

Milton School Committee Retreat Meeting Minutes
Milton High School Library
25 Gile Road
Milton, MA 02186
August 3, 2022

Committee Present: Chair, Ada Rosmarin, Vice Chair, Dr. Elizabeth Carroll, Beverly Ross Denny, Dr. Celina Miranda, Annamma Varghese, Betty White

Staff Present: Janet Sheehan, Acting Superintendent of Schools, Garth McKinney, Assistant Superintendent of Curriculum and Human Resources

Absent: James Jette, Superintendent of Schools, Amy Dexter, Assistant Superintendent for Business;

Guest Facilitator: Dorothy Presser, MASC

1. **Call to order** - 4:08pm

2. **Approval of the Aug 3, 2022 Agenda**

Chair Rosmarin made a motion to approve the School Committee Retreat Agenda.

Second: Member Varghese

3. **Welcome and Introductions of Facilitator Dorothy Presser, MASC -**

Chair Rosmarin

- Dorothy Presser from MASC has agreed to help facilitate and work through the process of the retreat

Dorothy Presser

- Introduction
- Inquired about the School Committee's plan for the year
- Presentation link (DOES CHARLENE HAVE A COPY OF PRESENTATION THAT WE COULD LINK HERE?)
- Goals - Exercising Leadership
 - Frame around the structure
 - What will School Community do to accomplish the goals
 - Monitor the progress toward the goal
 - Look at the budget - biggest resource
 - What is the goal as the School Committee
- Continuous improvement

- Strategic plan
 - Alignment
 - Look at year to year
- Discuss the Action Plan
- The plan is linked to budget
- Implement the Action Plan
- Monitor the Action Plan
- Goal Alignment
 - Support goals, Superintendent, Administrators and Principals
- Over Arching Goals
 - To fulfill goals
 - What is your vision per goal
 - When goals are set - tied with the need
 - All will come together
- Action Plan - Assistant Superintendent Dr. Garth McKinney
 - Discussion on leadership team
 - Teacher plan
 - Working with AJ Melanson
 - Incentives from last year
 - Benchmark - 3 focus areas
 - list
 - Learning environments
 - Building Personalized Learning - handout
 - Coordinating plans
 - Discussion on Training
 - Monitor progress
 - Gauge in Learning Walks
 - Show teachers all the work that is happening

Member Ross Denny

- Collecting the data beyond the MCAS
- Have you received a gauge where you are looking at the data?
- Where is Milton on a scale of 1-5?

Assistant Superintendent Dr. Garth McKinney -

- Milton is at a 4 , we have had a lot of data
- Great resources and staff
- Goal is staying in that cycle
- Reviewing the Metrics

- MCAS - results waiting to see where we are
- In about a month or two could have a clearer picture of where we are

Acting Superintendent Janet Sheehan

- Tried last year to introduce a structure to analyze the data
- Leadership team were not comfortable with the process
- Having the protocols in place
- Different way of looking at the data
- Providing the guidance
- Need to look to follow the data protocol
- At the end of the school year we need to analyze the data
- Work with the leadership team to make a determination of when the protocol will take place
- Have a Metrics Team and our Data Analyst again to come up with a plan to align with the Strategic Plan
- Don't know what we are looking at for the MCAS this year
- Metrics Team is interested in looking at the data and coming up with realistic expectations

Member White

- At one of our meetings, Superintendent Jette had shared data and had stated that MPS has made good progress

Acting Superintendent Sheehan

- Looking at i-Ready and Lexia results
- Will find that data and share with you
- Leadership Team are very appreciative of the support

Member Varghese

- How many math interventionists does MPS have?
- Are you challenging the children?
- Will they provide extra support to all children?

Acting Superintendent Sheehan

- At this time MPS has more Reading Interventionist, not so many Math
- Have an Unfinished Learning Plan in place
- Number of resources for teachers around accelerating learning
- Coordinators do a lot of work around, not just focusing on the acceleration but supporting all students
- Teaching the standards and keeping the expectations high

- Teachers are aware there will be learning gaps
- Moving forward with the curriculum

Member Ross Denny

- Are the vast majority of students at or above grade level at this time?
- Data came out in April

