

Education Committee
Abby Kelley Foster Charter Public School
Thursday, June 1, 2017

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Middle School Admin Conference Room 220 at 8:21 a.m.

- II. The attendance was recorded.
 - a. Board members present: Heidi Paluk, Celia Blue, Patrick Royce, James Walsh, Randy Schmid, Lea Christo (8:26 a.m.), Alicia O’Connell (8:30 a.m.), Ryan Kittredge (remote)
 - b. Board members absent: none
 - c. Others present: Brian Haas, AnnMarie Little, Amy Puliafico, Chris Kursonis, John Calabresi, Tim Hayes, Mike Penney, Kate Stockwell

- III. The minutes from May 4, 2017 were reviewed and approved.

- IV. Faithfulness to Charter
 - a. The Enrollment update was distributed and presented by Mrs. Little.
 - i. Approximately 50% Kindergarteners enrolled through sibling preference. There are currently 117 Kindergarten children on the waitlist.
 - b. The Charter Renewal application process was presented by Mrs. Little.
 - i. Social/emotional, compliance, access and equity, mission and key design elements, and professional climate highlights were discussed.

- V. Academic Program Success
 - a. Strategic Plan Update – Brian Haas
 - b. The Guidance Department ASCA Plan handout including: progress, MASCA, RAMP, and community partnerships was distributed and presented by Tim Hayes, Mike Penney and Kate Stockwell.
 - i. Consideration will be given to data collection for success of interventions and tracking therapist turnover.
 - c. The Technology Plan update was presented by Mr. Haas and Mr. Calabresi.
 - i. Changes include replacing iPads with Chrome Books.
 - ii. The Technology Committee will continue the practice of conducting a study prior to purchasing decisions.
 - iii. Consideration will be given to expanding the members of the Technology Committee to outside sources including vendors and members of the community.
 - iv. Consideration will be given to virtual reality educational opportunities.
 - d. The revised Wellness Policy will be presented at the September 2017 meeting.

- VI. Organizational Viability

- a. Student Handbooks discussion was led by Mr. Haas.
 - i. The Uniform Policy for Grade 8 was discussed, will include black pants and black skirts, and the local uniform companies will be informed of the change.
 - ii. The Hair Policy for all grades will be amended to “Hair must be kept clean and neatly styled. Functional items are allowed, i.e. hair clips, headbands, etc.”
 - iii. The shoe policy at the high school will remain brown or black.
- b. The District update was presented by Mr. Haas, Ms. Puliafico and Mr. Kursonis.
 - i. Consideration will be given to discontinuing Grade 8 graduation after 2017.

VII. Miscellaneous

- a. The 2017-2018 meeting schedule was discussed.
 - i. The board meeting on September 27, 2017 will be changed to September 20, 2017.
 - ii. All committee meetings will be scheduled for 7:45 a.m.

VIII. Next year’s topics by month: TBD

IX. Next Meeting: TBD

X. The meeting was adjourned at 10:15 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Education Committee
Abby Kelley Foster Charter Public School
Thursday, May 4, 2017

MINUTES

- I. The meeting was called to order at 8:21 a.m. by Mrs. Paluk in the Executive Director's office.

- II. Board Members Present: Heidi Paluk, Lea Christo, Alicia O'Connell
Board Members Absent: Celia Blue
Others Present: Brian Haas, AnnMarie Little, Amy Emma, Chris Kursonis, Amy Puliafico

- III. The minutes from April 6, 2017 were previously reviewed at the April board meeting.

- IV. Faithfulness to Charter
 - a. The Charter Renewal update was presented by Mrs. Little.
 - i. Contracts will be held for MTEL certifications for 3 teachers in their subject area; ELL compliance; SEI (Sheltered English Immersion) endorsement required to renew 11 teacher contracts for 2018-2019.
 - ii. Schoolwide effort to educate all teachers; contract language includes deadline for SEI endorsement and MTEL certification; attrition and enrollment trending well; charter school liason collaborates with Mrs. Little.
 - iii. Character education model modification, evidence across the district including character education breakfasts, integration in library and guidance curriculum, responsive classroom, and importance to mission as posted in all classrooms was discussed.
 - iv. Music program evolved to include partnerships and collaborations within the community.
 - v. AKF model school for recruitment and retention, and anticipated charter renewal without Board of Education involvement was discussed.
 - vi. Charter renewal site visit will be scheduled preferably for September 2017 since IB site visit is scheduled for October 2017.

