



**TOWN OF GRAFTON**  
**GRAFTON PUBLIC SCHOOLS**  
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**MINUTES**  
**SCHOOL COMMITTEE**  
October 27, 2015  
Conference Room F  
7:00 p.m.

**Members Present:** Daryl Rynning, Chairman  
Laura Often, Vice Chair  
Peter Carlson, Secretary  
Maureen Cohen, Member

**Members Absent:** Teri Turgeon, Member

**Student Representative:** Bianca Carangelo

**Also Present:** Dr. James Cummings, Superintendent of Schools  
Tracey Calo, Assistant Superintendent  
Daniel Gale, Finance Director

**Call to Order – Open Session**

- a. Chairperson's Update: The Agenda was slightly re-ordered
- b. Community Groups and Citizens
  
1. Nursing Report: Mrs. Thurber was present to discuss the need to develop a policy to supply Narcan and to request permission to have a standing order of Narcan on hand at the High School. With the closeness of the Middle School, she would like the policy to include the Middle School as well. Currently all ambulances in Town carry this drug and the Police Department were in the process of getting it as well. Mrs. Thurber and her staff had been trained to administer Narcan. Mr. Carlson asked what the reason was for not having Narcan at all schools. Mrs. Thurber felt it was mostly the costs. Mr. Carlson believed if the threat could exist in one school it could be in all. The cost per school would be about \$40.00, Dr. Cummings felt the budget could handle this and at a relatively low cost, the district should be prepared. MASC had a model policy which was more specific than what Grafton currently had in place, Dr. Cummings would work with the Policy Sub Committee to look at this for Grafton. A motion was made by Mr. Carlson to approve the use of Narcan as stated in the standing order dated September 22, 2015 for emergency purposes. Motion seconded by Mrs. Often. Motion carried School Committee 4-0, School Representative 1-0.

- a. Student Program overview: AJ Reinhardt and Georges Ouweijan were present to discuss the Student Leaders in Technology Genius Squad program. The program started last year, with Ms. Cohen when students began providing IT Support to students then teachers as well. The group assisted with, deploying 21 iPads in Math class, along with startup assistance. One of their first large projects was helping with the set up and inventory of 50 new chrome books at the Middle School. The students spent several hours tracking each piece of equipment for inventory purposes. This included entering each device into a spreadsheet and naming each one. Mr. Trahan was very impressed with this group of students. These students now have ownership to this project and can help others moving forward. The group was also able to shadow the high school tech force. Moving forward, Mr. Trahan would like to see the group have a program schedule, allowing them to work with the tech staff to continue supporting the school. Mr. Carlson thanked these students for taking the initiative and for this presentation. Mrs. Rynning noted the importance of volunteering and commended the students doing this. Dr. Cummings presented the students with certificates of appreciation.

2. Educational Report

- a. Curriculum Update: MCAS, New Teacher Program: Tracey Calo and Kristen Gasper presented an overview of MCAS and the New Teacher Program. Ms. Calo gave an overview of the 2015 MCAS results and curriculum work to date. During the review, she saw growth and performance remained consistent over the past few years. These reports will help her and Ms. Gasper as they continue moving forward, engaging coordinators in terms of curriculum and instruction. Looking ahead, the action plan was to work with teachers and leaders; analyze curriculum and identify and rectify any potential gaps. Ms. Calo and Ms. Gasper were also reviewing how staff delivered instruction in order to see if the common assessments developed last year were successful. Mrs. Often asked if gaps were found, how they would be rectified. Ms. Calo said with coaching, discussions during grade level meetings, and brainstorming to eliminate any gaps. They would also observe classrooms; find ways for teachers to work together and help their colleagues. Half day development sessions would also be a great way to engage in coaching.

