

MEDFIELD SCHOOL COMMITTEE
High School Library - 7:00 pm
October 17, 2019

PRESENT: Anna Mae O'Shea Brooke - Chairperson
Jessica Reilly - Vice Chairperson
Timothy Knight - Recording Secretary
Meghan Glenn - Financial Secretary
Leo Brehm - Legislative Secretary

Jeffrey Marsden - Superintendent of Schools
Michael LaFrancesca - Director of Finance Operations
Andrea Moores - Secretary

Meeting called to order by Anna Mae O'Shea Brooke at 7:09 pm

Public Input - None

APPROVAL OF MINUTES

A motion was made by Mr. Timothy Knight, seconded by Ms. Jessica Reilly to approve School Committee Minutes from 9/19/2019. The vote was unanimous.

NEW BUSINESS

High School Advisory - presented by representatives Kerry White, (10th), Eliza Vara, (11th) and Ella Kohler (12th)

Each grade level representative shared updates and happenings within the student body at Medfield High School. The consensus from all grade levels is that the school year is off to a great start and students are fully engaged in academics, clubs, sports and school activities. The sophomore class is happy to no longer be freshman. The junior class are busy with upcoming PSAT's, and prom fundraising. The senior class loved the senior cruise, are in the midst of college applications and enjoying senior privileges. They are in the initial planning of their class gift which will hopefully be the greening of the cafeteria.

Elementary Principals' Opening Report

Memorial School - presented by Missy Bilsborough

Dr. Bilsborough is happy to share that Memorial is off to a great start and due to the combined efforts of the teachers, assistants, office staff, nurses, custodians, food service and technology department. The enrollment of the Memorial school has increased by thirteen students bringing the current enrollment to 436 students from Preschool to First grade. The average class sizes are thirteen students in preschool, twenty-two students in full day kindergarten and twenty-one students in first grade. Dr. Bilsborough

announced the new staff and highlighted the following initiatives happening at the Memorial School:

- Implementation of School Dismissal Manager
- Creation of the Memorial Playground Committee
- Professional development participation for Teacher Assistants and Behavior Technicians as a result of the new Teacher Assistants Contract
- Implementation of ST Math which is an online program that aligns with both the MA standards and our current envisions program and funded by a \$30,000 grant from the Mind Research Institute
- Hosting three principals' coffees this year which also be presented online to be available for those families that cannot attend in person

Wheelock - presented by Holli Caulfield

Ms. Caulfield is happy to share that Wheelock's opening was extremely smooth. The enrollment of the Wheelock has decreased by thirteen students bringing the current enrollment to a total of 388 students in grades second and third combined. The average class is twenty students with nine second grade classrooms and ten third grade classrooms Ms. Caulfield announced the new staff and highlighted the following initiatives happening at Wheelock:

- Creation and implementation of an entry plan
- Successful PIN (parent information night) with new format
- Implementation of all school assemblies to promote a positive school culture. The first assembly was held on the first day of school to review expectations and emphasised how excited the staff are for the upcoming school year. National Dot Day was also celebrated which is inspired by the book The Dot by Peter H. Reynolds. Students were encouraged to wear dots. We read the book The Dot and learned a song that encourages students to take risks and make their mark. Constitution Day was recognized and students learned; who wrote the constitution, where it was signed, we learned the Preamble, learned about the Bill of Right, and the branches of government. Additional whole school assemblies are planned for Veteran's Day, Hero Day, Flower Power Day, and Flag Day. The students absolutely love these assemblies..
- Live broadcasting of morning announcements by students into all classrooms via a program called XSplit. Teachers project the announcements on their Smartboards using Ms. Caulfield's Youtube channel.
- Created a Student Job program at Wheelock. All 3rd graders have an opportunity to "apply" for a student job. Jobs include: Morning Announcer, Flag Staff, Environmental Helpers, Franklin Helper, as well as various teacher helpers. In September 166 students completed a job application Students were able to choose 3 choices and everyone was assigned one of their choices.
- Student Council elections were held
- Working on beautifying the courtyard for teacher use

