

**Milton School Committee Retreat  
Superintendent's Conference Room  
June 22, 2009**

**Committee Present:** Lynda Lee Sheridan, Chair, Chris Huban, Mary Kelly, and Kristan Bagley-Jones

**Staff Present:** Mary Gormley, Superintendent; John Phelan, Assistant Superintendent for Curriculum & Personnel

The meeting was called to order at 6:40 p.m.

The School Committee reviewed its goals from the 2008/2009 school year. Committee members agreed that the majority of the goals set for improving communication were successfully completed and will be maintained in the coming year. Last year the Committee had discussed reaching a conclusion regarding the French Immersion issue and this is an on-going matter. A presentation regarding French Immersion was given this year to the School Committee and a subcommittee will be formed next year to further explore this issue. Ms. Bagley-Jones suggested that a mission statement be developed as to what this subcommittee should accomplish.

With regard to its goals regarding the budget process, the Committee agreed that these goals were successfully met. The budget process was very transparent this year. The budget was presented early and the impact of the budget was clearly communicated to the public and to all town departments involved in the budget process. This year the School Committee had a positive working relationship with other town departments and committees and will continue this in the coming year. Similar to what the School Department has done with its budget details this year, the School Committee would like to see the budget details for all town departments posted on the Town of Milton website.

The goals set for facilities are on-going. A HVAC person was hired to help with improving efficiency and maintenance. The possibility of consolidating evening activities will continue to be explored as will the possibility of having an outside company brought in to manage energy. The Committee discussed the cost of lighting on athletic fields and questions were raised as to whether or not this could be included in rental fees and whether it should be the School Department or the Parks and Recreation Department that is charged. Ms. Gormley will follow up on this matter. The Committee will also continue to look at the options for consolidating the Community Schools program. Ms. Gormley stated that she can meet with the leadership team to come up with a proposal.

With regard to the diversity goals, the Superintendent meets frequently with the Citizens for a Diverse Milton and one concern of that group has been the issue of parental involvement and finding ways to better engage parents. The Superintendent reports annually in October on the diversity within the Milton Public Schools, and the School Committee has a Diversity Policy which is strictly adhered to. Although the Diversity Policy mainly applies to diversity among the staff, the School Committee will review diversity with respect to student achievement. As part of this goal, Committee members discussed reviewing attendance rates; graduation rates; special education; parent engagement; participation in clubs, activities, and sports; AYP; and MCAS, PSAT, and SAT scores.

The Committee discussed that the need for fundraising was critical this year for the continuation of clubs, activities, and spring sports. Ms. Gormley reported that two individuals have volunteered to become Booster presidents for next year at Milton High School and a fundraising meeting is scheduled for Tuesday, June 23,

2009. It will be a goal of the School Committee to design a yearly fundraising goal at the end of each school year.

As another goal for the upcoming year, the Committee discussed how to better engage the school Site Councils. Ms. Kelly stated that school improvement plans should be academically focused. Ms. Gormley replied that she will do a tutorial with all school Site Councils regarding the WSIP (Whole School Improvement Plan) and will establish a timeframe for completion. Ms. Gormley feels that improvement plans should be completed by the end of October/early November. The Committee suggested that Ms. Gormley and Mr. Phelan schedule regular meetings with the Site Councils as they do with the PTOs.

The Committee also established goals to reactivate the Academic Review Team; to look at programs that could be moved under clubs and activities (i.e. ACE, honors chorus); and to look at the sustainability of the number of programs offered at the Middle and High schools. Mid-year academic reviews were presented to the School Committee this year for some areas (Science, English) and full year reviews will be ready for presentation by October, 2009. With regard to reviewing programs that could be considered clubs, the School Committee will review what is currently offered to students before and after school and during the school day in the areas of art, music and physical education. Mr. Huban stated that some cities and towns waive the physical education requirement if a student is involved in a variety of sports throughout the year. With regard to the sustainability of the number of program offerings at the Middle and High schools, Ms. Kelly suggested the possibility of decreasing the number of periods per day. The School Committee and the Administration will explore this possibility as it could have a negative impact on high school accreditation and would have contractual ramifications with teachers.

The Committee also established a goal to review the World Language program for grades K-12. Within this goal, the Committee would like to review who the core group should be to evaluate this program; what would the impact be on AP classes; what would potential savings be if the partner school option were to be considered; expansion of integration in grades 4 and 5; and what can be added to the English program to make it more enticing. Ms. Kelly voiced her concern that the enrollment in French Immersion versus the English program is approximately 60% to 40%. She feels it would be interesting to review what the enrollment statistics have been for each program over the past 5 years.

