April 27, 2015   5:45 PM

Linden STEAM Academy Library

Meeting Minutes:

Attendees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sarah Boswell  Richard Bransfield  Diana Buonopane  Laura Degelmann  David DeRuosi  Susan Goldstein Fghani | Present  Present  Present  Present  Absent  Present | John Froio  Deborah Gesualdo  Marguerite Gonsalves  Rachana Gray  Jocelyn Ken  Alisha King  Judy Leisk | Present  Absent  Absent  Present  Absent  Absent  Present | Sonia Miller  Conrad Mitala  Elaine Rittershaus  Franklin Shearer  Susan Terban  Leonard Young | Absent  Absent  Present  Present  Present  Present |

1. Public Comment/Connections  (5 min)

* A comment was made that progress reports are due this week even though report cards went out last week. The snow days have caused forced us into a compressed schedule. The teachers are working hard to meet all their requirements and fit in all the testing.

1. Vote to approve February Meeting Minutes (5 min)

**Motion to approve the minutes:** Judy Leisk

**Seconded:** Leonard Young

**Motion:** Passed

1. Old Business (50 min)
   1. Proposal for parameters for make-up and size of sub-committees.  Alisha King

**Action Item:** Elaine Rittershaus will ask Alisha King to rewrite point 1 and 2 for clarification.

* 1. Update on Elliot school visit opportunity and information on GB meetings. David Hochheiser
  2. Still working finding a schedule due to PARCC
  3. Update on election form and get feedback via e-mail.  Rachana Gray
     + Paper form went home with the kids.

**Action item:** Rachana Gray will send the Principal an email to be sent out on connect Ed.

* 1. Official proposal for the Teacher Work Day. Management & Operations Committee for deb.

**Action Item:** Richard Bransfield will follow up with Deborah Gesualdo

* 1. Collect and review team science topics. Curriculum & Instruction Committee
     + All but three grades have submitted their major topics, type of science and list of projects.
     + They are now looking at duplicated threads and missing areas. They will cross reference with common core.

**Action item:** Judy Leisk will hand deliver the posters to the remaining three grades.

* 1. Contact interested parents regarding interest in Governing Board. Family & Community Engagement Committee
     + Postponed discussion to the Committee Report
  2. Subcommittee Reports (15 min)

1. Curriculum & Instruction
   * + - Laura Degelmann is at the tail end of the spending for her fellowship. She is making an engineering materials center. They paid for a 1 year membership at a recycled materials warehouse.
       - It was a 2 year fellowship for science projects that benefit both the district and school. Books were purchased that link science to literature.
2. Family & Community Engagement
   * + - The committee contacted the parents who indicated they were interested in participating on the survey
         * Meeting times don’t work for parents with busy schedules
         * They would like more info via email
         * We could create a parent information website. The school website could post a link to the new site. Creating a new site will give us the ability to update it as needed.
       - Ideas for the Table for exhibition night
         * List of things we have accomplished
       - Surveys
       - Tuft partnership
       - Science curriculum
       - Science fellowship
       - Student teachers from Tufts.
       - We need a projector to show off websites and location of key information
       - Name tags
   * Teacher Phone calls to parents
     + In the past we used positive postcards. This made it easy for teachers to reach out. They were prepaid. A teacher rep could put them in the mail box monthly. Susan Terban offered to be the rep. They should have a happy logo so parents know it is a positive thing. Judy Leisk offered to design one.

**Action Item:** Rachana Gray will upload survey charts to the Governing Board’s website.

**Action Item:** Judy Leisk will get name tags.

**Action Item:** Rachana Gray will create a parent website

**Action Item:** Judy Leisk will create a happy logo

1. Management & Operations
   * Did not get a chance to meet.
   * Committee was asked to review governing board attendance and compare it to the by-laws to ensure attendance policy is being followed. Some level of discretion needs to be used based on level of participation

**Action Item:** Rachana Gray will send attendance list to co-chairs

1. New Business (35 min)  
       If no new business, opportunity for subcommittee break-out meetings
   * The agenda didn’t go out to non-staff board members. It needs to be sent out to the board for review before the meetings.
   * A question was raised. Should the Governing Board fill out the survey on the PARCC test? The general feeling is that we should wait for the results to so that we can have a better picture of the exam.
   * A suggestion was made to reinstate International night. This could be done during the school day. Kids could have a NUT day if they wear cultural clothing. It could be done as it was in the past in the evening with whole families invited to attend.
2. Principal’s Report (10 min)

* Professional development (PD) schedule on hold. The district is debating doing something similar. We will wait to see what they do. We may want to follow their schedule.
* We currently have Project lead the way for 7th and 8th grade. We have applied for a grant to launch it in the elementary grades. We have a good shot at it. It could include more computers and $100K for our tech curriculum
* Dept of Ed. came to visit. They were looking at our sped numbers and protocols. They saw our Data room and would like to see it instituted state wide. They wanted to find out why they are separated by classrooms and if they get main-streamed. We showed them that our SPED and pace kids all go to exploratory classes. We asked that they include these kids in our enrollment. They currently are not, so our class sizes are very large when we integrate them. They are considering it. Chances are good that they will agree.
* Center based learning. DOE might Fund PD for center based learning.
  + It was strongly felt that PD should include more than literacy centers. Possibly Math and Science as well.
  + The centers will allow students of all skill level to get more individual attention
  + Introducing this in the middle school will take a lot of work.
* We have had many students lose parents this year. The principal is looking for ways the school can reach out to these families as a community and help them through this tough time. We have 3 social workers in the building but could offer help like meals or rides
* A parent washed and ironed the donated uniforms. The Principal will try to find out their name so we can send a thank you.
* Adjourn

**Motion to Adjourn:** Franklin Shearer

**Seconded:** Sarah Boswell

**Motion:** Passed