Dale Street - presented by Steve Grenham

Mr. Grenham was happy to share that the opening of Dale Street was both wonderful and smooth which he attributed to the excitement of both the students and the staff at Dale. He also acknowledged all of the efforts by the administrative support team, custodians, facilities and technology departments to

ensure a smooth opening. The enrollment of Dale Street has increased by fourteen students bringing the current enrollment to a total of 398 students in grades fourth and fifth combined. The fourth grade has nine classrooms with an average class size of twenty-three students with nine second grade classrooms and nine fifth grade classrooms with an average size of twenty-two students. Mr. Grenham announced the new staff and highlighted the following initiatives happening at Dale Street:

- Implementation of the Sanford Harmony SEL Program which teaches The Sanford Harmony program has the following units: Diversity and Inclusion, Empathy and Critical Thinking, Communication, Problem Solving, and Peer Relationships.
- All school read of the book The Insignificant Events in the Life of a Cactus by Dusti Bowling followed by an author visit.
- Makerspace at Dale gives students a unique place to express their creativity but also expose them to lots of ways to be creative and expand their creative thought. Imagine, explore, create, invent to change the world is the motto of Dale Makerspace.
- Pilot of a co-taught 4th grade classroom which consists of a General Education teacher and a Special Education teacher working with students throughout the day. The co-taught model benefits include lower teacher-to-student ratio, shared teacher expertise and responsibility for instruction and management, increased differentiation instruction for students and more social integration among student sub-group.

FY21 Budget Calendar - presented by Jeffrey Marsden

A motion was made by Ms. Jessica Reilly, seconded by Mr. Leo Brehm to approve the FY21 Budget Calendar as written. **The vote was unanimous.**

Christine Power - Director of Instruction and Innovation

Ms. Power began by introducing herself, shared her background and how her career has led her to Medfield. Ms. Power entry plan consisted of her meeting with all stakeholders across the district to learn about the people, positions, areas of strength, and targeted needs. Ms. Power presented the following major projects she will be spearheading for this school year:

- Blake Middle School- Standards Based Reporting Pilot Evaluation
- Curriculum & Instruction
 - Curriculum Mapping
 - History/Social Studies Framework Adoption
 - SEL Taskforce
 - Reading & Math Specialist
- Professional Development
 - Cultural Proficiency
 - Data Literacy
- Systems Building
 - Conference Request, R&D, Course Approval
 - Technology Integration Team

Mrs. Power concluded her presentation by stating how happy she is to be working in a district with supportive staff and families. She is excited to lean in and help propel the district forward.

District Accommodation Plan - presented by Mary Bruhl

Mrs. Bruhl presented the District Curriculum Accommodation Plan which was the result of Summer R&D Committee which consisted of all five principals, two elementary guidance counselors, guidance content specialist, one classroom teacher and the Director of Student Services. The committee work is as follows:

- Streamlined language and information provided in all school Building Accommodation Plans (BCAPs) to ensure consistency in all plans
- Spelled out which staff are available for supports and their job definitions
- Looked at accommodations available in each plan and removed those that were modifications or those that were redundant and added language for those that were not easily understood
- Looked at all plans to assure that all age/grade level appropriate accommodations were listed in the specific schools BCAP
- All information was collected from the BCAPs and consolidated into the District Curriculum Accommodation Plan (DCAP)

This plan was shared with the full R&D working group who provided recommendations and edits. A final version was completed at the end of summer 2019. In closing, Ms. Bruhl excited for the potential of the DCAP to help students and parents have a better understanding of student needs, learning styles and accommodations available to them. Dr. Marsden and the School Committee acknowledged the amount of work that went into the development of the DCAP.

School Committee Mission Statement - presented by Mrs. O'Shea Brooke

Mrs. O'Shea Brooke presented the School Committee Mission Statement:

"The mission of the Medfield School Committee is to support the Medfield Public Schools in creating an innovative and collegial learning environment through advocacy for our students, stewardship of our community's resources, creation and evaluation of policy, and implementation of curriculum."

Other Items since posting on October 15, 2019 - None

OLD BUSINESS

School Committee Workshop - October 18, 2019

Andy Waugh will be at the School Committee Workshop on Friday morning. He will do additional training on Open Meeting Law Compliance and the mission/goal work will continue.

