

**Milton School Committee Meeting Minutes**  
**Via Zoom**  
**Milton High School**  
**November 2, 2022**

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

Staff Present: Janet Sheehan, Acting Superintendent; Dr. Glenn Pavlicek, Assistant Superintendent for Business; Dr. Garth McKinney, Assistant Superintendent of Curriculum and Human Resources

**1. Call to order - 7:02pm**

**2. Approve November 2, 2022 Agenda**  
Updated

**3. Superintendent's Update - Acting Superintendent Janet Sheehan**  
Updates

- Reminder to check the Superintendent Blog and individual school calendar for upcoming events
- Annual Monster Dash last Sunday was a huge success with over 1,000 adults and children participating in the run/walk
  - Organized by the Milton Foundation for Education
  - Thank families for the support
  - MFE for their fundraising and support
- This week Milton Educators engaged in Professional Development
  - Universal Design for Learning
  - Calm Classroom
  - Data Analysis
  - Trauma Sensitive Classrooms
- Looking forward to welcoming parents and guardians to a School Committee Forum on November 9th at 7pm at the Council and Aging - Topic will be Personalized Learning
- Reminder to families to get your tickets for the Milton High School performance "Beauty and the Beast" - November 10th, 12th and 13th
  - more information on our MPS website
- Annual Cardinal Cushing 5k run/walk - Saturday November 19th at 9am starting at the Cunningham School (more information on our MPS website)

- a. Tucker Elementary School Site Council Presentation - [link](#) on the MPS website
  - i. Principal Catherine DesRoche & Site Council Team
  - ii. Assistant Principal and Curriculum Coordinator Kirsten Driscoll

Dr. Carroll

- Thank the Site Council for their presentation
- Tucker Tiger parent - it is the best
- Children get to experience Tucker every day
- Connection piece you up lifted is so vital and is really there
- Thank the parents also involved in the Site Council as well
- Great field trips, after school homework club
- Thanks for sharing the data and understand there is work to be done
- Appreciate the process you are taking to go student by student, that really is what personalize learning is after all
- Ms. DesRoche the way you stepped in this year and been a leader for our community has been awesome, thank you so much
- Thrilled to learn about the faculty outing and staff breakfast
  - emphasis on support for staff
- Brother Dennis, thank you for what you have shared
  - Heard so much about you
  - Have kids that love the gardening club
  - Really exciting to hear you talk about the church community and involved with the Tucker Community
  - Great synergy with the community
- PTO and everyone are working so hard and we are all benefiting

Member White

- Thanked Tucker Site Council, enjoyed your presentation
- Tucker is a wonderful place to be a student and also a wonderful place to work
- Asked about Family Outreach and how many new residents/families? Do you have a sense of how many new families there are at Tucker this year compared to previous years?

Cat Desroche

- In the ballpark of 15-20 families
- In the past a Family Mentoring Program was done to help with the connection with the community and school
- Looking to reinstate the Mentoring Program again

Dr. Miranda

- Thanked the Tucker Site Council for their presentation
- Thank you for highlighting the unique aspects of the work you are doing
- Creating connections for students, families and staff are so critical during these challenging times

Member Ross Denny

- Expressed appreciation for Kirsten Driscoll and Cat Desroche
  - Cat Desroche seemingly reintegrated herself back into the Tucker Community and Kirsten Driscoll for keeping it going
  - Partnership reflects in your accomplishments in just a few months together
  - Hope you needs do change as you finalize your plan, and share your needs with the School Committee
  - Importance of establishing those relationships among all of your stakeholders will help make your smooth transition into your leadership at Tucker

- Thanked Brother Dennis for re-engaging the Tucker Community in a thoughtful way
  - Students enjoy participating in activities with people they do not see everyday
  - Establishing new relationships
  - Recognize our students in a great way

Member Varghese

- Thanked the Tucker Site Council for their presentation
  - Very moving especially the photos of the smiles students
  - All the initiatives you have put in place
  - Connecting with the community and with staff

Chair Rosmarin

- Thanked the Tucker Team
- So happy to have Cat Desroche
- Great to hear about all of the work you are doing at Tucker, in particular the student data tracking
  - Students tracking their own goals, work and progress is a powerful motivator
  - What grade does the student data tracking begin?

