

Minutes - Regular Meeting May 22, 2018

Pursuant to notice May 22, 2018 at the Al Merritt Media & Cultural Center 600 Market Street

Members Present: Mr. Doyle, Mrs. Presser, Mr. Hayman, Mr. McQueen and Mr. Sjoberg

Others Present: Mrs. Tremblay, Mrs. Borseti, Mr. Cyr, Mrs. Mauro, Mr. Bemiss, Mr. Hurray, Mr. Ralston, Mr. Sallee, Mr. Cleary, Mr. Bates, Mrs. Noce, Mrs. Fennessey, no members of the community, one member of the press

6:32 Mr. Hayman called the meeting to order

1. Minutes presented for approval: [May 8, 2018](#)

Mrs. Presser MOVED to approve the Minutes for the regular meetings May 8, 2018. Mr. Doyle SECONDED the motion. Unanimously in favor

6:32

2. [LPS Progress Review](#)

- [Supporting PowerPoint](#)

Mrs. Tremblay, Mr. Cyr, Mrs. Mauro, Mr. Bemiss, Mr. Cleary, Mr. Hurray, Mr. Ralston, Mr. Bates and Mr. Sallee (Superintendent, Director of Teaching & Learning, Director of Student Services, Principals and Assistant Principals) presented the LPS Progress Review on the 2017-2018 District Strategy (DS) and School Improvement Plans (SIP) and the 2018-2019 District Strategy (DS) and School Improvement Plans (SIP) to the Committee. The first part of the presentation is a culmination of all the work that has been completed throughout the district during the 2017-2018 school year.

Some highlights: [2017-2018 District Strategy](#)

- Review of Professional Development time
 - Elementary Museum Walk; sharing of differentiated student lessons
 - Restructured PD, Faculty Meeting and Collaborative Learning Experience time (CLE)
- Expanded Instructional Rounds for interested teachers district-wide
- Continued work on Social and Emotional Well-Being
 - Ongoing implementation of safety and security measures
 - Increased district wide parent programming

Some highlights: [2017-2018 School Improvement Plans](#)

District wide

- Continued UbD work
 - Met or exceeded goals set
 - Common language, Transfer goals
- Introduced Atlas across the district in the fall
 - Use of Atlas reports
- Specialists aligning to National Frameworks
- Measurement of student success
 - Assessment meetings
 - Data & rubrics

Huckleberry Hill School

Mr. Bemiss spoke about the Huckleberry Hill School Social Emotional Learning (SEL) Goal which was very successful. The SEL program is a whole school systematic approach that was integrated in all areas of curriculum.

Summer Street School

Mr. Hurray spoke about the progress made at Summer Street School regarding the SEL Goal. The Committee at SSS reviewed the DESE Framework and Castle Framework to devise the goals and major areas of interest for the next three years. The Second Step Program will be implemented.

Student Services: Inclusive Practice

Mrs. Mauro spoke about Inclusive Practice Goal at the elementary level including:

- Changes in instructional processes
 - Restructure schedule school wide
 - 90% of instruction in classrooms; decrease in pulling students out of the classroom
- Professional Development changes for next year
 - Coaching Model
 - How to differentiate instruction

Preschool

Mrs. Mauro explained to the Committee the Preschool was woven into the Summer Street SIP. One major action item decided was to pilot a data driven research based curriculum. After review of other towns to see what they are doing it was decided to use the Tools of the Mind Curriculum. The Tools of the Mind Curriculum approach is focused on self regulation. The approach is play based as a form of learning. Teacher training will take place before school begins.

Middle School

Mr. Ralston and Mr. Sallee updated the progress at the Middle School on the Building Resiliency in Students Goal and Identify and expand curriculum connections to the LMS Core Values. When the Resiliency Steering Committee began their work the Building Resiliency Goal needed to be put aside to focus on the LMS Core Values instead. The new LMS Core Values were created: Kindness, Effort and Citizenship. Created plan to begin rollout to students as a school and at the class level and community outreach. There was work done on staff resiliency.

High School

Mr. Cleary and Mr. Bates updated the progress at the High School on the Project Based Learning (PBL) Goal & Vocabulary Goal. Mr. Cleary began with the Vocabulary Goal which ties into assessment strategies and UbD which culminated with staff sharing at a PD day. this goal started off as an ELA Goal but evolved into a school wide goal. Less time was spent on the PBL Goal however staff took off with it on their own including it in their SMART Goals. The work will continue next year.

This segment of the presentation highlights the areas of focus for the District Strategy and School Improvement Plans for each school in 2018-2019.