- V. Academic Program Success
 - a. The Strategic Plan update was presented by Mr. Haas.
 - i. Increasing enrollment will be added to the initiatives.
 - ii. IB backward design K-12 will be added to the initiatives.
 - iii. The draft Strategic Plan will be sent to the Board of Trustees this week.
 - iv. An update report on the existing Strategic Plan will be sent to the Education Committee before the June 1, 2017 meeting.
 - v. The Strategic Plan will be streamlined with the charter renewal 5 year plan.
 - b. The Guidance Department Plan update was presented by Mr. Haas.

- i. The revised plan will be completed by Fall 2017 based on new ASCA standards.
 - ii. Mrs. Little will submit the existing guidance plan during the charter renewal.
 - iii. Mr. Haas will work with the Guidance Department to provide an update on the existing plan and report to the Education Committee prior to reviewing the new plan.
- c. The Technology Plan update was presented by Mr. Haas.
 - i. The Technology Committee met several times during 2016-2017.
 - ii. The new plan is in process and the budget will be impacted. Mr. Haas will provide an update on the previous technology plan and accomplishments.
- d. The revised Wellness Policy will be approved by the Board of Trustees in August/September 2017.

Mrs. Christo excused herself at 9:11 a.m.

VI. Organizational Viability

- a. The Student Handbook changes were discussed.
 - i. Elementary School updates were not reported.
 - 1. Grades will change from K-4 to K-3.
 - ii. Middle School updates were distributed by Ms. Puliafico.
 - 1. Grades will change from 5-8 to 4-7.
 - 2. New code of conduct requires board approval.
 - 3. Project Wisdom executive summary and link to website will be provided to the Education Committee.
 - 4. Grade 4 uniforms will change to be consistent with the building.
 - iii. High School updates were not reported.
 - 1. Grades will change from 9-12 to 8-12.
 - 2. Grade 8 uniforms will change from tan pants to black pants. Uniform section will be sent to Education Committee for review.
 - iv. Parent/Student/School Compact language regarding videotaping was discussed.
 - v. High School uniform section and entire Middle School handbook with a list of changes will be sent to the Education Committee. Current handbooks are posted on the school's website.
 - vi. *A motion to approve the 2017-2018 Student Handbooks will be added to the May 24, 2017 Board of Trustees agenda.***
- b. Updated Project Wisdom character virtues information for the middle school will be provided to the Education Committee.
- c. Elementary School retirements include Wendy Shepro and Nurse Anne Gilmartin.
- d. A \$5,000 Bridges grant was received by the Elementary School.
- e. The Elementary School PTO raised over \$16,000 this year and purchased and will install an electronic sign on the exterior wall of the building.
- f. The Middle School PTO painted the teachers' lounge for Teacher Appreciation Week.

g. The Board of Trustees will send a message of appreciation to all staff.

VII. Miscellaneous

- a. High School graduation ceremony will be held at Mechanics Hall on Wednesday, May 31, 2017 and all board members are encouraged to attend.
- b. Draft board and committee meeting schedule 2017-2018 was distributed.
- c. All members of the Board of Trustees will be invited to the June 1, 2017 Education Committee meeting for updates prior to the June 2017 board meeting.

VIII. The next meeting is scheduled for Thursday, June 1, 2017 at 8:15 a.m.

IX. The meeting was adjourned by Mrs. Paluk at 9:42 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Education Committee
Abby Kelley Foster Charter Public School
Thursday, April 6, 2017

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 8:17 a.m.

- II. The attendance was recorded:
 - a. Board members present: Heidi Paluk, Alicia O'Connell, Celia Blue, Lea Christo
 - b. Board members absent: none
 - c. Others present: Brian Haas, Amy Puliafico, Chris Kursonis, Kelly Davila, Jessica Regan, Emily Jermine, AnnMarie Little (8:40am)

- III. The minutes from February 2, 2017 were discussed and approved. The March 2, 2017 meeting was cancelled on March 1st.

- IV. Academic Program Success
 - a. The I Ready Data Analysis and Assessment discussion was led by Jessica Regan and Emily Jermine, Curriculum Coordinators.
 1. The K-8 Reading and Mathematics 2017-2018 Academic Year summary was distributed and discussed.
 2. Overview: Similar pricing to other options researched; individualized test; real time feedback includes specific strands/domains; adaptive test; program aligned to Massachusetts State Standards and adapts to state changes in real time; valid and reliable K-8 growth measure from year to year; overall reports better prepare students by providing teachers with a detailed action plan for individual and group instruction; testing will occur three times per year; and AKF will share reports with parents to assist children at home.
 3. Professional development "Getting Started with I-Ready" for K-8 will be held in August 2017; "Data Analysis Training" for K-8 Math and ELA teachers will be held in September 2017.