Cat Desroche

- Just embarking on this piece of the work, still working on the program
- Have seen examples as early as kindergarten, each grade will look different
- Work in progress at this time

b. Final Reading of Pierce Middle School Trip to Washington DC - Dr. Fish and Jake Smith

Milton Public Schools

Field Trip Final Approval Request

(To be submitted to Principal at least thirty (60) days prior to the trip)

Name of Field Trip Coordinator: Mr. Jake Smith, Social Studies Teacher Date: 10/20/22 Dr. William Fish, Principal

Student Group Participants: Pierce Middle School Grade 8

1. Detailed Itinerary of Field Trip Including Educational or Athletic Activities, Accommodations, and Travel Arrangements

- See attached schedule; hotel accommodations will be finalized upon booking ●
- Travel arrangements made by Nations Classroom

2. Description of How the Safety of Students will be Maintained

- There will be approximately a 12:1 student to chaperone ratio throughout the trip. ● Security personnel provided by Nations Classroom, the travel vendor, will monitor the halls of the hotel overnight.

3. Planned Adult Supervision

- Each chaperone will be responsible for each of the students (up to 12) in their group. It is expected that 22-25 faculty members, including at least one administrator, will attend the trip. Nations Classroom will provide one educator/tour guide for every 10 students.
- The principal (or designee) will serve as the direct line of communication between the field trip participants, families, and the superintendent.
- Nation's Classroom provides wristbands with a phone number for students to call if they are separated from the group. The person at that number will have direct contact with tour coordinator and the group.

#### 4. Detailed Budget Including Receipts and Disbursements Anticipated

- Student cost is \$1199, which includes flights, hotels, and all necessary site admission prices.
- Students will be participating in a number of fundraisers, including but not limited to:
  - Yankee Candle
  - Midland Fundraiser (Cookie Dough company)
- The Pierce Middle School PTO plans to continue its support of the trip through a donation.
- Nations Classroom will provide one scholarship for every 50 paying students. Scholarships can be distributed as full or partial scholarships.

#### 5. Statement that All of the Above Details have been Provided to the Parents and Students, and Written Approval for the Trip has been Granted from the Parent or Guardian of Each Student Involved and All Pertinent and Emergency Information has been Provided.

- All parents/guardians will receive the above information during an informational meeting in November once the trip request is approved. Additionally, a mandatory trip meeting will be held later in the spring. Parents/guardians of all participating students will furnish permission for their child to attend the trip by enrolling their student via the Nations Classroom website. A Pierce Middle School Field Trip Permission Form and medical form will be collected from each student at the time of the mandatory spring meeting.

Signature of Field Trip Coordinator: Jake Smith Date: 10/20/22

\*Signature of Principal:



Date: 10/20/22

\*The Principal should ensure that a Statement of Final Accountability is submitted by the authorized trip sponsor (in accordance with the Cash Management Policy) to the business office or high school student activity account coordinators. This statement to include itemized listing of expenditures must be signed by the Principal or his/her designee. Please see MPS Field Trip Policy – Financial Accountability.

Member Ross Denny

- Thanked Dr. Fish for your thoughtful plan and for finding create ways to meet the financial needs of the families
- Wish you the best

Dr. Miranda

- How do you go about making the trip culturally accessible to families?

Dr. Fish

- Relationships and knowing students well
- Look at those students who signed up and those who did not
- Outreach to families
- Making the connections to families

Mr. Smith

- Provide students with options that cater to their interest
- Make it interesting and relevant

Member Varghese

- Are parents allowed to go on the trip with their children?

