September 15, 2014 5:45 PM Linden STEAM Academy Library

Attendees: Diana Buonopane, Sarah Boswell, Richard Bransfield, Laura Degelmann, Peter Dolan, Marguerite Gonsalves, Susan Goldstein Fghani, John Froio, Rachana Gray, Jocelyn Ken, Alisha King, Judy Leisk, Sonia Miller, Conrad Mitala, Elaine Rittershaus, Franklin Shearer, Susan Terban, Leonard Young

Public Comment/Connections  (5 min)

* Based on anecdotal feedback, the LSA has become the favored choice among parents. Parents have expressed concern if their child is not accepted to the LSA.

1. Vote to approve July Meeting Minutes (5 min)
   * The meeting minutes were approved
2. Principal's Report  (15 min)
   * Enrollment
     + Current enrollment is over 900 students, with more being added.
     + Class sizes are as large at 28-29 students. During exploratory SPED and PACE students join class, increasing class size further.
     + Based on feedback other schools have smaller class sizes.
     + There will be a School Committee subcommittee meeting to discuss the city-wide enrollment problems.
   * X2
     + The new IT Director is addressing the problems with X2.
   * Food Service
     + The new food and food service has received a lot of positive feedback.
     + Menus are no longer being sent home, which makes it difficult for some to access.
     + The menus are not on the school website but can be found at

<http://schools.whitsons.com/ma/malden-public-schools?page=menu>

* + Tech Ed Lad/Project Lead the Way
    - 25 new computers have been put in the Tech Ed Lab. They are part of Project Lead the Way. The remaining supplies from the grant should arrive soon.
  + Foreign Language
    - Richard Bransfield spoke with Dana Brown the High School Principal to clarify requirements for high school level foreign language courses and college foreign language requirements. Dana Brown has offered to come to our next meeting with guidance counselors to help understand language requirements for college applications.
    - The Ferryway School eliminated foreign language several years ago and has had graduates attend Ivy League schools.
    - We will add this topic to a future agenda.
  + LSA Autonomies
    - Richard Bransfield has reached out to DESCE for guidance on how we can exercise our autonomies as an Innovation School within the district in regards to issues such as budget, professional development (PD), personnel, etc.
      * Many teachers have not received field- or content-specific PD in many years. The city has one line item in the budget for PD. As it is not broken out by schools, we cannot ask for our portion of it. This makes it very difficult for us to exercise our autonomy over professional development.
    - Marguerite Gonsalves the Union President will reach out to the head of the MTA for guidance from them as well, especially in regards to possible future personnel matters.
    - Because the issue is controversial it is questionable if the DESCE will make a stand either way. We may be put in a position where we will need to force the issue.
  + Assistant Principal
    - The selection committee has chosen a candidate for assistant principal. His application has been sent to the superintendent for final review

1. Discussion and feedback on the start of school year  (10 min)
   * In past years we have posted a map of the school yard and where everyone should line up. We need to do this again going forward.
   * Parents with children in the higher grades would also like to see a calendar with the day rotation.
   * It was acknowledged that the absence of both the upper school assistant principal and the additional administrative assistant made for a more challenging beginning to the school year.
2. Meeting rules and procedures (20 min)
   * Roberts Rules of Order & Open Meeting Law
     + This item will be postponed until the next meeting. Elaine Rittershaus and Sonia Miller will present.
   * Timetable for distribution of minutes and agenda
     + There was a lot of discussion over how to streamline the approval process for the meeting minutes. Sonia Miller will create a time-line based on Open Meeting Law Rules and the LSA Bylaws and present it to the board at the next meeting. Until then, the process will remain the same.
   * LSA Website
     + The website is missing current information (e.g. school calendar, link to menus, etc) as well as easy access to Governing Board information. This is due to stipend positions not being renewed.
   * Dissemination of Governing Board updates
     + Updates should be made at PTO and staff meetings.
       - One concern is that since the meeting minutes have not been approved they cannot be discussed
       - One suggestion was that the agenda is public so the topics that are being discussed can be stated in these meetings.
   * Governing Board Meetings
     + Our selected meeting dates conflict with the teacher’s union meetings. Sonia Miller will send out a Survey Monkey so we can pick a new day.
3. Review of Subcommittees  (45 min)

* The sub-committees, based on the headings on TeachPoint, should be first made up of board members. Once the board agrees on goals, they can individually vote to add more non-board members. Judy Leisk made a motion to accept this, Rachana Gray seconded it.
* The Board went into sub-committees with the purpose of establishing goals, the committee make-up, meeting dates etc.
  + Curriculum and Instruction
    - Main goal: Science curriculum. Additional items, Report cards, Science Curriculum, Arts in STEAM, Engineering in STEAM, Content of professional development
  + Family and Community Engagement
    - Recruiting of parents, teachers, community, make-up of committees representative of school
    - One goal is to actively recruit teachers since this will not work without them.
    - Next meeting will be September 29th at 7:30pm at the Linden Dunkin Donuts.
  + Management and Operation
    - Website management and upkeep
    - Funding for K1 STEM materials
  + School Culture
    - How is the “School Culture” sub-committee compare to Culture Club, Friday Friendzy and the 5 Cs? Could the Culture Club provide feedback on what they’re working on? Can we support them?
    - It was noted that School Culture also addresses the culture that surrounds parents and staff. The group is currently only made up of teachers and really needs parent involvement to make it successful.

1. Interest in scheduling visits to other schools (LSA staff, board members)?  (10 min)
   * This was moved to the next meeting.