Mrs. Regan and Mrs. Jermine excused themselves at 8:43 a.m.

- b. The International Baccalaureate (IB) Programme update was presented by Kelly Davila, IB Coordinator.
 1. The IB student, parent, and faculty survey resulted in five areas identified for the development of action items which will be presented at the May meeting.
 2. Strengths include: meeting requirements of progress; aligned with skills, develop courses for AKF needs; adapting program to needs; engaging students as thinkers and questioners; motivating curiosity to learn and think outside the box.

3. Needs include: formalize collaboration among teachers; formalize cross subject collaboration; finding time to collaborate; and incorporating CAS (community, activity, and service).
4. Mrs. Davila is seeking IB collaboration with a sister school in England.

Attorney O'Connell excused herself at 9:08 a.m.

5. Scope of IB homework, AKF trends, IB participation increasing including students on IEP's, funding, new IB psychology class, student interest in other IB courses including technology and business, and exams were discussed.
 6. Consideration will be given to revising the "Writing" graduation requirement.
 7. Formalized IB report will be presented at the May 4, 2017 meeting by Mrs. Davila in preparation for the deadline of June 30, 2017. Site visit: tbd Fall 2017.
- c. The Strategic Plan update was presented by Brian Haas, Executive Director.
1. The Strategic Plan 2017-2020 draft will be sent to this committee May 25, 2017.
 2. The presentation has been scheduled for the June 1, 2017 meeting.
 3. The plan will be submitted to the Board of Trustees for approval June 14, 2017.

V. Organizational Viability

- a. The Middle School update was presented by Amy Puliafico, Middle School Principal.
 1. Keys to Literacy professional development and snow days impacting trainer; testing changes from informational to narrative; Teachers 21 professional learning community; grades 3 & 4 student visits and parent visits for transition planning; Grade 8 Choir received the bronze medal in MICA competition; and MCAS computer based testing were discussed.
 2. Current pilot program "Project Wisdom" for character education in the Middle School was discussed. This month's virtue is Perseverance.
- b. The High School update was presented by Christopher Kursonis, High School Principal.
 1. Preparation for NHS induction ceremony, electronic report cards, music and art festival at AKF, participation in a cappella competition at Mechanics Hall, MCAS testing, spring sports, senior activities, and graduation were reported.
 2. The IB students served as stage production and choreography directors for the musical "Grease".
- c. The building project update was presented by Brian Haas, Executive Director.
 1. Leaking roof in the high school is being addressed.

VI. Miscellaneous

- a. Charter renewal, strategic plan, technology, and wellness will be added to May agenda.

VII. Next Month's Topic: International Baccalaureate Programme Action Items

- VIII. Next Meetings: Board of Trustees Meeting on Wednesday, April 26, 2017 at 6:30 p.m.
Education Committee Meeting on Thursday, May 4, 2017 at 8:15 a.m.

IX. The meeting was adjourned at 9:36 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Education Committee
Abby Kelley Foster Charter Public School
Thursday, February 2, 2017

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 8:19 a.m.

- II. The attendance was recorded:
 - a. Board members present: Heidi Paluk, Celia Blue, Alicia O'Connell
 - b. Board members absent: Lea Christo
 - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Amy Puliafico, Chris Kursonis, Kelly Davila

- III. The minutes from January 5, 2017 were discussed and approved.

- IV. Faithfulness to Charter

- V. Academic Program Success
 - a. The International Baccalaureate (IB) Programme discussion was led by Mrs. Davila.
 - i. The following will result in action items for improvement which will be reviewed with teachers and then sent to administration for approval: 85 responses received during the IB self-study; homework survey for quality, quantity and rigor; time management; curriculum review by teachers; policy for language and special needs; and academic honesty policy.
 - ii. Survey results will be reported at the April or May meeting with an update at the March meeting.
 - iii. The two day accreditation process, required every six years, will occur in September or October 2017 and the dates will be announced by June 2017. Interviews will be conducted with teachers, students and AKF parents who do not have a conflict of interest role with the school. The school received IB certification in 2011 and will be reviewed this year to determine what AKF is doing well and listing action items to be addressed.
 - iv. Additional teacher training will be budgeted and scheduled for 2018-2019.
 - v. Currently 80% of the junior class is involved with IB classes or full diploma.
 - vi. The high school administration will prepare an IB Night geared toward 7th and 8th grade parents to increase awareness and communication with AKF families.
 - b. Strategic Plan update was presented by Mr. Haas.
 - i. The January 10th Strategic Planning Committee meeting minutes were distributed and the overarching goals were reviewed.
 - ii. An internal committee has been formed consisting of 16 AKF employees including SPC members, administrators, and the assistant director of special

education. The internal group will meet three times to establish initiatives to support the overarching goals.