End of the Year Report - presented by Michael LaFrancesca

Mr. LaFrancesca provided a follow-up to last meeting's information on the FY19 closeout and presented the following

- School Committee Expense \$35,085,655.00 which includes regular, special, and other programs plus and the capital/debt expense
- City and Town Expense \$7,607,986.00 which includes:
 - School Resource Officer

- Insurance, benefits and unemployment
- Long term debt
- Federal/State Grants, Circuit Breaker and Revolving Account Expense: \$3,717,831.00 which includes:
 - School Lunch
 - Athletics
 - Private Grants - MCPE
 - Gifts
 - Parking Fees
 - Full Day Kindergarten and Preschool Fees
- The net school spending requirement for Medfield is \$26,695,680 and the actual reported amount is \$38,408,514.00
- Average Teacher Salary: \$92,116.00
- October 1st Enrollment 2019: 2629

Donations - presented by Jeffrey Marsden

The following donations were announced and asked to be accepted by Dr. Marsden:

- Wireless Microphone System from the Medfield Music Association
- \$219.47 from Stop & Shop A+ Rewards Program for the Memorial School Student Activity Account

Mr. Tim Knight made a motion, seconded by Ms. Jessica Reilly to accept donations for the Wireless Microphone System from the Medfield Music Association and \$219.47 from Stop Shop A+ Rewards Program for the Memorial School Student Activity Account. **The vote was unanimous.**

SUPERINTENDENT'S REPORT TO THE COMMITTEE

Dale Street Project Update - On Tuesday, October 15, Mr. Leo Brehm, Mr. Mike Quinlan, Mr. Michael LaFrancesca and Dr. Jeffrey Marsden attended the MSBA Designer Panel meeting and will interview for firms on November 5, 2019. After the firm is hired community and staff engagement will begin.

Informational Items:

- Email from Ms. Chris McCue Potts regarding mediation
- Two Letters from MSBA explaining Design Panel Meeting
- MASC Legislative Bulletin
- Our Way Forward - Commissioner Riley's Report to the Board

Student Update- presented by High School Representative Campbell Ayer

Campbell Ayer reported back to the committee on the new cell phone policy at the high school. The feedback he has received has been mixed because the grade of the student elicited a different response. For example, the policy is most difficult for seniors because they have been able to use cell phone for all of their tenure at the high school whereas the freshman have not know it to be different. Campbell did state that many students reported that the limited cellphone and increases focus in the classroom and minimizes distractions. There was also a discussion about the typical senior stress this time of the year in regards to college applications in addition to academics.

FUTURE AGENDA ITEMS

The following items were stated by Anna Mae O'Shea Brooke:

- Superintendent's Goals 2019-2021 - Dr. Marsden will submit his goals from 2017-2019 school years to the committee at the end of the following week.
- Research and Development Presentations
- Secondary Principals' Report
- MetroWest Adolescent Health Survey Presentation
- MCAS Presentation

CLOSING REMARKS:

- Mr. Leo Brehm made mention of the upcoming Townwide MasterPlan Visioning Session on Sunday, October 20th at 5:30 pm.
- Ms. Meghan Glenn was excited about Mary Bruhl's DCAP presentation and to see the results of the hard work that went into creating the DCAP as well as being impressed with the evenings presentations and student body.
- Mr. Timothy Knight was enthusiastic about the great topics that were shared this evening
- Mrs. Jessica Reilly also made mention of the Townwide MasterPlan Visioning Session to encourage attendance. Ms. Reilly also stated that she is currently working on the re-formatting of the School Policy Manual so that there is consistency throughout. Ms. Reilly also stated that the Food Allergy Policy is being looked at for clarity and possible revision.
- Mrs. Anna Mae O'Shea Brooke made mention of the MAP 30 Year Anniversary
- Dr. Jeffrey Marsden stated that he is always proud of the work that is going on throughout the district

ADJOURNMENT

Ms. Anna Mae O'Shea Brooke made a motion to adjourn the meeting, seconded by Ms. Jessica Reilly. **The vote was unanimous.**

Adjournment: 9:35 pm

Minutes Approved by School Committee: November 14, 2019

Next Meeting - Thursday, November 17, 2019

EXHIBITS AND DOCUMENTS:

- FY21 Budget Calendar
- Christine Power Director of Instruction and Innovation Slides
- District Accommodation Plan Presentation
- District Accommodation Plan
- Donations
- Email from Ms. Chris McCue Potts regarding mediation
- Two Letters from MSBA explaining Design Panel Meeting
- MASC Legislative Bulletin
- Our Way Forward - Commissioner Riley's Report to the Board
- School Committee Meeting Video: <https://www.youtube.com/watch?v=guo04SZr1-E>

Respectfully Submitted
Andrea Moores, Secretary