Dr. Fish

- The trip is set up to be as school chaperones only

Chair Rosmarin

- Thank you for the presentation
- Sounds like an exciting trip

Chair Rosmarin made a motion to approve the final reading of the Pierce Middle School Trip to Washington DC on May 24-26, 2023.

Second: Member White

Roll Call Vote: 6-0-0

#### **4. Citizen Speak (Policy BEDH-15 Minutes)**

None

#### **5. Chair's Report**

##### **a. Superintendent Search Timeline/Process**

Chair Rosmarin

- With the resignation of Mr. Jette as of November 4, 2022, Janet Sheehan will stay on as an Interim Superintendent while we search for a Superintendent
  - Grateful for her leadership
- School Committee is working together to put together the Superintendent search
- Talk about the draft posting for the Superintendent
- Put together a search committee
- Discuss the expedited timeline

## Search Organization

- Learning about the Collins Center who assisted with the Town Administrator search (after discussing with Dr. Pavlicek, the Collins Center is more oriented towards Municipal Government than schools)
- Another option would be the Mass Association of School Committees
  - Milton School Committee are members
  - All about public schools, School Committee's and Superintendent
  - Provided guidance to many schools across Massachusetts
  - Reach out to Glenn Koocher at MASC, and talked about working with School Committee
  - Became clear that MASC is a preferred organization
  - Cost is covered by Milton's membership
  - Sample surveys and timelines, that have been very helpful
  - Dr. Carroll has put together the materials for the Superintendent posting and MASC has assisted with the format

## Dr. Carroll

- shared the below brochure

## MILTON PUBLIC SCHOOLS

### Superintendent of Schools, Milton Massachusetts

Visit our Website: [www.miltonps.org](http://www.miltonps.org)



## QUALIFICATIONS

The Milton School Committee is seeking a 21st century education leader to become its next Superintendent of Schools. The successful candidate will have a long-term vision and effective leadership skills to guide the district to achieve its best and inspire others: students, parents and families, faculty, administrators and the community.

- Licensed, or eligible for licensure, as a superintendent of schools in Massachusetts
- Master's degree required; doctorate preferred
- Minimum of 10 years in education, including 5 years of central office and/or administrative experience and 5 years teaching experience

**Information about our position and our district as well as how to file your application material is presented below.**

## SELECTION CRITERIA

- Evidence of accomplishment as a central office administrator, improving student achievement for all students through strategic and innovative leadership.
- Demonstrated track record of enhancing diversity, equity, inclusion, and belonging outcomes in the context of a diverse community.
- Proven ability to be a visible, accessible champion for education in the community, leading a collaborative spirit amongst teachers, administrators, parents/guardians and community stakeholders.
- Outstanding communication, interpersonal, and management skills, including change management; able to navigate complexity with organizations, finances and budgets, including building relationships with local government leaders and employee unions.

- Understanding of school finance, facilities including capital projects, local/state legislative processes, with a strong command of Massachusetts curriculum, educational policies and law.
- Instructional leader with experience leading initiatives related to personalized learning, safe and supportive schools, and equity in learning

## **MISSION STATEMENT**

**The Milton Public Schools Educate, Challenge & Empower all students to achieve individual post-secondary goals and to be productive, caring, and contributing members of society.**

*Milton Public Schools is an Equal Opportunity Employer.*

## **VISION**

We, the Milton Public Schools, envision a district with excellent instruction in every classroom, where learning experiences are aligned with students' individual strengths and needs, and where attention to academic and social emotional growth are balanced so that every child achieves at high levels and develops a strong sense of self.

We see a district of intellectual discourse and professional learning at all levels—students, faculty, and administration- in which there are structures and processes for continual reflection, innovation, and data-driven decision— making.

We know that such a district is achievable if: we facilitate instruction that instills a passion for learning, curiosity, and critical thinking skills; we are committed to cultural competency; we foster a positive approach to the behavioral health of children; and we build strong partnerships with families and the community.