- iii. The overarching goals will be presented at the April 5, 2017 board meeting and the complete Strategic Plan including the initiatives will be presented at the June 14, 2017 board meeting.

VI. Organizational Viability

- a. Elementary School update was presented by Mrs. Emma, Principal.
 - i. Kindergarten Intergenerational Program meeting was discussed. Mrs. Emma met with Julie Shaw from Bridges Together (bridgestogether.org) and will apply for the available grant to implement the program. Consideration will be given to contacting Roberta Schaefer.
 - ii. National Honor Society students have had a positive impact on the 2nd grade students they work with monthly.
 - iii. ELL Title III Grant of \$16K will benefit many students including 55 students enrolled in K-5 tutoring program through June 2017 as well as provide 2 books each to all K-8 ELL students before February, April, and summer vacations.
 - iv. Building transition preparation includes an ES PTO meeting with the middle school principal this month. Guidance counselors continue to work with 3rd and 4th grade students to alleviate concerns regarding the transition.
 - v. ES PTO has raised \$8K for an electronic outdoor sign which will be installed on the elementary school building to replace the manual sign and the organization is also giving \$700 per grade for K-4 field trips.
 - vi. Social skills group is running, mindfulness activities are ongoing, and a service therapy dog is being researched by the new guidance counselor. The Watch D.O.G.S. program involves over 40 dads this year.
 - vii. The Backpack Program has been deferred by the grant program organizers from February to September 2017 and will be set up after the move.
- b. Middle School update was presented by Ms. Puliafico, Principal.
 - i. New 8th grade math teacher started teaching this week; character virtue Respect breakfast was rescheduled for March due to snow delay yesterday; school-wide Geography Bee, 5th and 6th grade Banagram Challenge; DOE conference; Keys to Literacy training which was funded by the Educational Foundation; “Wizard of Oz” musical; boys and girls basketball; spirit week prior to February vacation; and NE Patriots theme day prior to the Super Bowl were highlighted.
 - ii. MS PTO meets monthly. Current fundraiser, Skylights night, and end of year plans including the Greek Olympics were mentioned.
- c. High School update was presented by Mr. Kursonis.
 - i. Building transition plan for 8th grade is on hold at the high school due to consideration for the high school impact on lunch and class schedules, uniforms, guidance, and special education. Students and parents will begin to be informed of the transition plan in late March or early April. Scheduling is a large piece of the transition plan.

- ii. Paper report cards were issued for the 2nd quarter due to a technology issue which has been resolved. Electronic reports cards will continue to be issued moving forward and teachers are utilizing data to inform instruction.
- iii. High school highlights include: Boys and Girls Basketball teams may qualify for districts; Cheerleaders will participate in competitions; “Grease” musical will be performed in early April; college application process has been completed; ELA MCAS scheduled for March; IB Night scheduled for next week; choir and Acapella groups have entered a competition sponsored by WEC; math team competes monthly; Youth Against Homelessness club raised \$300 to purchase diapers for a local homeless shelter; senior week activities in May and graduation in June.
- iv. Consideration will be given to 8th grade clubs and athletics at the high school.
- d. District update was presented by Mr. Haas.
 - i. Staffing for FY18 is currently being discussed with administrators including the possibility of hiring a Health teacher for MS and 8th grade if the budget allows.
 - ii. Budget process for FY18 is beginning this month.
- e. Building Project update was presented by Mr. Haas.
 - i. High school build-out update included the possibility of add-ons for boilers and electrical work to align with the current project rather than revisit the designer selection board process next year.

VII. Miscellaneous

VIII. Action items

- a. IB survey results will be reported at the April or May meeting with an update at the March meeting.
- b. The high school administration will prepare an IB Night geared toward 7th and 8th grade parents to increase awareness and communication with AKF families.
- c. The overarching goals of the Strategic Plan will be presented at the April 5, 2017 board meeting and the complete Strategic Plan including the initiatives will be presented at the June 14, 2017 board meeting.

IX. Next month’s topic: International Baccalaureate (IB) Programme update

X. The next meeting is scheduled for Thursday, March 2, 2017 at 8:15 a.m.

XI. The meeting was adjourned at 9:05 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Education Committee
Abby Kelley Foster Charter Public School
Thursday, January 5, 2017

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 8:25 a.m.