Acting Superintendent Janet Sheehan

- Will conduct a winter data review
- Data will also available online

Dr. Carroll

- We need to look at the spring data to see where we are

Dr. Miranda

- Worried about the communications with parents and the community
- What and how can we break down the data and tell the story?
- Are we focusing on the gains?
- How do we communicate with the families?
- Need to be serving all students
- Look at the data and educate the parents

Member Varghese

- We need to be listening to the parents and share the data
- Want to hear all the concerns
- Bringing parents into the conversation early on

Assistant Superintendent Dr. Garth McKinney

- Safe and Supportive schools discussed:
 - The goals, year one
 - Secondary goals
 - Larger goals
 - Professional Development
 - Curriculum
 - Safety training

Acting Superintendent Janet Sheehan

- Grant allows to look at the specific date at their own schools
 - Jennie Beliveau and Principal Karen McDavitt working together
 - Multicare system - support

- Work right at the ground level

Member Ross Denny

- Asked about the reporting System
- Any plans to integrate into the review process?
- Will the data be shared?
- Might be a trend to look into
 - Report bullying
 - Didn't receive the updates
 - Who is looking at and tracking the data?

Acting Superintendent Janet Sheehan

- Added that to the data report request can be added

Member Varghese

- Is there an opt out for families to have privacy on the surveys?

Dr. Carroll

- Yes, the opt out is an option for families on the surveys
- Families are notified before surveys are sent out
- Surveys are available for parents to review
- Each survey had the opt out option each time
- There is a policy in place

Claire Galloway-Jones

- Unpacking and reviewing the Equity Audit
- Discussion on Equity and Inclusion
- Identity of belonging
- Provide Professional development
- Equity Steering Committee Meetings
- Lots of surveys were done last year
- Looking forward to the Learning Walks
- Books being read at the High School level
- Looking at bias around Equity and Inclusion
- Can be challenging for teachers
- Not all is about the race, there are discussions on gender equity

Dr. Carroll

- We need to be sharing the work
- Different roles of the training
- Is there a plan to begin working towards this upcoming year?

Claire Galloway-Jones

- Need to look at the data and see where are we
- Provide and schedule Professional Development
- Anti-Racist work
- All the work is done but must follow through

Dr. Carroll

- Are we on track?
- Need to communicate with the community

Claire Galloway-Jones

- Lots of data to review
- Provide highlights

Dr. Carroll

- Equity Audit
 - Important to have robust results

Claire Galloway-Jones

- People need to be able to see the data and want to be able to explain to the parents and community
- Want to provide the information

Member Ross Denny

- What are the expectations from the community?
- General misunderstanding of what was done and what was actually done
- Need to provide clear communications with the community

Member Varghese

- Are these goals for this year?

Assistant Superintendent Dr. Garth McKinney

- Yes, targeting for this year
- Action plan in place

Acting Superintendent Janet Sheehan

- Focus on the Professional Development

Member Varghese

- New School Calendar discussion
 - Would like to provide a poll to see how the parents adjusted with the calendar
 - Late starts are new this year

Dr. Carroll

- School Calendar
 - Perhaps consolidating at the days
 - More full days off instead of half
 - Family balance of what works best

Dorothy Presser

- Smart Goals
 - Outputs and outcomes explanations
 - Do the work we want to do, how will it be different
 - A Lot of data to go through and analyze it, now what is the plan and benchmark
 - Monitor the progress
 - Think about the plans in place, what will it get up to at the end of the year
 - Complementary role in leadership, management, governance, monitor, adjusting
 - School Committee Goals, what are the actions, can provide research and support
 - School Committee and Administration support each other
 - Support the district
 - Reasonable number of goals
 - What you can take on
 - Range of 3 to 5 goals
 - Discuss what you want the outcomes to be
 - Exercise - what your priorities are

Dr. Miranda

- Communication
 - How can we make sure the message gets through?
 - Set a goal around understanding Personalize Learning
 - Should be included in the communication to the parents and community
 - Make sure that we have improved knowledge of the communication
 - Roles of School Committee and the district

Dr. Carroll

- Discussion on outcomes and outputs

- Good conversation last year around the goals
- Schedule the Community Forums
 - what are the purposes and want to be sure the forums are successful
 - How are they being structured to be more productive
 - Focus on the goals - what are we aiming to achieve?