MPS has identified three strategic initiatives in a recently approved Strategic Plan for 2022-2027: Personalized Learning, Safe and Supportive Schools, and Equity in Learning. It is our belief that when these three initiatives are realized:

- students will experience a robust and academically rich school experience
- the district will experience growth in high stakes testing outcomes, and
- performance outcomes, such as achievement/opportunity gaps will be reduced and or eliminated.

## **CORE VALUES**

- High Academic Achievement for all Students
- Excellence in the Classroom
- Collaborative Relationships and Communication
- Respect for Human Differences
- Risk-Taking and Innovation for Education

## **ADMINISTRATION AND STAFF**

Superintendent of Schools  
Assistant Superintendent for Curriculum and Human Resources  
Assistant Superintendent for Business Affairs  
Director of Pupil Personnel Services  
Assistant Director of Pupil Personnel Services  
Out of District Coordinator  
Restorative Justice Coach  
Director of Diversity, Equity, and Inclusion  
Elementary Assistant Principals/Curriculum Coordinators  
Middle School Vice Principals  
High School Vice Principals  
High School Science Department Head  
K-5 Social Studies Coordinator  
K-12 Math Director  
K-8 Science Director  
6-12 Social Studies Coordinator

District Wide Early Childhood Education Director  
Director of School Counseling 6-12  
Director of World Language  
Director of Fine & Performing Arts  
Director of Data and Analytics  
Director of Educational Technology  
Director of Information Technology  
Director of Nursing  
Athletic Director  
Principals  
Human Resources Specialist  
Budget Analyst  
Payroll Clerk  
Accounts Payable Clerk  
Facility Rental Coordinator  
Transportation Director  
Communication Specialist  
Community Schools Director  
Food Service Director  
ELE Coordinator  
Student Data/State Reporting Coordinator  
Residency/Student Registrar  
Family Outreach Liaison

## **MILTON PUBLIC SCHOOLS**

- Student Enrollment: 4344
- Budget: FY23 \$54 million

### **School Buildings**

The Milton Public Schools serves approximately 4,400 students in four elementary schools, one middle school and one high school. Milton offers a developmental preschool, before and after school programs and summer school programs. All six of the district's buildings have been rebuilt or updated to state-of-the-art facilities. The district is currently engaged in seeking options for additional space to accommodate our growing student population.

Milton High School (9-12) 1,063 enrollment  
Pierce Middle School (6-8) 958 enrollment  
Collicot Elementary School (K-5) 585 enrollment



Cunningham Elementary School (PreK-5) 641 enrollment  
 Glover Elementary School (K-5) 633 enrollment  
 Tucker Elementary School (PreK-5) 464 enrollment

Native Hawaiian, Pacific Islander..... 0%  
 Multi-Race, Non-Hispanic .....5.7%

#### Student Race and Ethnicity

African American .....	13.2%	First Language not English.....	10.1%
Asian.....	7.9%	English Language Learner.....	2.7%
Hispanic .....	5.6%	Students with Disabilities .....	17%
Native American.....	0.2%	High Needs .....	29.3%
White .....	67.4%	Low-Income .....	14.5%

Ada Rosmarin, Chair • Dr. Elizabeth Carroll, Vice Chair • Beverly Ross Denny • Dr. Celina Miranda  
 • Anna Varghese • Elizabeth White

### COMMUNITY PROFILE

Milton is a contemporary suburban community of 28,000 in eastern Massachusetts that prides itself on rich historical heritage, tree-lined streets, and acres of protected open space. Milton is unique in that it has the most privately and publicly conserved land within 20 miles of Boston, giving the town a bucolic atmosphere in close proximity to the cultural and business opportunities in the Greater Boston area.

Milton was incorporated as a Town in 1662 and remains as such today. The town borders the City of Boston neighborhoods of Dorchester, Mattapan, and Hyde Park on the north along the Neponset River, and the City of Quincy to its south.

Money Magazine named Milton the 17th best place to live in the United States for 2022, as a safe, quiet town with great schools. Uniquely diverse among Boston's suburbs, Milton has attracted many young families in recent years, resulting in a growing student population and school crowding that our next Superintendent will help the district navigate.

