

Milton School Committee Meeting Minutes
August 23, 2023
7pm

Committee Present: Chair, Dr. Elizabeth Carroll, Mark Loring, Bao Qiu, Anna Varghese

Staff Present: Dr. Peter Burrows; Superintendent, Dr. Garth McKinney; Assistant Superintendent of Curriculum & Human Resources, Dr. Glenn Pavlicek, Assistant Superintendent of Finance and Operations

1. **Call to order - 7pm**
2. **Approve August 23, 2023 Agenda**
 - Updated and approved

Introduction of School Committee Members and Administration

- Dr. Carroll
 - Chair of School Committee
 - Will offer Hybrid Model for our community to attend
- Member Varghese
 - 2nd school year with the Committee
 - Excited to work with Dr. Burrows, fellow School Committee members and Assistant Superintendent Dr. Pavlicek and Dr. McKinney
- Member Qiu
 - Newly elected member
 - Two children at Cunningham Elementary School
 - Excited to work with everyone in the town
- Assistant Superintendent Dr. McKinney
 - 2nd year with the Milton Public Schools
 - Curriculum and Human Resources
- Assistant Superintendent Dr. Pavlicek
 - Finance and Operations
- Dr. Peter Burrows
 - Superintendent of Milton Public Schools
 - Going into year one
 - Excited to be here at the first official meeting
 - Have learned alot about Milton and excited to learn more in the year ahead
- Member Loring
 - 1st year School Committee Member
 - 2 kids at Cunningham
 - Excited for the school year

- Dr. Carroll
 - Two members not able to attend - Member Ross Denny and Dr. Miranda (Vice Chair)
- 3. **Superintendent's Update - Dr. Peter Burrows**
 - a. School Opening Update
 - Opening Day is next week
 - In our final week of preparing for all staff and students to return
 - Busy hiring season over the summer
 - Few open positions due to last minute resignations
 - Good place in terms of staffing
 - Welcomed around 40 new teachers this week
 - Have a lot of experienced teachers
 - Spent the last three days at orientation/training and working together
 - We have had a few retreats
 - Met August 7th and 8th
 - Leadership Retreat with Central Office Team and the Principals
 - Met one day at Fuller Village and one day at Curry College
 - Discussed how are we going to invest in the year ahead and the entry process
 - The work is underway
 - Want to try to get everyone on the same page
 - Listening and learning, helping other people understand where we are
 - Curriculum Leadership Team Retreat
 - Everyone is excited to get on a strong foundation and move forward together
 - Our slogan for Opening Day will be Together United
 - Rang through all of the leadership meetings
 - Desire to stop moving in different directions, take a pause and commit to the work that will be impactful
 - Curriculum Leader Retreat
 - About 30 people
 - Whole day looking at our current system and analyzing them
 - Where do we need to spend more time?
 - Action Steps presented at the end - all were very aligned with the leadership team
 - Event and Socials have taken places at all of the schools
 - Pierce - Welcome to Middle School Camp
 - Popsicles at the elementary schools
 - Open Day Event for Teachers/Staff will take place on Monday, August 28th

- School Committee is welcomed to attend
- Set up different than in years past
- Presentation/Speeches
 - Superintendent, Dr. Carroll and the Association will present
- Dr. McKinney will be introducing the new teachers and staff
- Community building event outside for faculty and staff
- Goal is to bring people together
- Listening and Learning Plan/Tour
 - Forums will be set up, finalizing dates
 - Will take place at all of the schools
 - Sending out a survey to collect information from the community
 - Helping the community see and understand where we are
 - Importance of Community, bringing together and working together for our students success
- New Titles
 - Dr. Garth McKinney; Assistant Superintendent of Curriculum & Human Resources
 - Dr. Glenn Pavlicek, Assistant Superintendent of Finance and Operations
 - Danielle Wetmore, Director of Student Services instead of Pupil Personnel Services
- We have spent time as a Central Office Team talking a lot about the roles and responsibilities of positions
- This week we have rolled out Power Schools
 - Great software
 - Standard across the country
- Working through bus transportation
 - Have a waiting list
 - All elementary school students received a seat and have been accommodated
- Dr. Pavlicek
 - Small waiting list for the middle and high school
 - Will evaluate after a few weeks, we are hopeful to get a few people off the waiting list
- Dr. Burrows
 - Milton Community Schools - Early and After School Programs
 - Checked in with Director Sandoval
 - Have increase capacity
 - Doubled the size of the before school program

