbursement came back to the town from the state on this project. Currently there are three boilers that will be replaced by two big boiler units. The plan meets state guidelines. This project will go out to bid in January and start in June after the end of the school year.
- Establish a Strategic Plan Subcommittee by the School Committee including Anna Mae O'Shea Brooke, Tim Bonfatti and Superintendent Jeff Marsden. NESDEC Consultants were hired. The Strategic Plan will include student input as part of the process.

Timeline for the Strategic Plan:

October – Initial planning meetings

November – 6 – 8 focus groups (including some open to the public)

December – Survey development

January – Conduct survey

February – Develop goals

March – May – Action items, responsibilities, finalize plan

August 2016 – Implement 5 year plan

4. Topics that are important for future Parent Advisory Meetings

- MCAS presentation will be coming including improvements with special education
- Technology integration in the middle school and high school including teacher development and curriculum adaptation
- Broader communication
- Survey results – review and analysis
- Math program review in each of the schools
- Student representation at Parent Advisory occasionally

5. Other Comments:

The high school is exploring implementing one or two free periods a week to go see a teacher, get extra help in a lab, go to the library, etc. to reduce stress.

The results of the survey in June are still being analyzed. The data is complex but will be released for parental review and used in the strategic plan. Questions were asked regarding parental support for students with special education programs (504 and IEP) and tools staff have/need to address some of the issues. More work needs to be done through Pupil Services and a separate survey on this topic is warranted.

The future of MCAS is still undecided but is scheduled to continue to 2018 for grade 10. There are several other considerations including MCAS 2.0, but the Board of Education will be deciding this in the future.

Making the district-wide calendar public on the website.

There will continue to be full day and half-day kindergarten next year.

Next Meeting Scheduled for 11/18/15 at 9:30, Blake Middle School Library

Respectfully Submitted: Marianne Phillips, October 21, 2015