Residents have quick access to major highways such as Routes 128, Interstate 93, and Interstate 95. The Red Line into Boston via the Mattapan Trolley is an additional important transportation link. Milton has several small commercial areas including Milton Village and East Milton Square. While Milton has these commercial areas, most of the tax base is Residential. In addition to the six Milton Public Schools, Milton is also the home of renowned private schools such as Milton Academy, Fontbonne Academy, and Curry College.

### ANTICIPATED TIMELINE 2022-2023

November 28 Applications due  
 December 10,12 & 13 Semi Finalist interviews  
 January 11-17 Finalist interviews/site visits  
 January 18 School Committee vote to appoint new Superintendent of Schools February 1  
 Preferred start date (with flexibility up to July 1, 2023)

### APPLICATION PROCESS

Submit applications electronically to: Ann-marie Martin, Massachusetts Association of School Committees

at [amartin@masc.org](mailto:amartin@masc.org). Hard copies may be forwarded to Ms. Martin at MASC, One McKinley Square, Suite 200, Boston, MA 02109

Please submit all of the following documents together by **midnight on November 28, 2022**.

- A personal statement describing your major educational accomplishments and the leadership and organizational skills you will bring to Milton (no longer than 500 words)
- An up-to-date resume
- A copy of your Massachusetts superintendent license, or evidence that you are eligible for licensure as a superintendent in Massachusetts
- Evidence of the highest degree earned (copy of diploma, license and/or certificate)
- Two or three recent letters of reference (from the past two years)

The Milton Public School system does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, pregnancy/parenting status, marital status, sexual orientation, homelessness, or military status, in any of its programs, activities or operations.

Member Varghese

- Looks great, good start
- Is this posting going to be public for the community to see?
- Great way to get people excited about this and to bring people together

Chair Rosmarin

- Yes we will share this publicly
- Will continue to share the process with the community
- Will give everyone a clear idea what we are looking for

Member Ross Denny

- Helpful to share with public what will happen if a candidate can not start until the next school year
- To give a little more content

Chair Rosmarin

- Will discuss within the timeline
- Will have have flexibility with the best candidate

Dr. Miranda

- Wondering in the applicants requirements, we can ask a DEI statement
- Make a point that there is a commitment to DEI
- Have seen it be a requirement
- Submit a separate statement

Member Varghese

- How can they discuss how to elevate our district?
- Idea for what they have done to be successful

Chair Rosmarin

- Shared the expedited timeline
- 10 members of the Screening Committee (screen and interview applicants) to identify 2 finalist for the School Committee to interview in January

#### Screening Committee

- 3 School Committee Members (Chair Rosmarin, Dr. Carroll and member Varghese)
- 1 Principal (appointed)
- 1 Central Office Administrator
- 1 teacher
- 1 Rep from Unit B
- 3 parents
- Sending out a notice with information about how to become a member of the screening committee (notice to all parents/guardians)
  - Must be available for all meetings
- Number of focus groups led by Glenn Koocher
- Two Sessions for Parent/Guardians (virtual and in person options)
- Screening Committee will meet a total of 5 times
- Posting will go out as soon as possible once revised
- MASC is running their annual conference right now but Glenn Koocher is making himself available

#### Dr. Miranda

- Have we thought about student voice and how they can be involved in this process

#### Chair Rosmarin

- Could do a focus group with students as well
- Can look at our online survey

#### Member Varghese

- Are community members able to participate on the screening committee?
- Parents that have had kids already graduate may have feedback to what has worked

#### Chair Rosmarin

- Trying to keep our numbers down in terms of the scheduling
- Hear your suggestion

#### Member White

- Question about the timing, in case of an emergency is there a thought to having an alternate available in case something changes

#### Chair Rosmarin

- Yes, good idea
- We can think about how to make that work

#### Dr. Carroll

- Focus groups are open to all members of the community
- Will focus on our outreach for those Focus Groups
- Need to think outside the box so the community knows their input is welcome

Member Varghese

- In terms of outreach, can we post something in the Milton Times?