- Current waiting list is around 25 or so at each elementary school
 - At capacity at Cunningham and Collicot with space
 - Talked about the lottery process, was first come first serve
 - What are the potentials to expand the program to meet the need?
- Dr. Pavlicek
 - The need for before and after school has really picked up after Covid
 - Looked at the reorganization of the program
 - More of a demand right now
- Member Loring
 - 25 per kids per site are on the waiting list
 - Self funding program, is it the physical space or staff that is the issue?
- Dr. Pavlicek
 - Community Schools has hired more staff
 - Director Sandoval has concern about the ability to supervise the amount of staff including the High School students/employees
 - Would need more oversight, higher levels of supervision
 - That would be a reorganization to look like?
- Member Qiu
 - High demand, is it possible to go back to a flexible schedule with picking a number of days a week?
 - Might be able to allocate with staff
- Dr. Pavlicek
 - Would actually be more difficult to get staff on a flexible schedule
 - More difficult to schedule which is why it went to the other system of 5 days
 - Many of our staff are not our day staff
 - Doing less than 5 days is less attractive
 - It is hard running both ways
 - Certainly something we can look at
- Member Qiu
 - Understand how difficult that would be
 - Maybe look to the families to pick the days to open up the other days for families that would fill
 - Obviously have to have a cap because of the space issue
- Dr. Carroll
 - Appreciate the update

- We left off talking about his in June
- Hopefully spots will open up for those on the waitlist
- Good to know they have increased the capacity
- Maybe we can ask for another update going forward as the year is going on
- Many things we can continue to improve
- Registration changes can be made to be more equitable in terms of access
- Dr. Burrows
 - The numbers have picked up over the past couple of years
 - This is not the only program we need to look at to determine to operate at levels/additional cost by family or the district
 - Certainly a need, this program is making an impact
 - Hard to have it not meeting all the needs
 - Looking at how to meet all the needs
- Member Loring
 - Agree, think anyone that wants to be in the program should be let in
 - Have 25 families willing to give the money to pay 5 days a week
 - Are we posting for these positions? Is it space?
 - Do we know how many kids are enrolled at each site?
- Dr. Burrows
 - Around 110-130 kids enrolled
- Member Loring
 - So about a 17% increase
 - What is the ratio per student in the after school program?
- Dr. Burrows
 - Don't have the ratio right now but there is a requirement
- Dr. Pavlicek
 - Especially with the after school program the large number of staff are high school students
 - They are always supervising the high school students as well and there are always adults there
 - Director Sandoval depends a lot on the high school students working for her
- Member Qiu
 - Remember hearing about a course in high school that if you wanted to become teachers there is a course for them take and give experience

- When adults are supervising the high school students working the after school program, maybe we can look at providing education/skills for those interested in becoming teachers
- Then when they work in the after school program they would need less supervision
- Does this class still exist?
- Dr. Pavlicek
 - No the Child Studies class is no longer available
 - It was a Preschool at the high school - 3 half days a week
 - Part of the days was in the classroom and other days working with the preschool kids
 - Became a difficult program to attract preschool parents for just three half days a week
- Dr. Carroll
 - Has been mentioned when discussing the land swap using the campus space for a preschool and to incorporate that program again but just not feasible with the space issue right now
- Member Qiu
 - Had a question about orientation for the High School students only being a few hours but the middle school had a three day orientation
 - Curious why three days of orientation for Middle School?
- Dr. Burrows
 - Method behind it is students coming from an elementary school to a middle school cognitively have a lot of apprehension, need more structured time socially to start to connect and feel safe going into middle school
 - Idea behind that is giving them enough time to get to know who they are going to school with, give them a chance to make connections
 - High School orientation is more orienting to the school on a operational level and less on the deeper social level that the middle schoolers benefit from
- Dr. Carroll
 - Seems like a much bigger change from elementary to middle school
 - Already been in school with all these kids and have been used to having different teacher for classes
 - Have already made most of the adjustments

- Member Varghese
 - We just went Pierce Camp this week which was awesome
 - It is not mandatory, it is something parents pay for
 - Offer two sessions
 - Kids are mixed up between all of the elementary schools, great opportunity to meet other student engage in activities
 - Nice way to ease into middle school
 - It is a big school
 - Good for parents to see what is like for drop off/car lines and walking home for kids
 - Definitely worth it
- Member Loring
 - Community has expressed concern around the transition from a small school to a larger school and how the kids will integrate with each other
 - Is this a new program offered?
- Dr. Pavlicek
 - Welcome to Middle School has been around quite a while, at least 10 years

Dr. Carroll

- Moving onto the Milton Public School Handbooks
- Does anyone have questions or comments about the handbooks?

