

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, June 4, 2015

MINUTES

Board members present: Heidi Paluk, Lea Christo, Celia Blue, Alicia O’Connell
Board members absent: Alexis Travis
Administrators present: Kathleen Greenwood, AnnMarie Little, Amy Emma,
Chris Kursonis, Amy Puliafico
Others present: Tim Hayes, Carmen Grant, Michelle Ota, Michael Penney,
Patrick Biggins, Kate Stockwell

The meeting was called to order at 7:23 a.m. by Heidi Paluk in the middle school 2nd floor conference room.

The Guidance Department was present and introduced themselves.

Guidance Counselor Program Review (Patrick Biggins and Michael Penney)

- Presentation included: guidance mission statement; beliefs and philosophy; use of time study; 2014-2015 changes; menu of responsive services; typical schedule of system support services; areas for growth.
- The ASCA (American School Counselor Association) Program Audits form March 2014 and May 2015 were distributed.
- The AKF K-12 Guidance Action Plan was distributed.
- Discussion followed.
- The Education Committee thanked the Guidance Department for the presentation and for answering questions.

Music Department field trip proposal to Washington, DC (Chris Kursonis)

- A letter and proposal written by Greg Shannon, High School Band Director, was distributed and discussed.
- Student musicians from grades 9-12 will perform during April 2016 school vacation.
- The Education Committee discussed the proposal and was supportive of this educational trip.

Annual character development service trip proposal (Chris Kursonis)

- A letter and proposal written by Laura (Russell) Houck, HS teacher, was distributed and discussed.
- All Juniors and Seniors with good academic and behavioral standing will be eligible to participate in the annual service trip to expand their character development and instill

worldliness; the first annual trip will be to the Dominican Republic during April 2017 school vacation.

- The Education Committee discussed the annual mission trip proposal and was supportive of this and future service trips.

The Education Committee will seek board approval to authorize an annual out of state field trip for high school students.

Site Visit Report (All)

- The DESE *Year 17 Check-In Visit Observations* report was distributed, discussed, and will be included as part of the next charter renewal visit in 2018.

Miscellaneous:

- Golf tournament
- Graduation

Executive Director Search Update

- Site visit agendas for both candidates will be coordinated with three principals.

The next meeting will be determined at the Board of Trustees meeting on June 10, 2015.

The meeting adjourned at 8:19 a.m.

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

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, May 7, 2015

MINUTES

BOT members present: Heidi Paluk, Lea Christo, Alicia O'Connell, Alexis Travis
BOT members absent: Celia Blue
Others present: Kathleen Greenwood, AnnMarie Little, Chris Kursonis,
Amy Emma

The meeting was called to order in Mrs. Greenwood's office by Heidi Paluk at 7:24 a.m.

Charter Site Visit (Kathleen Greenwood)

- The report will be produced in approximately three weeks.
- Two key areas mentioned:
 - Great knowledge of the school's mission by students, staff, administration and Board of Trustees.
 - In the area of instruction they observed many of the expectations the school provided.

Lea Christo arrived.

Board Governance (AnnMarie Little)

- Full board meeting discussions should be limited to items previously discussed during committee meetings.
- The importance of conduct at all board and committee meetings was discussed.

Board Retreat (Heidi Paluk and AnnMarie Little)

- The retreat is not a public meeting and is utilized to discuss ideas without deliberating.
 - Training is not a public meeting.
 - Deliberating causes a meeting to become a public meeting.
- Self evaluation of the Board of Trustees will occur.
- Bylaws require updating to meet new state requirements.
- Strategic Plan completion in June 2015 and next steps will be discussed.
- Training by the school's attorney will include:
 - Protocol
 - Duties of board members
 - Board member training
 - Remote participation

Attorney General's Website Open Meeting Law Training (Lea Christo)

- Attorney General's training video will be shown during the May 13th full board meeting.
- The school's attorney will provide the full Board of Trustees an abridged training prior to the start of the June 10th board meeting.
- The school's attorney will provide the Board of Trustees with a full training session during the September 2015 board retreat.

Miscellaneous:

- Golf tournament
- Safe Schools Summit
- Topic for next meeting: guidance

Executive Director Search Update

- Executive session interviews have been scheduled by the Search Subcommittee for May 18th and 20th.
- The full Board of Trustees will be polled to schedule one date for candidate finalist interviews with a quorum of the board. (May 26, 27, 28, June 2, 3)
- The interview structure and rubric will keep board members within strict open meeting constraints.