Chair Rosmarin

- Yes, we have talked about the possibility of posting something in the Milton Times
- Can look at the timeline to make it work for the community

#### **ANTICIPATED TIMELINE 2022-2023**

- November 28 Applications due
- December 10,12 & 13 Semi Finalist interviews
- January 11-17 Finalist interviews/site visits
- January 18 School Committee vote to appoint new Superintendent of Schools  
February 1, 2023 Preferred start date (with flexibility up to July 1, 2023)

Chair Rosmarin - a motion is made to form a Superintendent Screening Committee and to appoint Dr. Elizabeth Carroll, Member Anna Varghese and Chair Ada Rosmarin to represent the School Committee along with seven other members to be determined to the screening committee.

Second: Member White

Roll Call Vote: 6-0-0

#### **6. Curriculum and Instruction Advisory Committee Report - Member Ross Denny**

- Last meeting was on Oct 21st
- Robust agenda
- Made it through 2 items
  - Kim Kaplan shared a Social Studies Curriculum
    - Teachers are in the process of translating those materials to also be printed in french
  - Kim Kaplan is overseeing the the implementation and attending the common planning time across the elementary school level
  - The new curriculum is for the elementary grades
  - Survey sent to teachers to monitor and to seek feedback
  - Each grade level team meets
  - Very hands on and robust implementation plan
  - Feedback has been positive
  - Materials are adaptable to meet the needs of the classroom
- Math Curriculum
  - Brian Selig walk the the adoption of the k-5 Math Curriculum
  - Into Math - more rigorous than everyday math
  - Provides ways to let us know if the student is learning the math
  - See what works and what does not and look at at the Committee Level
  - Establish a Math Curriculum Council with a rep at grade level, meets monthly to monitor the Curriculum Implementation
  - Materials translation into french to be available to print

## **7. Strategic Planning Advisory Committee Report - Dr. Miranda**

- Met on Oct 25th
- Plan is alive and well
- MPS have identified three initiatives to run to 2027
- Adjustments can be made
- Plan to guide our districts
- Three Initiatives
  - Personalize Learning
  - Safe and Supportive Schools
  - Equity and Learning
- Theory of actions
  - Experience a robust and academic rich school experience
  - District will experience growth in high stakes testing
  - Performance outcomes - achievements
- Strategic Plan is in full actions at all of our schools
- Has been evident in the Site Council Presentation and in the Metric Teams update
- Update
  - Personalize Learning (particularly around Professional Development)
    - Training on Data Analysis
    - Learning Walk scheduled
    - Looking at Power School to monitor student achievement
    - Working on a Personalized Learning website for staff and families
  - Safe and Supportive Schools
    - Safety and Security Procedures and Training
    - SEL - have been leads to identify at all schools
    - Calm Classroom Training
    - Updated online Second Step Curriculum for the K-5 classrooms
  - Equity and Learning
    - Continue to work with MACS Ready
    - Inclusion Strategy - Organization wide of Long Term Strategies of the MASC
    - Ensure every school in the Commonwealth is Anti-Racist
    - Every student will learn and strive
    - Teacher diversification and how to support students to become teachers
    - Take a look at our policies through an equity lens
    - Clair Galloway-Jones has been very busy working with our Restorative Justice Coach and Professional Development
    - Equity Walks to be scheduled

## **8. Approval of Vendor Warrant - Member White**

Member White made a motion to approve Vendor Warrant #16 payable on 11/3/22 in the amount of \$386,081.33.

Second: Dr. Carroll

Roll Call Vote: 6-0-0

## **9. Next Meeting Agenda Items**

Updated

Chair Rosmarin made a motion to adjourn to enter into Executive Session for the purpose of negotiations with non-union personnel and not to return to Open Session.

Second: Member White

Roll Call Vote: 6-0-0

Meeting adjourned at 9:30pm.