- II. The attendance was recorded:
 - a. Board members present: Heidi Paluk, Lea Christo, Alicia O'Connell
 - b. Board members absent: Celia Blue, Alexis Travis
 - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Chris Kursonis, Amy Puliafico

- III. The minutes from December 1, 2016 were reviewed and approved.

- IV. Faithfulness to Charter
 - a. Charter School Governance update was presented by Mrs. Little.
 - i. There was nothing new to report since the last meeting.
 - b. DESE Enrollment Guidelines update was presented by Mrs. Little.
 - i. The administration is currently reviewing the school's enrollment policy for compliance with changes to state regulations and school needs.
 - c. Regional transportation update was presented by Mrs. Little.
 - i. Transportation company is currently projecting scheduling and budget changes for 2017-2018 to incorporate decrease of ES students and increase of HS students after the completion of the HS build-out project.
 - ii. Currently 30 of 74 regional students participate in regional transportation.
 - iii. Consideration given to amending regional transportation for 2018-2019.

- V. Academic Program Success
 - a. Strategic Plan update was presented by Mr. Haas.
 - i. December committee meeting was cancelled due to inclement weather.
 - ii. January 10th meeting scheduled to finish establishing overarching goals.
 - b. Academic Calendar 2017-2018 update was presented by Mrs. Little.
 - i. December 22nd will be changed from Early Release to No School, and last day of school-early release will be changed from June 13th to June 14th resulting in 185 school days.
 - ii. Committee will propose the 2017-2018 academic calendar be accepted by the Board of Trustees.

- VI. Organizational Viability
 - a. Elementary School update was presented by Mrs. Emma, Principal.

- i. Toy donations for AKF families coordinated by the Lions Club, ArtReach, and staff; US Public Health Service Administration programs; Kindergarten Intergenerational Program meeting scheduled for January 25th; WPI work study program; effective literacy practice PD; free Massachusetts Charter Association PD; interim assessments; teacher observations; grade 4 band and strings program started by new music teacher; and good character education recordkeeping by Joanne Wiggins, ES Librarian were discussed.
 - ii. ES PTO will donate and install an electronic outdoor sign this year and will coordinate the Abby's Attic used uniform sale this Friday to assist families.
 - iii. Guidance Counselor Kate Stockwell applied for and received a \$2,500 grant from Fallon Health for the ES Backpack Program which begins February 2017 to assist 10 AKF families and will expand to more families throughout the year. (Handout distributed)
 - iv. Massachusetts Charter Association Model Demonstration School will be explored by Mrs. Emma and Mrs. Little.
- b. Middle School update was presented by Ms. Puliafico, Principal.
- i. Email regarding resignation of 8th grade math teacher Roxanne Pittman will be sent to families and interviews are scheduled for today; character education Fairness breakfast was held this morning; winter music concert consisted of a large group of performers and the auditorium was packed; MS boys' and girls' basketball is running; National Geography Bee will be held this month; and Keys to Literacy PD on January 18th with onsite trainer were discussed.
 - ii. Transition from ES to MS will be a topic presented at the February ES PTO meeting by Ms. Puliafico. The MS PTO funded the Banagram Challenge for grades 5&6.
 - iii. Behavioral expectations, growth mindset and engagement strategies were explained to families in the December Newsletter. Detention logs, observations, and professional development were discussed. (Handout distributed)
- c. High School update was presented by Mr. Kursonis.
- i. Winter music concert; Worcester County Food Bank canned food drive; cheerleading, boys' and girls' basketball; midterm exams next week; Career Day January 13th; college visits at AKF include assisting students with applications to QCC in January.
 - ii. Guidance department will utilize data collected through alumni tracker software to assist students during college search process. AKF graduates will visit and participate on a panel for freshmen and 8th grade students.
 - iii. Book of AKF student writing will be published by the Rotary Clubs of Shrewsbury and Worcester and will open scholarship and grant opportunities for the school and students.
 - iv. International Baccalaureate (IB) will be the topic of discussion on the February or March agenda.
- d. District update was presented by Mr. Haas.

- i. Wellness Committee includes four HS students. Diane Mikulski, Director of Food Services, has taken a lead role on the committee to revise the Wellness Policy.
- ii. Technology Committee will begin meeting this month. John Calabresi, Manager of IT, has taken a lead role on the committee to revise the Technology Plan.
- e. Building Project update was presented by Mr. Haas.
 - i. The HS project is running on schedule.