Dr. Burrows

- Every year we go through the handbooks, update, every principal provide feedback
- Share with legal counsel as well
- Then it comes in front of School Committee for approval

Member Varghese

- Just noticed all three handbooks that we need to update the Homeless Education Liaison McKinney-Vento Act

Dr. Burrows agreed with Member Varghese.

Dr. Carroll

- Few technical things that will be updated
- Looking at the list of motions the staff one is not listed, but that is one that we are approving?

Dr. Burrows replied yes.

Member Varghese

- One question under the absences, there would be a three day period before the school contacts parents?
- Is that standard?

Dr. Pavlicek

- At the high school a notice is sent out to parents the day the student is absent, not sure about the standard at the elementary and middle school?

Member Loring

- This is something that Powerschool would be helpful with for parents

Dr. Pavlicek

- Agreed with Member Loring, Powerschool would generate an email to a parent that their child was absent - this still needs to be set up hopefully this week

Member Loring

- Had a question about Middle School Sports, the list seems short?
- The town has really well run programs so maybe that is why it is not done through the middle school - is there a reason why soccer, basketball and softball are not offered which seem to be really popular?

Dr. Pavlicek

- Really not sure of the origin of Middle School Sports being offered, many teams to play in the town leagues

Dr. Burrows

- There are also so many students playing club, maybe not enough students would enroll in Middle School Sports

Dr. Carroll made a motion to approve the 2023-2024 Handbooks which include:

1. 2023-2024 Elementary Handbook
2. 2023-2024 Pierce Middle School Handbook
3. 2023-2024 Milton High School Handbook
4. 2023-2024 MPS Staff Handbook
5. 2023-2024 Athletic Handbook

Second: Member Qiu

Vote: 4-0-2

Dr. Miranda and Member Ross Denny were absent during the vote.

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

None

5. **Chair's Report - Dr. Carroll**

Dr. Carroll

- Next three items on the Chair's Report are a continuous discussion from our School Committee Retreat that took place in July and August
- The School Committee was joined by Dr. Burrows at these Retreat's to do some learning together and start to plan together
- Not voting on these items tonight but wanted to give the opportunity to discuss
- Will touch base on The School Committee Goals, School Committee Calendar and Subcommittee/Advisory Committees
- Will them move to vote over the new few meetings

School Committee Retreat Update/School Committee Goals

Dr. Carroll

- Have already mentioned the learning that did during the retreat
- Benefit for the community - we can share what we did during the retreat
 - We read a helpful book - The Governance Core, that Dr. Burrows had recommended to anchor our work around
 - Really informative to provide us with the framework on how we set our goals
 - Personally appreciated the collaborative way we were able to work around the discuss of the book
 - All equally participated and applied what we learned from the book
 - Productive way to how we were envisioning our work together
 - Goal Setting was collaborative identify key categories that we wanted to focus on
 - Governance
 - Student Achievement and Wellbeing
 - Community Engagement
 - Shared draft with the School Committee
 - Interested in any thoughts and input to help refine the draft
 - Will bring back the Goals on September 6th to be approved in our next meeting

Member Qiu

- Commented that the draft looks great

Member Loring

- Agree with Member Qiu
- Reflected of what we discussed and put together in a precise way
- Two thoughts shared:
 1. Thinking about a Goal around Safe and School Building issue
 - a. The need and the impact on the town and the impact our the students/staff

- b. In our conversations we know it is important
- 2. Student Achievement and Social Well Being being linked vs. splitting them up
 - a. Just the measurement pieces about them being distinctly different in terms of if we can see if we are doing a good job
- Can evaluate both on their own merit?

Member Varghese

- Agreed with Member Loring
- Think they are distinctly different but are somewhat related and we should look at them individually
- Also agree with the space needs and incorporating them, that would be a huge focus for us this year

Dr. Carroll

- Just to follow up to potentially refine this to address the pieces you both just raised
- Agree with making a goal around space, it would even belong under the heading, even if it gets separated out from Student Achievement
- The space issue is our focus and do you see it having its own category?

Member Loring

- Was not what I was thinking about it within that category, maybe list out clear sub bullets stating clearly what our goals would be within that goal
 - Facility Piece
 - Achievement
 - Social Emotional
- Restating them clearly

Dr. Carroll

- Could be an overall bullet of student success
- Was going with the idea of space to be link to secure resources
- Maybe it was implied and we should be direct
- Like to idea of linking the space piece to the students success
- Help everyone stay focused

Discussed and confirmed the set up of the goals.