Calendar

- The Board of Trustees will meet quarterly on the 2nd Wednesday as follows:
 - September – board retreat and attorney training with new Executive Director
 - October – audit and MCAS
 - January – mid-year review
 - April – budget
 - June – end of year review
- Education Committee will meet monthly during 2015-2016.
- Facilities and Finance Committee will meet monthly during 2015-2016.
- Officers of the Board of Trustees will meet regularly with the new Executive Director.
- Accountability Plan items 1-10 may be reported monthly or quarterly.

The next meeting is scheduled for Thursday, June 4, 2015 at 7:15 a.m.

The meeting was adjourned at 8:28 a.m.

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

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, April 9, 2015 at 7:15 a.m.

Minutes

(Revised 4/15/15)

BOT members present: Jianyu Liang, Heidi Paluk, Alicia O'Connell, Alexis Travis

BOT members absent: Lea Christo, Celia Blue

Others present: Kathleen Greenwood, Chris Kursonis, Amy Puliafico,
AnnMarie Little

- The meeting was called to order in Mrs. Greenwood's office by Jianyu Liang at 7:18 a.m.
- Staffing changes for FY16 were presented by Kathleen Greenwood.
 - Elementary School: Title 1 funding resulted in restructuring 2 positions; one teacher is leaving in the elementary school at year end; result is that no ES staff will be eliminated.
 - Middle School: shifting student population resulted in one special education teacher moving to the high school; one special education teacher becoming part of MS literacy support team; promotion of current literacy teacher to a full-time grades 6-12 curriculum coordinator; result is that no MS staff will be eliminated.
 - High School: shifting student population resulted in creation of a full-time lifeskills teacher who will also support the MS; one Latin teacher position will be eliminated.
 - Discussion of foreign language program occurred.
- Student Recruitment and Retention Plan was presented by AnnMarie Little.
 - Charter schools were created by the legislature for the underserved student population.
 - A 2010 amendment by the legislature to the charter school regulations requires schools to implement a student recruitment and retention plan. The plan requires charter schools to recruit the following student populations: limited English proficient; special education; low income (free lunch and reduced-price eligible); sub-proficient on the MCAS; at risk of dropping out of school; have dropped out of school; any others who should be targeted to eliminate achievement gaps. (see attachment)
 - Enrollment preference is given to siblings of current AKF students regardless of residency status within Massachusetts; secondary enrollment preference is given fairly through the enrollment lottery process to applicants residing in: Auburn, Holden, Leicester, Millbury, Oxford, Shrewsbury, Sutton, West Boylston and Worcester.

- Advertisements were placed in Bay State Parent and the T&G during the 2015-2016 enrollment lottery application process.
- Parent concerns to board members were discussed: perception that there is a lack of focus on high achieving students; perception that there is a lack of recruitment from all towns listed in the school's charter; perception that Worcester's reimbursement rate is higher than the other towns listed in the charter; perception that specific student demographics are recruited for monetary gain.
- Discussion of state mandated plan and conflicting parent concerns occurred.
- Coordinated Program Review (CPR) was presented by AnnMarie Little.
 - Department of Education (DOE) review and report on special education at AKF resulted in the following required actions: add signature line to paperwork for parents to acknowledge receipt of 2 copies of IEP; within 45 days of a meeting request the school must hold a meeting WITH or WITHOUT the parent; school must find more facility space to provide speech, OT and PT in separate rooms.
 - DOE exit interview was positive and AKF was complimented as an exemplar school for special education. Kathleen Greenwood thanked AnnMarie Little.
 - Civil Rights review and report at AKF resulted in the following required action: obtain approval from the Board of Trustees to amend the disclaimer to protect gender identity and homelessness as protected classes to comply with current civil rights laws.
 - The English Language Learners (ELL) preliminary report has not been received.
- Executive Director search update was presented by Heidi Paluk.
 - Two listening sessions have concluded; the subcommittee will meet Monday evening; the executive director job description will be presented to the full board on Wednesday evening to review and approve.
 - The past three years Board of Trustees and Education Committee minutes have been posted on the AKF website for public viewing.
- Miscellaneous
 - Jianyu Liang may take a leave of absence or step down from the Board of Trustees at the end of June 2015 due to extensive career travel plans.
 - Lea Christo's term was discussed. *(Revised 4/15/15)*
 - The mid-cycle charter school site visit is scheduled for May 5, 2015.
- Next meeting scheduled for Thursday, May 7, 2015 at 7:15 a.m.
- The meeting was adjourned at 8:30 a.m.