District Strategy 2018-2019

Mrs. Tremblay highlighted what is new to the District Strategy Plan for 2018-2019. Noteable changes include:

Building Leadership Capacity

- Language for Building Leadership Capacity to reflect the progression of the goal
- New to the plan; 1 G & 1H

Educator Growth

- Expansion of instructional rounds district wide for interested teachers (2B)
- Review and streamline educator “look fors” to maximize efficiency with evaluation forms (2C)
 - Looking deeper for teacher evaluation resources within the DESE
 - Ways to help teacher earn exemplary rating
- Increase and streamline Professional Development Point opportunities and tracking for educators including licensure

Curriculum and Instruction

- Continued UbD work

Assessment and Accountability

- Surveys; student feedback for teachers and faculty for administrators
- Streamline technology; one password for all applications

Social Emotional Well-Being will be discussed further within the SIP's.

Mr. Cyr gave an overview of where LPS District is going district wide including continued UbD work and differentiated approach for instruction and assessment.

HHS

Mr. Bemiss spoke about some action items for the Social Emotional Goal including:

- develop our own surveys based on what we want to cover
- Developing their own surveys (#4)
- Establish a Student Advisory Council (SAC) for 4th graders
- Designate selected early release Wednesdays as Huckleberry Heroes Day; SEL days (#11)
 - Continue grade level mix ups
 - Opportunity for students to see presentations

SSS

Mr. Hurray informed the Committee the seven goals were developed by the SEL Committee and incoming SSS Principal Karen Dwyer has been involved in the process. The focus on Professional Development in Responsive Classroom and Second Step. Mr. Hurray's review included:

- Distribution of Responsive Classroom Morning Meeting book to all staff (done May 2018)(#2)
 - December 5th Responsive Classroom workshop for staff
- Implement Second Step program
 - Full PD day in August

Mr. Hurray said SSS will continue the Service Squad program which promotes highly engaging activities or community service for students and an adult. And have school wide training on mindfulness by Sharon Marrama.

During discussion the Committee expressed their concern that SEL will take over academics. They do not want SEL to consume what goes on in the buildings.

Mr. Bemiss reviewed the joint Elementary School Personalized Learning Goal and highlights included using planned PD time for this goal. This goal will start with a survey for students about interests that teachers will use to design, teach, analysis and share as a CLE.

Lynnfield Middle School

Mr. Ralston spoke about the Social and Emotional Learning and the Core Values Goals. Highlights included:

Social and Emotional Learning Goal

- Support Staff will share strategies with larger population; all staff
- Develop Social Emotional and School Climate surveys for students and staff
 - Help identify what areas need to be addressed first
 - Stress anxiety
- Expand the current programs being piloted; Second Step & Owning Up Curriculum
 - Investigate other programs
 - Multiple programs for different grade level needs
- Build a student/staff advisory program
 - Similar to Compass program at LHS and morning meetings at elementary schools
 - Build structure to incorporate information into SEL lessons

Core Values Goal

Mr. Ralston told the Committee the new Core Values will be implemented in a2018-2019 including creating new activities to advance Kindness, Effort and Citizenship. This goal will support the SEL Goal. The report card comments will be restructured to reflect the new Core Values. The rollout for students began this year with a Handbook Design Contest.

Lynnfield High School

Mr. Cleary spoke about the Project Based Learning and Social and Emotional Learning Goals. LHS will continue to expand the PBL experience by applying the strategies they used for the Vocabulary Goal to the PBL Goal and use PD time to expand it further. Increased staff on staff training including outside the district.

SEL

- Continue Vertical Articulation through the Compass program and expand further including trainings for staff
- Mindfulness course
 - Give students an opportunity to decompress; deal with rigor

9:53

Mr. Hayman thanked Mr. Hurray on the Committee's behalf for all he has done in Lynnfield as the interim Principal at Summer Street Elementary School. Mr. Sjoberg read a statement which highlighted Mr. Hurrays' leadership qualities. In honor of Mr. Hurray two books were donated to the media center: *Be Kind* and *Words That Built a Nation*.

10:02

3. [Spring Communication Survey](#) Results

Mrs. Tremblay presented the data collected in the Spring Communication Survey and showed it did not vary greatly from the data collected in the fall. When asked by the Committee if she was surprised there was not a lot of movement, Mrs. Tremblay responded no.

4. Superintendent's Report

- A Healthy Lynnfield Survey was sent out
 - Low response
 - Will be sent out again
 - Information 100% anonymous

Mr. Hayman stated the intent of the survey is to understand as a community where we do not align with students.

5. No Public Participation

6. Matters for Action:

Vote: 2018-2019 Student Handbooks

Mrs. Presser MOVED to approve the 2018-2019 Student Handbooks. Mr. Sjoberg SECONDED the motion. Unanimously in favor

Mrs. Presser MOVED to adjourn the meeting at 10:09. Mr. Doyle SECONDED the motion. Unanimously in favor

Respectfully submitted
Diane Borseti
School Committee Secretary

Documents referenced:
Minutes May 8, 2018
LPS Progress Review
Spring Communication survey