

**Sudbury Public Schools  
Sudbury, Massachusetts  
School Committee Regular Meeting  
Wednesday October 19, 2011  
Josiah Haynes School**

**Present:** Jeff Beeler, Chairman; Susan Iuliano, Vice Chair;  
Dr. Rich Robison, Lisa Gutch, Ellen Winer Joachim

**Also Present:** Dr. Anne Wilson, Superintendent; Dr. Judy Malone Neville, Assistant Superintendent;  
Mary Will, Business and Finance Director

**Open Session**

Jeff Beeler called the meeting to order at 7:30 p.m.

**VOTED:** On a motion by Jeff Beeler, seconded by Susan Iuliano, to go into Executive Session for purposes of a grievance hearing under the collective bargaining agreement, to return to open session. The vote was 5–0 in favor. The time was 7:30.

Yes Jeff Beeler  
Yes Susan Iuliano  
Yes Rich Robison  
Yes Lisa Gutch  
Yes Ellen Winer Joachim

**Open Session**

Jeff Beeler called the resumed Open Meeting to order at 8:20 p.m. The meeting was taped for public access broadcast.

**1. Canada Trip—Curtis**

Curtis Administrator Angela Menke and French teachers Martha Soper and Ben DeMott provided an overview of this biennial trip, open to eighth-grade students in good standing. Ms. Soper stated the mission as providing an authentic cultural and linguistic experience. She stated that there are no barriers to participation and that the CPO provides scholarship funds. Because the trip runs every other year, opposite the music trip, there is always a class that misses the opportunity to go. Ms. Soper stated that combining the seventh- and eighth- grade classes results in too large a student population to manage. Moreover, seventh-grade students do not yet have the language skills necessary to appreciate the experience. She would like to explore options for providing the trip opportunity to all eighth-grade French students.

The trip will occur May 26–May 29, 2012.

**VOTED:** On a motion by Rich Robison, seconded by Lisa Gutch, to approve the trip to Quebec City Canada for ECMS eighth grade students. The vote was 5–0 in favor.

**2. Haynes Organization of Parents (HOP) Welcome**

HOP representatives Lisa Turkington and Natalie Massarotti welcomed the Committee. Ms. Turkington thanked the Committee for working with HOP to get new playground equipment approved over the summer. Ms. Turkington stated that volunteerism and fundraising have dropped a bit, which she attributes to the overall economy.

Ms. Massarotti reported that HOP is in the midst of its traditional Fall fundraisers, which will culminate in an auction in November. In March, HOP will hold its annual Bingo Night. She noted that the budget is comparable to other years and that HOP will continue to support enrichment, grade-level festivals, and whole-school performances, with a particular emphasis on literacy programs.

Jeff Beeler expressed appreciation for the work of the District's parent organizations and the fact that they continue to remain strong, despite some budgetary challenges.

### **3. Haynes State of the School**

Principal Kim Swain introduced Assistant Principal Laura Dayal and Lead Teacher Michelle Marino. She thanked HOP for helping to improve the quality of life and instruction at Haynes. Ms. Swain noted that HOP funded teacher attendance at extended workshops this past summer.

Ms. Swain outlined the challenges to ensuring student achievement, emphasizing the need for working collaboratively and with consideration for the "whole" student rather than students' academic needs only. She also emphasized the effort underway to provide data-driven instruction, including "What I Need" (WIN) block scheduling and creating opportunities for teachers to analyze student achievement data.

Michelle Marino reported on the continued use of the Open Circle curriculum and the ongoing discussion of Core Values.

Haynes, along with the other three district elementary schools, is working with the Teaching & Learning Alliance (TLA) in Grades K–2, with a focus on writing initiatives and aligning units of study with Common Core standards. Laura Dayal reported on work with Educational Development Center (EDC) to assess factors influencing student learning in math.

Professional Development activities are underway. As well, Haynes has created Data Teams for Math and Literacy, as well as continuing with teams for Instructional Support and Positive Behavior Intervention and Support.

Principal Swain reported on a new peer-norming activity that has proven popular: videos highlighting core values and positive peer interactions. In addition, she is continuing to mail Praise Cards to students for a variety of observed positive behaviors.

Haynes is continuing to engage anti-bullying expert Stan Davis around sustaining school connectedness.

This year, the school theme is 'Wonder', with the ongoing goal of engaging students and fostering a love of inquiry-based learning.

#### **School Committee Comments**

Susan Iuliano asked for thoughts on the sources of increased stress students are experiencing as reported by Principal Swain. Ms. Swain indicated that most information comes in the form of an increasing number of parent contacts to guidance to report symptoms of anxiety. She stated that Haynes is examining how the school might be contributing to student anxiety. Ms. Swain also noted that Stan Davis is considering developing a question for the school connectedness survey that might help to identify stress triggers.

Rich Robison asked about the challenges surrounding aligning the curriculum, in particular for ELA in the absence of a curriculum coordinator. Principal Swain responded that a team of teacher leaders met over the summer to learn more about the Common Core and to begin to think about how to align Sudbury curriculum to the Common Core. She also noted that the District recently posted a position for ELA.

Lisa Gutch asked about feedback on the new food service. Ms. Swain commented that the biggest challenge is time spent in line.

Rich Robison asked Principal Swain what keeps her up at night. She replied that she continues to think about ways to make time for teachers to assess data in order to inform instruction, especially in light of the desire to make adjustments frequently throughout the year.

Susan Iuliano asked when data coaches will provide training. Principal Swain responded that training was tacked onto today's ILAP and that she'll be thinking creatively about using staff meetings and other ILAP days.