Member Ross Denny

- Communication could be the umbrella
- Need to look at considering an override
 - Need to over communicate and organize the discussions with the community
 - Prioritize

Member Varghese

- Communication
 - Keeping it going
 - Knowing the goals may need to be refined as we go

Dorothy Presser

- Maybe not having the goals have so many details
- Changes may take place
- How can you react to the changes you don't have control over
- Administration point - budget, policy - anything they see that School Committee could do to be helpful with their plan

Acting Superintendent Janet Sheehan

- Need to discuss the plan of communication on the override
- Highlight the good things happening in the schools, discuss the accomplishments
- Will continue to share the data
- Discussion with the Leadership Team and Teachers about Personalized Learning

Dr. Miranda

- Missing is the assessment piece
 - Assessment piece has changed
 - The tools have also changed
 - Tracking is different, we're paying attention to the data to the race, disability, are we asking the right questions?
 - How to make sure we are more rigorous and focus on equity?

Acting Superintendent Janet Sheehan

- Address the need of the challenges

Dr. Carroll

- Agree sharing highlights are so important
- Show what School Committee is doing to address the issues
- Keep communications open
- Discuss the Budget Override - talk to the community - support the whole town - and the need for the community
- Can't be all about the schools

Member Ross Denny

- There are challenges in the way we communicate
- Need to be aligned and easy for the community to find
- What can be done differently?
- Have it in one spot, newsletter, highlights, school committee meetings, etc
- Should have resources available to the community

Acting Superintendent Janet Sheehan

- Survey did go out to parents regarding communication
 - Will look at that data from survey

Member White

- People tend to get their information from social media
- Ask people what is the best way to communicate with families/community
- Target the communications to get our message out there

Dorothy Presser

- Gave the School Committee members a task
 - Ask School Committee to think of 2 top priorities
 - What are the common themes?

Dr. Carroll

Policy

- Work on Restorative Justice
 - One policy that we are specially looking at now
 - Review the Equity Audit findings
 - Looking forward to working with the forums

Dr. Miranda

- Development Goals
 - Policy goals

- Budget goals
- Set Strategic goals - being able to align them
- The efforts need to align
- Sending our energy where we need to

Dorothy Presser

- Should be a community partnership
- Community thinks the School Committee has all the responsibilities
 - Need to provide the community a list of the School Committee's responsibilities
- Supporting the work to figure out ways to progress the communication
- What are the further goals for the district?

Dr. Miranda

- Thinning about the big list we have ahead of us
- Communication needs to be addressed
- Huge conversations - about the over crowded schools
- Connecting the key priorities

Member Ross Denny

- Priority at a leadership level that hasn't been highlighted
- How do we set the expectations?
- Voted on phase I of the strategic plan
- Maybe we need to look at phase II to be completed

Chair Rosmarin

- Need to address facilities and overcrowding
- Communication can be provided in public forums
- Meetings suggested over the past year - have our agenda based around the Strategic Plan goals and focus on that in the meetings

Dorothy Presser

- Every meeting is a chapter in your story
- Template to follow and can improve
- When is it appropriate to hear about the progress being made?
- Helps build the capacity of the story

Dorothy Presser

- Asked School Committee to participate in an exercise
- All should provide two goals
- List of goals:
 - Address the overcrowding
 - Building sufficient budgets
 - Phase II of strategic plans
 - Social and Emotional Learning
 - Strong understanding of Personalized Learning
 - Improve image of MPS to the community
 - Build the community understanding of the overcrowding of the schools
 - Ensure Superintendent review aligns with Strategic Plan
 - Transparency
 - Community involvement
 - Identity needs, safe and supportive schools, equity
 - Community engagement, listening and being informed

Dorothy Presser

- Do we have common themes?

Dr. Carroll

- Communication as a umbrella
 - Community forums
 - Other goals areas fall under the communication
 - Community engagement
 - Measuring data

Member Varghese

- Getting feedback from parents
- Communications can be expressed differently to the parents and the community

Dorothy Presser

- Draft a goal statement and exactly it is you want to accomplish
- Goals may not be perfect
- What do you want to do with the priorities?