VII. Miscellaneous

- a. Consideration given to including mobile AED units in 2017-2018 budget to comply with the new law. AED's are currently located in all buildings.
- b. The vacant building next to DEP and HS was recently demolished and the speed bump covering the pipe has been removed.
- c. Central Mass Special Education Collaborative, a new tenant of Liberty Properties, is renovating space behind the Middle School.
- d. Community Reading Day March 2, 2017 from 9am-10am information will be sent to Mrs. Paluk by Mrs. Emma to distribute to the Board of Trustees.
- e. Mrs. Christo announced she is stepping down as Clerk of the Board of Trustees.
- f. Atty. O'Connell was nominated as Clerk of the Board of Trustees and was asked to join the Executive Committee.

VIII. Action items

- a. Present 2017-2018 academic calendar to Board of Trustees for approval.
- b. Present 2017 nominees to the Board of Trustees for ballot vote at annual meeting for chair, clerk and treasurer officer positions.

IX. Next month's topic: International Baccalaureate (IB) Programme

X. The next meeting is scheduled for Thursday, February 2, 2017 at 8:15 a.m.

XI. The meeting was adjourned at 9:50 a.m.

Prepared by: Amanda Durkin, Administrative Assistant to the Executive Director

Education Committee
Abby Kelley Foster Charter Public School
Thursday, December 1, 2016

MINUTES

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 8:19 a.m.

- II. The attendance was recorded:
 - a. Board members present: Heidi Paluk, Celia Blue, Alicia O'Connell
 - b. Board members absent: Lea Christo, Alexis Travis
 - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Amy Puliafico, Chris Kursonis, Jessica Regan

- III. The minutes from October 6, 2016 were reviewed.

- IV. Faithfulness to Charter
 - a. Charter School Governance update was presented by Mrs. Little.
 - i. Charter School Association's executive director is retiring December 31st.
 - ii. New state legislative session begins in January: a moratorium on new charter schools and changes to the state funding formula are anticipated.
 - b. Enrollment update was presented by Mrs. Little.
 - i. New enrollment guidelines were issued by DESE in September 2016.
 - ii. A discussion regarding the implications of phasing out regional transportation for safety concerns, lack of ridership, and cost savings occurred. Conversation will continue at January 2017 meeting.
 - c. Remote participation handout was provided by Mrs. Little and discussed.
 - i. A Trustee is responsible for notifying the Chairperson 24 hours in advance and may participate remotely twice annually.

- V. Academic Program Success
 - a. Middle School Plan update was presented by Ms. Puliafico.
 - i. MS Climate Survey Key Results & Actions was distributed and discussed.
 1. Areas of focus: respect; challenge and engagement level; behavior expectations and discipline.
 2. MS Initiatives: Develop common behavioral expectations; Professional development for teachers on classroom climate and culture; Restructure of evaluation process; Keys to Literacy Writing PD; Mindfulness education; Character Virtue Program.
 3. Tools for surveys are being researched. The current survey tool will be utilized next year to compare year over year data, with additional questions added in order to transition to new survey tool moving forward.

4. Instructional rounds showed improvement in teacher directed per-to-peer interaction compared to two years ago and cited in last charter renewal.
 5. Staff morale is good overall. Administration is aware of staff anticipation regarding changes next year including classroom moves due to moving 4th and 8th grade teachers to different buildings.
- b. Strategic Plan update was presented by Mrs. Regan
 - i. Parent Survey results were previously distributed and summarized.
 1. 35% response rate for the district: (three One Call Now email messages and parent conference access to laptops).
 2. Overall strong reflection of parents satisfaction with AKF.
 3. Focus areas: consistent rules for behavior; academics, extra support for struggling students.
 - ii. Student Survey results were previously distributed and summarized.
 1. 79% response rate for grades 6-12.
 2. Focus area: students' perception of their attention in class.
 - c. Academic Calendar 2017-2018 draft was presented by Mrs. Little.
 - i. District model to implement PD and parent/teacher conferences with the exception of March 15th early dismissal for K-3 conferences only.
 - ii. 185 school days; correction to include a half day prior to Memorial Day.

VI. Organizational Viability

- a. High School update was presented by Mr. Kursonis.
 - i. Progress reports scheduled for next week; electronic report cards; app for updates; food drive to benefit St. Peter's Pantry; fall athletics; lack of in-house coaches and low stipend rate; successful fall play "It's A Wonderful Life"; winter/spring musical "Grease"; college application process going well and includes one Posse Scholar finalist; IB students doing well and preparation for testing underway; backward design model utilized for 8th grade students; scheduling and staffing plans for 2017-2018 underway for grades 8-12 were reported.
- b. Middle School update was presented by Ms. Puliafico.
 - i. Winter athletics include boys' and girls' basketball, and cheerleading; NJHS charity drive for "Be Like Brit"; MS PTO/Booster Club craft fair scheduled for Saturday; progress reports; DA's office presented Cyber-bullying and Internet Safety assemblies this week; Veterans Day assembly and slide show; Winter Concert scheduled for December 13th for grades 6-8; grade 7 math teacher left to work at WRSD and was replaced by a Burncoat MS math teacher; six MS students and 25 HS students are participating in Classics Day at Boston University today; transition plan for grade 4 to move into 6th grade wing with use of private stairway and grade 6 to move into 8th grade wing were reported

