**October 20, 2014 5:45 PM Linden STEAM Academy Library**

Attendees:

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

1. **Public Comment/Connections (5 min)**
   1. Liz Donaldson, parent of 8th grade LSA student

Met with Dr. DeRousi to discuss options for bringing foreign language back to LSA. Suggested we use Plato by Edmentum, a self-paced, computer-based accredited learning program, to replace language instruction. In use at Malden High.

Response: There is no budget for it. Per-user fee of about $275 for 18 weeks. Need computers and a staff member to monitor.

**Action Item**: Richard Bransfield will reach out to Karen Steele to investigate grant money options.

1. **Visiting speaker (10 min)**
   1. Dana Brown, Malden HS Principal, on foreign language classes and requirements

There are no language requirements at Malden High. Lack of languages does not affect college acceptance. Colleges do not consider K-8 transcripts.

1. **Vote to approve September Meeting Minutes (5 min)**

**Motion**: Sonia Miller moved to approve the minutes.

**Seconded**: Dianna Buonopane.

**Motion carried.**

1. **Principal's Report (15 min)**
   1. Plato can be offered through after school program; matter of cost, tuition or cost share; no minimum number students required; benefits a wide variety of students at all skill levels; multiple topics.
   2. Case studies of other Innovation schools show they have strong support from their district, especially in regards to budget.
   3. LSA teachers need professional development (PD) that is not offered by the district. The district has a single PD line item in the budget, not broken out by school. Teacher-led PD is an option but will still incur expenses. Should GB change Innovation Plan to include budget autonomy? Could November PD address report card issues? Sample report cards from other districts are available for review. Updated report cards should be aligned with current standards.
   4. GB and teachers need to come together on goals and move forward.
2. **Subcommittee Reports (15 min)**

**Curriculum & Instruction (5 min)**

* 1. The language of the bylaws imply that the makeup of the committee members must be balanced, i.e. must include teachers, parents and staff. Committees should have representatives instead.

**Motion**: Sonia Miller moved to re-phrase by-laws and bring it to the next meeting for a vote.

**Seconded**: Rachana Gray

**Motion Carried.**

**Action Item**: Sonia Miller will re-phrase the section of the by-law and bring it to the next meeting for approval.

* 1. The group addressed the creation of the Science Curriculum. Should we be writing our own? Is there a budget for the extra hours? PD points?

**Family & Community Engagement (5 min)**

* 1. Susan Goldstein Fghani elected to be chair person.
  2. Committee calls for necessary teacher representation.
  3. Increase visibility of the governing board at all school events.

**Proposed**: Create a banner to be displayed at all events.

**Motion Carried**

**Action Item**: Create banner

* 1. Confirmed GB outreach at staff meetings.
  2. **Proposed**: Send a summary of the governing board meeting notes to parents, perhaps via ConnectEd link to website, or copies in back.
  3. Created a communication survey to send to parents for feedback on current level of communication. Pending GB feedback and approval, committee will distribute survey. Survey for teachers forthcoming.

**Action Item**: GB provide survey feedback prior to next meeting.

**Meeting & Operations** (5 min)

* 1. Meeting schedule is still being addressed
  2. To emphasize LSA autonomy GB needs to be more present in front of District decision makers as well as school committee meetings.
  3. The Superintendent needs to attend our meetings if we are to move forward.
  4. A concern regarding global health scares motived committee to confirm district has plan to address potential scenarios.
  5. Committee needs more representation from GB.
  6. Proposed committees should work collectively on a theme given by the GB, e.g. STEAM, science etc where each committee works on their component to bring goal to fruition.

1. **Old Business (35 min)**
   1. Robert’s Rules were passed out and briefly explained for future use.
   2. Open Meeting Law timeline in bylaws were clarified. Bylaws are ambiguous and need clarifying regarding the timeline for posting of meeting minutes. Atty. General Lawyer clarified distribution of minutes is entirely voluntary, however upon request they must be distributed within 10 calendar days.

**Motion**: Sonia Miller moved that we clarify the bylaws

**Seconded**: Marquerite Gonsalves

**Motion** **Carried**

**Action Item**: Sonia Miller will bring edits to next meeting for approval.

* 1. Innovation school autonomy, ESE and MTA (10 min)
     1. Case studies provided by the DESE were handed out to address how other schools use their autonomies.
     2. GB must remain conscientious to district-wide effects of removing a single certified position at Linden as GB is responsible going forward for hiring or firing of staff.
     3. LSA should visit other schools to see how they are making use of their autonomies, ideally one with a similar demographic make-up as ours. In the past school visits have been extremely beneficial for teachers and staff.

**Action Item**: Develop a list of schools to visit.

* 1. **Culture Club feedback (5 min)**
     1. Culture Club organizes Friendzy Friday which runs between 1:15pm-2:15pm once a month. They incorporate the 21st century classroom 5 Cs into the activities. Next year they want to connect to teacher expertise and possibly create clubs students can choose from.
  2. **Website (5 min)**
     1. Presented a potential updated site map for the website. There were no suggestions or questions so we will start to move the website into that format.

**Action Item**: Sonia Miller and Rachana Gray will make modifications to the website

1. **New Business – if no New Business, subcommittee breakout opportunity (10 min)**

Postponed.

1. **Scheduling of all SY15 GB meetings (10 min)**
   1. **Survey Monkey Results (5 min**)

**Motion**: Sonia Miller moved to change meeting dates to 4th Monday of month, with backup meeting date on the 3rd Monday in case of holiday.

**Seconded**: Alisha King

**Motion Carried**

**Action Item**: Rachana Gray will update the website with the new dates

1. **Teacher Workday (15 min)**
   1. There is a need to document the start and stop times for the teachers. Overall teachers come early and stay late. There have been no problems and no one has ever spoken to anyone about when they come and go. Bargaining over time is unnecessary if the teachers agree to it.
   2. Whatever is agreed to, must be put in the contract as a side letter; it makes sense for teachers to start 10 minutes before the student arrive and to stay 10 minutes after they leave.
   3. Discussion: Documenting a baseline is key before we can begin to come up with either basic or innovative scheduling, e.g. flex time. The previous change established common planning time for teachers without losing the required student face time. In order to not add extra time, teachers could come in and leave with the students’ schedule. Teachers in the district are required to come in before the students arrive and leave after the students do. Issues could arise if our current schedule is put in the contract. However our autonomy over scheduling should not affect district teachers.

**Motion**: Chairs moved to table discussion.

**Motion carried**.

**Action Item**: Jocelyn Ken will research how many minutes our teacher are working and compare it to the teachers at Beebe.

**Action Item**: Richard Bransfield will aid in getting the Beebe information. We will wait for the information in order to make our decision.

1. **Adjourn**

**Motion**: Sonia Miller moved to adjourn.

**Seconded**: Judy Leisk

**Motion carried**

Next meeting will be on November 24, 2014 at 545PM in the Linden STEAM Academy Library.