In summary, the goals of the School Committee for the 2009/2009 school year are as follows:

- Maintain the high level of communication that was established this year
- Maintain the level of communication with inter-town committees
- Explore the possibility of consolidating evening activities
- Review student achievement
- Design a yearly fundraising goal by the end of each school year
- Engage school Site Councils
- Reactivate Academic Review Team
- Review programs that could be moved to clubs
- Review World Language program for grades K-12
- Review the sustainability of the numbers of programs offered in the Milton Public Schools

These goals will be approved at the next scheduled School Committee meeting.

### Summer Meeting Schedule

The Committee discussed potential dates for summer meetings. August 4<sup>th</sup> and 25<sup>th</sup> were mentioned and Committee members were asked to email Bev Quinn with their availability. A Finance Subcommittee meeting is scheduled for Tuesday, June 29, 2009 and a July meeting may be scheduled at a later date.

### Superintendent's Evaluation

Going forward, Ms. Sheridan stated that the Superintendent will be asked to set up personal goals and goals for the leadership team which can be used as a basis for an evaluation. Mr. Huban stated that part of the evaluation process is for the Superintendent to self-evaluate. Ms. Gormley replied that she will do this and will incorporate some of the goals discussed this evening. For this year's evaluation, Ms. Sheridan asked that Committee members reflect on how they feel Ms. Gormley has performed this year and email their responses to her as Chair. Before doing so, the School Committee will verify that this does not violate the Open Meeting Law. The Committee discussed that there is an evaluation form within the School Committee policies. Although this has not been used in the past, it can be used for the Superintendent's evaluation if members wish to do so. The review of the Superintendent will be presented at a regular open session meeting of the School Committee.

### Executive Session Minutes

Ms. Sheridan stated that she would like to have Executive Session minutes reviewed and approved. Minutes from 9/03 through 1/06 are available as are minutes from 9/08 through 6/09. The Committee will check with past School Committee Chairs to obtain the remaining Executive Session minutes. The Committee asked that Bev Quinn email the dates of past Executive Session meetings (1/06-9/08).

### 2009/2010 School Committee Calendar

The School Committee reviewed the calendar for the upcoming year and discussed the presentations to be given at each meeting. The tentative schedule is as follows:

MEETING DATE	TOPICS
August 4 and August 25	School Business Administrator, Matt Gillis Tucker Principal, Marcia Uretsky Discuss goals of World Language review team Discuss rental fees
September 8	Opening of school Full Day Kindergarten update Student Achievement/MCAS
September 22	School Choice
October 6 <sup>th</sup>	Diversity report Corrective action issues Program sustainability
October 20 <sup>th</sup>	Budget development Academic Program Review
November 10 <sup>th</sup> (*changed from November 9 <sup>th</sup> )	Site Councils Milton Foundation for Education Budget
November 24 <sup>th</sup>	PAC 1 <sup>st</sup> Quarter Actuals Site Councils

	Budget development
December 8 <sup>th</sup>	Budget Site Councils Student Achievement
December 22 <sup>nd</sup>	This meeting was eliminated and another meeting was added to January, 2010
January 5 <sup>th</sup>	Athletic report World Language review Budget
January 19 <sup>th</sup>	Pre-K /Full Day Kindergarten Fee review
January 26 <sup>th</sup>	Vote budget
February 9 <sup>th</sup>	Budget 2 <sup>nd</sup> Quarter Actuals
February 23 <sup>rd</sup>	Budget MCAS
March 2 <sup>nd</sup>	Budget Food Service Report
March 16 <sup>th</sup>	Budget Facilities Report
March 30 <sup>th</sup>	Budget
April 6 <sup>th</sup>	Budget
April 13 <sup>th</sup>	Budget Final World Language review
April 27 <sup>th</sup>	Prep for Annual Town Meeting
April 28 <sup>th</sup>	School Committee Reorganization
May 4 <sup>th</sup> and Annual Town Meeting	
May 18 <sup>th</sup>	School Choice vote
June 8 <sup>th</sup>	Yearly fundraising update
June 15 <sup>th</sup>	Not a scheduled School Committee meeting. It was suggested that the volunteer reception and the retiree reception be combined on this night
June 22 <sup>nd</sup>	

Ms. Kelly suggested adding another column to the calendar to show certain meetings the School Committee is required to have (such as Open Budget Hearing) and due dates, if applicable, for certain votes, evaluations, etc. Ms. Sheridan thanked School Committee members, Ms. Gormley, and Mr. Phelan for their participation at this retreat.

A motion was made to adjourn.

Move: C. Huban

Second: M. Kelly

By a roll call voice vote, the School Committee voted unanimously to adjourn.