- ii. Project Wisdom online character education plan will be put in place February 2017, piloted in the spring, and rolled out during 2017-2018.
 - iii. “Be Accountable, Be Responsible” behavior program and common language includes postings in restrooms and cafeteria. Common language for school will be encouraged to be shared at home through newsletters.
 - c. Elementary School update was presented by Mrs. Emma.
 - i. Newsletter includes updates for grades 3&4 parents regarding next year’s building changes; internal document utilized by administration for planning building changes; K-4 vertical teams for science and math; free PD from Massachusetts Charter Association shared for ES teachers; Google Docs technology update including Literacy Action Plan edited in real time; character education, awards, and mock election for citizenship during November; Community Healthlink currently working with 5 students; successful Multicultural Night included Crocodile River Band; parent conferences went well; guidance department turkey food baskets distributed to 20 AKF families in need; Backpack Program has been re-established and a food pantry will be set up in the ES to serve approximately 10 students; Toys for Tots program has been communicated to parents; fire drills and lockdowns; new guidance counselor leaving in December for a position closer to home in Connecticut will be replaced by an internal candidate; guidance department teaches anti-bullying to students; and book fair scheduled for next week were reported.
 - d. District update was distributed and summarized by Mr. Haas.
 - i. Observations of classrooms in all three buildings including kindergarten keyboarding were described.
 - ii. Several chorus members performed in “The Nutcracker” at the Hanover Theatre during Thanksgiving weekend.
 - iii. Executive Director’s Newsletters will include updates on next year’s building changes.
 - e. Building Project update was presented by Mr. Haas.
 - i. Project is currently on schedule and details will be reported at Facilities and Finance Committee meetings.

VII. Miscellaneous

- a. Invite Trustees to participate in Community Reading Day.

VIII. Action Items

- a. Regional transportation and DESE enrollment guidelines.
- b. Finalize 2017-2018 calendar for board approval.

IX. The next meeting is scheduled for Thursday, January 5, 2017 at 8:15 a.m.

X. The meeting was adjourned at 9:50 a.m.

Education Committee
Abby Kelley Foster Charter Public School
Thursday, October 6, 2016

MINUTES

- I. The meeting was called to order by Alicia O’Connell in the Middle School Conference Room 220 at 8:18 a.m.
 - a. Board members present: Alicia O’Connell, Lea Christo, Alexis Travis, Celia Blue
 - b. Board members absent: Heidi Paluk
 - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Amy Puliafico, Chris Kursonis, Rob Kerr, Jessica Regan

- II. Minutes from September 8, 2016 were reviewed.

- III. Faithfulness to Charter
 - a. Charter School Governance update was presented by Mrs. Little.
 - b. New regulations for enrollment.

- IV. Academic Program Success
 - a. The MCAS/PARCC results were distributed and presented by Mr. Kerr and Mrs. Regan.
 - b. The MCAS comparisons were presented by Mr. Kerr and Mrs. Regan.
 - i. Highest cohort combination of A/P % ever;
 - ii. 100% passing rate for all tests;
 - iii. Highest SGP in AKF History for MATH (77.5);
 - iv. 2nd Highest SGP in AKF History for ELA (71.5);
 - v. One high school in MA (Dover Sherborn) had a higher A/P % in Biology than AKF;
 - vi. Only 3 high schools in MA had a higher Growth Percentile than AKF in Math;
 - vii. Only 13 high schools in MA had a higher Growth Percentile than AKF in ELA;
 - viii. Grade 5 science MCAS Advanced/Proficient increased by 6% which is the highest in AKF history.
 - c. The ELA and Math plans for the elementary school and middle school were presented by Mrs. Regan.
 - i. Created the positions of Reading Coach at the elementary school and Reading Specialist at middle school’
 - ii. All teachers K-8 have writing goals for the teacher evaluation system;
 - iii. Writing professional development for both schools;
 - iv. New math programs for both schools;
 - v. Grades K-8 rewriting math curriculum maps.