Jeff Beeler recommended conferring with Dr. Wilson around the need for time because of contractual constraints. He commented that the Committee needs to understand the needs of the District in this regard clearly in light of collective bargaining later this year. Mr. Beeler thanked Ms. Swain and colleagues for the excellent presentation.

#### **4. FY12 Budget to Actual**

Mary Will presented the quarterly Budget Projection and Budget to Actual Report. She stated that salaries are set and pointed out areas where funds were encumbered. One area of concern relates to special education expenses for students who either recently moved into the district or who just started school. These total about \$400K over what was budgeted. Some of this difference will be made up by a higher Circuit Breaker balance than was budgeted. Ms. Will stated that SPED tuitions of \$200K were prepaid and that payment of the \$150K balance will require continued monitoring.

With respect to building maintenance, Ms. Will reported that funds were encumbered for the prospective joint Facilities Director position, as well as for preventative maintenance. She stated that the District will likely realize a savings again this year on utilities.

#### **5. Facilities Director Update**

Susan Iuliano circulated an updated draft MOA that outlines a more gradual implementation process than the original. The position is expected to be filled later in the school year, with the likely first task being a building assessment.

#### **6. School Committee Report**

Communications

Lisa Gutch reported that Michael O'Brien created a link on the SPS web site for any resident to sign up for Constant Contact email communications. She also announced that the pre-K coffees are scheduled for November 15 at 9:30 a.m. at the Grange and 7:00 p.m. at Curtis. Ms. Gutch circulated a flyer/invitation created by Maria Silva in Central Office, which will be distributed next week.

Ms. Gutch met with Assistant Superintendent Judy Malone Neville and will distribute the first draft of a *Town Crier* and *Patch* article for the Committee's review. The focus of the article is ILAP days.

#### **7. Open Forum**

No comments.

#### **8. Superintendent's Report**

##### **(a) ELA Curriculum Coordinator Position**

The District has been without an ELA Curriculum Specialist since the 2008–09 academic year. The position was recently revised to be an administrative position and posted as a Curriculum Coordinator position internally and on SchoolSpring. Superintendent Wilson commented that literacy skills impact all academic areas. She noted that the Grade 3–5 aggregate did not meet AYP for the first time on MCAS last Spring and that discrepancies

persist between the aggregate and special populations. In her view, District-level leadership will ensure that our goals are attained, allowing for needs assessments, teacher coaching, and coordination with SPED.

The Committee concurred that an ELA Curriculum Coordinator is a top priority that would better support both the Literacy Specialists and classroom teachers. The position would also assist in addressing persistent building-to-building inconsistencies and pockets of relative weakness in this curriculum area. Superintendent Wilson tied the need for the ELA Curriculum Coordinator to the challenges noted by Principal Swain in creating opportunities for coaching and analysis of assessment data. Further, this position will be crucial as the District is required to align its curriculum with the Common Core curriculum adopted by the State by next year.

Finally, the District also must implement new Educator Evaluation regulations by next year, which will require increased administrative time for teacher observations and evaluations. Additional administrative evaluators, especially with content-area expertise, will allow the District to enhance its teacher feedback and evaluation process as well as improve coordination of the ELA curriculum and instruction.

Superintendent Wilson noted that she assured the SEA that teachers will serve on the search team. She commented that the search is somewhat more challenging now that the school year is underway.

(b) Donations  
None.

(c) Recognitions  
Superintendent Wilson praised the Loring Grade 5 ambassadors who assisted when she toured the school. She reported that the thing students like best about their school is their teachers. Student concerns include water fountains that wet their faces if the button is pressed too hard and challenges related to the positions of the classroom sinks and paper towels. The new food service received a mixed review, with a suggestion that it is too healthy. Superintendent Wilson was impressed with the students' curiosity and pride, as well as with the teacher encouragement she observed. She will be mailing each student a certificate.

(d) Bill Schedule  
A Bill Schedule was presented.

(e) Personnel Actions  
None.

## 9. Minutes

**VOTED:** On a motion by Susan Iuliano, seconded by Lisa Gutch, to approve the minutes of the July 27, 2011 Regular Session. The vote was 5–0 in favor.

**VOTED:** On a motion by Rich Robison, seconded by Susan Iuliano, to approve the minutes of the October 5, 2011 Regular Session as amended. The vote was 5–0 in favor.

## 10. Communications

As outlined in the Communications Packet.

## 11. Members' Forum

Rich Robison announced the upcoming Route 20 Zoning Forum, sponsored by the Planning Board. It will be held October 26 at 7:00 p.m. at Town Hall.

Jeff Beeler reminded the Committee of the invitation from the Board of Selectmen to attend the October 20 Board of Selectmen's meeting with the Town's new Labor Counsel.

Susan Iuliano reported on the Executive Session minutes that can now be released: March 14, 2007; June 6, 2007; April 28, 2010; June 9, 2010; July 7, 2010; September 1, 2010; January 19, 2011; February 16, 2011.

Judy Malone Neville provided the Committee with a hard-copy of the Common Core state standards. She thanked former Superintendent John Brackett and Assistant Superintendent Bob Milley for implementing the professional development activities that allow the District to begin alignment of the ELA and Mathematics curriculum. She announced that today's ILAP training focused on the first system-wide effort to incorporate the Fountas and Pinnell Continuum data into a data warehouse, which resulted from use of in-house technology and consultants to create the data warehouse.

## **12. Adjourn**

**VOTED:** On a motion by Susan Iuliano, seconded by Ellen Winer Joachim, to adjourn the Regular Session. The vote was 5–0 in favor. The time was 11:05 p.m.

Yes Jeff Beeler  
Yes Susan Iuliano  
Yes Rich Robison  
Yes Lisa Gutch  
Yes Ellen Winer Joachim

Submitted by Sheila Cusolito, Recording Secretary