Ms. Gasper gave a curriculum update; she began with an update on the grade K-5 the Science Curriculum Committee. The committee closely reviewed science practices and methods. Teachers were able to identify methods throughout the grades based on levels and ages. She discussed how students would understand the use of scientific methods in grades K-5. The 3<sup>rd</sup> Grade Science class was studying and researching storms and severe weather patterns. They were collaboratively working in groups, gathering information and data to find ways to protect them in a severe weather situation. Ms. Cohen appreciated how staff embedded practices in the different grade levels; she commended Ms. Calo and Ms. Gasper for their work so far.

Ms. Calo gave an update on the Report Card Committee. They were rounding out the reporting standards for the specialists. Ms. Calo worked with K-5 fine arts department and the music department to identify reporting standards. Instrumental Band identified similar standards which were suited for their departments. In the coming week, the Physical Education teachers would be identifying their standards. Mrs. Rynning asked if Habits of Mind apply across all curriculums. Ms. Calo would have this conversation with the committee.

Ms. Calo discussed the Special Education Workshop which she developed and created and would be offering it this fall. Participants and Presenters all benefited. Ms. Calo thanked Mr. Lundwall and Ms. Gasper for stepping up and helping with the workshop. They had sixty plus participants. Three of the major end outcomes were; supporting teachers ability to create a classroom environment which supports learners with disabilities, support teachers abilities to deliver effective instruction to students with disabilities and create affective assessments for students with disabilities. Ms. Gasper was working with Mr. Lundwall at the middle school and high school level. They have been asked to run this again next fall. In the spring, they will be rolling out a work shop for ELL. All were commended for this work.

Ms. Gasper gave an update on the work of Math Resource Committee. They have gathered and reviewed resource materials. The K-5 is piloting Everyday Math and Envisions. Grade 6 is piloting Everyday Math and Big Ideas bridging the gap from elementary and middle school. They have professional development days planned to see how concepts are developed through resources in addition to piloting in the classrooms. They will go on site visits to area towns. They hope to have a recommendation late December / January. Envisions is a math resource which takes students from concrete learning concept to the abstract. Teachers go from manipulative stage to strategies, to algorithms. Teachers would look at everyday Math and Envisions to see which resource compliments teaching standards.

New Teacher Workshops: Ms. Gasper gave an outline of the monthly workshops which included several topics; evaluation tools, classroom management, backward design/atlas, brain based teaching strategies, formulative assessment techniques; standards based assessment design and rigor.

Parent Workshop Series: Ms. Calo, principals and teachers worked on the series. There were approximately 11 workshops planned. Ms. Calo thanked all the staff who helped her coordinate the workshops. They hoped to educate, engage and empower parents to support students at home and in the community. Ms. Often would like to see if presentation could be recorded and downloaded for future viewing.

Spotlight on Teaching and Learning: This was an idea of Ms. Calo, a monthly publication on teaching and learning. Monthly the team will feature an instructional strategy and an item from the coach's corner and a district update. This will go out in PDF and on the web site. Ms. Often felt the more you can educate and inform the better for all. Mrs. Rynning and Mrs. Cohen agreed, and appreciated the workshops as it builds a great communication tool with parents.

3. General Business

- a. FY17 Budget: Dr. Cummings and Mr. Gale provided an overview of the preliminary building base budget, which covered the fundamental needs. He outlined the consumable section and the anticipated costs of consumables. This was preliminary and could be adjusted; however it is very similar year to year. Dr. Cummings stated when additional items come up; they may have to add to the consumables, it was rare but could happen. It was also noted that the PTO's have been very generous with specific needs. The PTO tries to enrich above and beyond.
- b. Subcommittee Assignments: Postponed; until all members were present. May discuss at the next workshop.

4. School Committee Member Reports: Mr. Carlson gave a CIPC update. They recently met and would be inviting the School Department in after they present to the School Committee.