V. Organizational Viability

- a. High School update was presented by Mr. Kursonis.
 - i. Progress Reports sent home electronically; Homecoming weekend, “It’s A Wonderful Life” play; and winter concert preparation were reported.
- b. Middle School update was presented by Ms. Puliafico.
 - i. Paper Progress Reports sent home; MS Homecoming participation; “Teachers 21” and “Keys to Literacy” professional development; Nature’s Classroom for grade 6; Improv Club, Chess Club, Student Council and NJHS were reported.
- c. Elementary School update was presented by Mrs. Emma.
 - i. Atlas Rubicon; PTO Homecoming carnival; Watch D.O.G.S. event (over 100 dads/grandfathers and over 100 children attended); and upcoming Multicultural Fair were reported.
 - ii. ES Open House included the following information tables: ELL, Guidance, Share Your Story (reasons parents like AKF).

<u>Year</u>	<u>Parents in Attendance</u>	<u>Year</u>	<u>Parents in Attendance</u>
2016	394	2015	381
2014	404	2013	388
 - iii. District update was presented by Mr. Haas.
 - 1. Organizational charts for each school and the district were distributed as per previous meeting action item.
 - 2. High School Guidance Newsletter was distributed.
 - 3. MS guidance information for faculty was distributed.
 - 4. Parent Survey was distributed.
 - 5. Walk-through observations were distributed.
 - 6. State Representative Kate Campanale of Leicester toured the school with Mr. Haas on October 5, 2016.
 - iv. Building Project update was presented by Mr. Haas.
 - 1. Completion date is currently scheduled for the end of April 2017.
 - v. Strategic Plan update was presented by Mr. Haas.
 - 1. Committee has been formed and the first meeting was held September 28, 2016.
 - 2. Next SPC meeting scheduled for October 18, 2016.
 - 3. First Focus Group held October 4, 2016 was reported.
 - 4. Second Focus Group scheduled for October 12, 2016.

VI. Action Items

- a. Executive Director will formulate a Transition Plan in collaboration with Mrs. Little and all three principals for relocating grade four and grade eight to different buildings in August 2017. (9/8/16)

VII. Next meeting scheduled for Thursday, November 3, 2016 at 8:15 a.m.

VIII. The meeting was adjourned at 9:32 a.m.

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, September 8, 2016

MINUTES

- I. The meeting was called to order by Alicia O’Connell in the Executive Director’s Office in the Middle School at 8:16 a.m.
 - a. Board members present: Lea Christo, Alicia O’Connell, Alexis Travis
 - b. Board members absent: Heidi Paluk, Celia Blue
 - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Amy Puliafico
- II. Minutes from June 2, 2016 were reviewed.
- III. Faithfulness to Charter
 - a. Charter School Governance update was presented by Mrs. Little.
 - b. The 2015-2016 Annual Report was filed and has been posted.
 - c. Enrollment update: currently five vacancies in Kindergarten which will be filled.
- IV. Organizational Viability
 - a. Elementary School update was presented by Mrs. Emma.
 - i. Parent and family engagement activities were discussed.
 - ii. Kindergarten parent “BooHoo Breakfast” Wednesday, September 7, 2016.
 - iii. Back to School Night Thursday, September 15, 2016:
 1. Feedback cards to ascertain why parents chose AKF will be distributed to approximately 350 people who annually attend.
 2. Appropriate wording permission will be added to feedback cards to allow comments to be posted on the website.
 - iv. The new arrival procedure is currently a work in progress.
 - b. Middle School update was presented by Ms. Puliafico, principal.
 - i. A growth mindset workshop occurred and all faculty meetings begin with a focus on mindfulness.
 - ii. Prior year staff turnover was discussed.
 - iii. After School Homework Program was created to assist parents and accommodate the later elementary school dismissal time.
 - iv. Middle School Plan update interventions were presented:
 1. Teachers 21 professional development
 2. Common Behavioral Expectations throughout building
 3. Restructured Teacher Evaluation Plan and specific feedback
 - c. District update was presented by Mr. Haas.
 - i. The 2015-2016 Parent Survey Results were distributed by Mrs. Little. A discussion of parent engagement for surveys and charting historical survey data were discussed.
 - ii. Building Project update was presented by Mr. Haas.
 1. Construction at the high school has officially begun.

- V. Action Items
 - a. Executive Director will distribute an organizational chart listing names and titles of administrators, faculty and staff to the Board of Trustees.
 - b. Executive Director will formulate a Transition Plan in collaboration with Mrs. Little and all three principals for relocating grade four and grade eight to different buildings in August 2017.
- VI. Next meeting scheduled for Thursday, October 6, 2016 at 8:15 a.m.
- VII. The meeting was adjourned at 9:24 a.m.

Prepared by Amanda Durkin, Administrative Assistant to the Executive Director