School Committee working in groups - team discussion of their goals

The School Committee shared their goals - Chair Rosmarin and Dr. Carroll

- Facilities

- Looked at the language from previous Strategic Plan
- Look at the related space
- Walked through the steps
- Provide enough space for our students without increasing class sizes
- Need to investigate the options and the cost
- Option for short term solutions
- Architectural goal
- Research and identify what decisions have to be made
- Ultimately to maintain the excellent learning environment
- Time of the tracking comes down to the budget process and the resources
- Identify the options
- Add on providing the communication piece

Member Varghese - Member White

- Budget
 - Proposed draft goals
 - Discuss the projects
 - Keep stable
 - Sufficient resources
 - Would be looking at an override
 - Process of the override
 - Communicating with the community
 - Keeping the lines open
 - How do we give information without the surprise

Member Ross Denny - Dr. Miranda

- Strategic Plan
 - Focus on the phase II
 - Allow to measure growth over time
 - What would be looked at and assets?
 - Look at the MCAS data
 - Formative data
 - Focus on ELA and math
 - Development outcomes for equity and learning
- Need specifics around the equity and learning
- How plan needs to be developed
- Key action - review by Superintendent and Administration benchmark area
- What would lead to - look at the data and decided to proceed with the same course of action or what should change
- Keys of success are included in the plan

Team building - Communicating

Chair Rosmarin

- Draft goals and address at the next meeting on 8/24

Dr. Carroll

- Looking to put together a communication team
 - Dr. Carroll, Member Ross Denny and Dr. Miranda
- Meet again at the end of August

4. Chair's Report - Chair Rosmarin

- a. Discussion of Disclosure by Municipal Employee (Asst. Superintendent of Business) - Via Zoom
 - Assistant Superintendent Dexter was asked to help out at town hall
 - Will not be working with town hall during the week
 - Working on Sundays at Town Hall to close FY22
 - Has been approved by the Select Board
 - School Committee does not need to approve, just wanted to provide transparency
 - Will not interfere with duties at school
 - Provide all the ethic rules

Member White

- Thankful and grateful for Assistant Superintendent Dexter for stepping in on weekend time
- The Town needs help getting things done
- Select Board is also appreciative

Chair Rosmarin

- Agree with Member White
- Collaborative relationship with the Select Board
- Maintaining positive relationships with the town

- b. School Committee Calendar - Chair Rosmarin

- Working with Milton Access TV - asking to build a hybrid studio here at the high school - doesn't make sense right now, Milton Access does not have enough staff
- Hoping to work out to do at Council on Aging
- Three options
 - Continue remote meetings
 - Go back to in person meetings
 - Hybrid-Model
- Can change at will
- Ability to change our plan based what is going on

Member White

- Like the idea of hybrid
- Gives flexibility
- In person helps build relationships

Dr. Carroll

- Like the hybrid option
- Don't want to go back just full in person

Dr. Miranda

- In support of the hybrid model
- Flexibility is important

Chair Rosmarin

- Can continue subcommittees remotely

Dr. Carroll

School Committee Calendar

- Site councils, is the order for a reason?
- Will community forums be added?
- Should be more equitable order of site council

Member Ross Denny

- How is the Site Council meetings order decided?

Chair Rosmarin

- Reasonable to look at the order of the schedule of the meeting and reorganize with Acting Superintendent Janet Sheehan
- Will meet twice a month on Wednesday nights

- Will bring back another calendar draft

Dr. Carroll

- Add evaluation Superintendent Goals
- Update calendar

Chair Rosmarin

- Updating dates - discussions and updated
- Community forums - focus on good schedule times

c. Subcommittee Assignments 2022-2023 - Chair Rosmarin

- Shared handouts of assignments - discussions of the Subcommittees

Chair Rosmarin made a motion to approve the Subcommittee Assignments for 2022-2023.

Second: Member White

Vote: 6-0-0

5. Finance Subcommittee Report - Member White and Member Ross Denny

Approval of Vendor Warrants -

Member Ross Denny made a motion to approve Vendor Warrant #54 dated June 29, 2020 in the amount of \$294,069.84.

Second: Dr. Miranda

Vote: 5-0-1

Member White made a motion to approve Vendor Warrant #55 dated June 30, 2022 in the amount of \$169,691.43.

Member White made a motion to approve Vendor Warrant #2 dated July 28, 2022 in the amount of \$316,294.69.

Member White made a motion to approve Vendor Warrant #3 dated August 4, 2022 in the amount of \$230,084.96.

Second: Chair Rosmarin

Vote: 6-0-0

Chair Rosmarin made a motion to adjourn from the School Committee Retreat.

Second: Member Ross Denny

Roll Call Vote: 6-0-0

School Committee Adjourned at. 8:30pm.