5. Superintendent's Report

- a. District Update – Dr. Cummings attended the National Honor Society induction ceremony. He thanked the leadership team and congratulated the inductees. The District received a resource officer grant. The Chief and his staff continued working on this, it is very competitive. There were 30 applicants and only 4 receive grant money. They will receive \$125,000 over three years. The hope was to have a resource officer in place by November. Dr. Cummings noted that Grafton was not a member of the Safe Routes to School Program. Dawn Geoffrey brought this to Dr. Cummings several months ago; they've met with members of Safe Routes and will focus on North Street and Millbury Street schools. Relative to the budget, Dr. Cummings was pleased to announce that Grafton received the Meritorious Budget Award. Dr. Cummings noted that this reflected the hard work of Mr. Gale and staff. Dr. Cummings also commended the Finance Committee particularly Mr. Libbey for pushing them to be better.
  - b. Upcoming Activities: Jay gave an updated list of upcoming activities
  - c. 2015-2016 Meeting Schedule - The Committee reviewed the upcoming schedule presented by Dr. Cummings.
6. Future Agenda Planning: Mr. Carlson would like to focus on policies at and upcoming workshop as they had a few larger ones to review.

7. Approval of Minutes – 2015

A motion was made by Mr. Carlson to approve the Minutes of July 27, 2015 as presented. Motion seconded by Mrs. Rynning. Motion carried 2-0 and 2 abstaining votes; Mrs. Often and Mrs. Cohen. School Representative 1-0

A motion was made by Mrs. Often to approve the Minutes of September 14, 2015 as presented. Motion seconded by Mr. Carlson. Motion carried 3-0 Mrs. Cohen abstained. School Representative 1-0

A motion was made by Mr. Carlson to approve the minutes of September 21, 2015 as presented. Motion seconded by Mrs. Often. Motion carried 3-0 Mrs. Cohen abstained. School Representative 1-0

8. Financial Report: A motion was made by Mr. Carlson that the School Committee approve warrant #18, dated October 29, 2015 in the amount of \$290,527.21. Motion seconded by Mrs. Often. Motion carried 4-0, 1-0 Student Representative.

9. Policy: Items which were scheduled to be presented this evening as a second reading would be postponed to a later meeting.

**IHBG Alternative Education Home Instruction:** A motion was made by Mrs. Often to accept IHBG as a first reading with submitted edits. Motion seconded by Mr. Carlson. Motion carried 4-0 School Committee, 1-0 School Representative.

**IHBG-E Request for Approval of Home Education Plan:** A motion was made by Mr. Carlson to approve Policy IHBG-E as a first reading as amended. Motion Seconded by Mrs. Often. Motion carried 4-0 School Committee, 1-0 School Representative.

**IIB Class Size:** A motion was made by Mr. Carlson to accept IIB as reviewed. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee, 1-0 School Representative.

**IIA Grouping Instruction:** A motion was made by Mr. Carlson to pass IIA as reviewed. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee and 1-0 School Representative.

**IIL Library Materials Selection and Adoptions:** A motion was made by Mr. Carlson to accept Policy IIL as amended, and including the two sentences which were marked for deletion. Motion seconded by Mrs. Cohen. Motion carried 4-0 School Committee, 1-0 School Representative.

**IINDB Acceptable Use of Technology Policy and Guidelines:** Mr. Carlson suggested passing over this policy as they were waiting for additional information from the IT Director.

**IINDB-E Acceptable Use of Technology Acknowledgement of Receipt – Pass Over**

**IJOA Athletic, Educational, and Extra Curricular Trip Policy:** A motion was made by Mr. Carlson to accept IJOA as reviewed. Motion seconded by Mrs. Cohen. Motion carried 4-0 School Committee, 1-0 School Representative.

**IJOA Field Trip Slip Template:** A motion was made by Mr. Carlson to accept Policy IJOA. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee, 1-0 School Representative.

**IJOA-E2 Athletic, Educational, and Extra Curricular Trip Policy Chaperone Sign Off:** A motion was made by Mr. Carlson to accept IJOA-E2 as reviewed. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee and 1-0 School Representative.

At 9:15 p.m. a motion was made by Mr. Carlson to adjourn. Motion seconded by Mrs. Often. Motion carried 4-0 School Committee and 1-0 School Representative.

10. Correspondence – None

Respectfully submitted



Cindy Ide  
Recording Secretary