Dr. Burrows

- This could also be a goal of Facilities/Advisory
 - Resource and Space goal

Member Loring

- To bring it to the primary School Committee goals feels like primary concern among the community
- Our time and focus - impact and improve the student outcome/experiences

- Responding to the needs the community has identified for their children

Dr. Burrows

- Resource Goal
 - Covers both Budget and Facilities space

Dr. Pavlicek

- Secure Economic and Physical resources
- List what kind of resources you are talking about

Dr. Carroll

- Agree with the Facilities, they are directly working
- Feel like we need to make progress on this this year
- Need to show improvement by the end of the year/Town Meeting
- On the hook to address this
- If we make it a goal, we can make the commitment
- Like the idea of connecting to the resource piece
- Need to include language around the equity in the goals

The School Committee and Administration spent time discussing and reviewing the set up of the language of the bullets of the goals.

Dr. Carroll

- Will provide an updated version of the School Committee Goals at the next School Committee meeting
- Can have a final round of discussion before voting

a. 2023-2024 School Committee Meeting Calendar

Dr. Carroll

- During the School Committee Retreat we looked at the calendar
- Want the School Committee Calendar to support our goals, support entry plan and the strategic plan
- Will continue to be a working draft and can change as we go
- Confirmed that we do not need to confirm the calendar
- Opened up for discussion

Dr. Burrows

- Central Office Leadership Team will be meeting next week
 - Have talked about individually looking at the calendar
 - What are the most meaningful presentations
 - Aligning with the Budget Presentation and Site Council Presentation
 - Trying to create a strong year
 - Will have more information for the calendar next week

Dr. Carroll

- Key change idea of adding in quarterly governance discussions/workshop meetings
- Be in conversation without an action agenda

Dr. Carroll

- Will follow up to be sure the changes are reflected on the calendar
- Let's talk more about the calendar on September 6 School Committee meeting

b. Milton School Committee Subcommittee/Advisory Committees

Dr. Carroll

- Provided an update to the community
 - Talked about the idea of revisiting the Advisory Committees
 - Function
 - How they work with our goals
 - Gain coherence and to be strategic
 - Two Standing Sub Committee's Finance and Policy
 - Comprised of School Committee Members
 - Meeting frequently
 - Existing has they have been
 - Revisiting the Advisory Committees
 - Very different purposes
 - Will vote on this decision eventually
 - Curriculum and Instruction Advisory Committee
 - Discussed the idea the content seem to be relevant to the full School Committee
 - Strategic Planning Committee
 - In the implementation mode of the Strategic Plan right now
 - Advisory Committee has been useful over the years with helping develop and deliver the strategic plans
 - Focusing on the implementation and now the monitoring of the progress belongs with the Superintendent
 - Time to bring closure to the Advisory Committee has it has been
 - Health and Wellness
 - That will continue to exist as an Advisory Committee
 - Will rethink the work of the committee
 - Important to have town input
 - Partner with Milton Coalition
- Our goal is to streamline the Advisory Committees
- Will bring a proposal forward at an upcoming School Committee meeting

6. **Finance Subcommittee Report - Member Loring**

a. Approval of Vendor Warrants

Member Loring made a motion to approve Vender Warrant #48 dated June 15, 2023 in the amount of \$354,724.65.

Member Loring made a motion to approve Vender Warrant #50 dated June 29, 2023 in the amount of \$1,166,273.82.

Member Loring made a motion to approve Vender Warrant #51 dated June 28, 2023 in the amount of \$259,989.20.

Member Loring made a motion to approve Vender Warrant #52 dated June 30, 2023 in the amount of \$95,160.93.

Member Loring made a motion to approve Vender Warrant #1 dated July 13, 2023 in the amount of \$291,538.34.

Member Loring made a motion to approve Vender Warrant #3 dated July 27, 2023 in the amount of \$159,032.59.

Member Varghese

- Asked once the Finance Committee meets can the School Committee receive a list of what was on the Vender Warrants?

Member Loring

- Replies yes and agreed

Second: Dr. Carroll

Vote: 4-0-2

Dr. Miranda and Member Ross Denny were absent during the vote.

7. **Approval of Minutes**

- a. June 14, 2023
- b. August 2, 2023

Member Loring made a motion to approve the School Committee Minutes dated June 14, 2023 and August 2, 2023.

Second: Member Qiu

Vote: 4-0-2

Dr. Miranda and Member Ross Denny were absent during the vote.

8. **Next Meeting Agenda**

Discussed and updated

Dr. Carroll made a motion to adjourn from the School Committee Meeting.

Second: Member Loring

Vote: 4-0-2

Dr. Miranda and Member Ross Denny were absent during the vote.

Meeting adjourned at 9:01pm.