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

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, March 5, 2015

Minutes

BOT members in attendance: Heidi Paluk
BOT members absent: Jianyu Liang, Lea Christo, Celia Blue, Alicia O'Connell,
Alexis Travis
Others in attendance: Kathleen Greenwood, AnnMarie Little, Amy Emma,
Amy Puliafico, Emily Jermine, Jessica Regan

- The meeting was called to order in the middle school administrative conference room by Heidi Paluk at 7:30 a.m.
- The enrollment status was presented by AnnMarie Little.
 - All applicants in grades 1-6 were placed on a waitlist.
 - Kindergarten accepted 120 applicants; 76 applicants were placed on a waitlist.
- K-8 math program trial results were presented by Emily Jermine, K-5 Curriculum Coordinator and Jessica Regan, MS Reading Specialist.
 - Math teachers in grades 1,4,5,7 participated in 2 week trials each of 3 piloted math programs.
 - Grades K-5 do not recommend the purchase of a program at this time since the new 2.0 version of Envision was not available to pilot.
 - Grades K-5 recommend an additional piloting year for all teachers.
- Grades 6-8 recommend purchasing Glencoe Math curriculum (McGraw Hill) which allows vertical alignment for grades 6-10, is aligned to the Common Core, and is PARCC ready. Cost will be \$40K for grades 6-8 for a 5 year contract. ALEKS, an intervention math program, is included in this cost.
- Miscellaneous
 - Mid-cycle Charter Site Visit, a requirement for the 5 year charter renewal, has been changed from April 7, 2015 to May 5, 2015.
- The next Education Committee meeting is scheduled for Thursday, April 9, 2015 at 7:15 a.m.
- The meeting was adjourned at 8:13 a.m.

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

Education Committee
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
Thursday, February 5, 2015

MINUTES

BOT members in attendance: Heidi Paluk, Celia Blue, Alicia O'Connell
BOT members absent: Jianyu Liang, Lea Christo
Other in attendance: Kathleen Greenwood, AnnMarie Little, Amy Puliafico
Rob Kerr, Jessica Regan, Emily Jermine

- The meeting was called to order in the middle school administrative conference room by Kathleen Greenwood at 7:28 a.m.
- The enrollment status was presented by AnnMarie Little.
 - A handout of the current enrollment policy was distributed.
 - A total of 662 enrollment applications were received for 2015-2016; out of 120 kindergarten openings all 48 siblings will be accepted; all remaining sibling, resident, and non-resident applications will be entered in the lottery.
 - An online enrollment application is planned for next year.
- Curriculum K-12 review was presented by Emily Jermine, K-5 Curriculum Coordinator, Jessica Regan, MS Reading Specialist, Rob Kerr, HS Assistant Principal.
 - Atlas Rubicon online curriculum system was adopted by AKF in the 2010-2011 school year for grades K-12 to enhance teacher buy-in and collaboration.
 - AKF curriculum utilizes a backward design model to meet state standards.
 - Massachusetts is in the process of adopting new science curriculum standards.
 - Data drives instruction and test accommodations are prepared as required.
- Miscellaneous
 - Discussion of biology class occurred.
 - Discussion of snow days occurred.
- The next Education Committee meeting is scheduled for Thursday, March 5, 2015 at 7:15 a.m.
- The meeting was adjourned at 8:24 a.m.

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

**Education Committee Meeting
Abby Kelley Foster Charter Public School
10 New Bond Street, Worcester, MA 01606
~~Thursday, January 8, 2015 at 7:15 a.m.~~ CANCELLED
Administrative Conference Room/Middle School**

Agenda — MEETING CANCELLED

- Call to Order

- Enrollment Status – AnnMarie Little

- Curriculum K-12 Review – Emily Jermine, K-5 Curriculum Coordinator
Jessica Regan, MS Reading Specialist
Rob Kerr, HS Assistant Principal

- Miscellaneous

- Next Meeting Scheduled for Thursday, February 5, 2015 at 7:15 a.m.

- Adjournment

**Abby Kelley Foster Charter Public School
Education Committee
Thursday, November 6, 2014**

MINUTES

BOT members in Attendance: Jianyu Liang, Heidi Paluk, Alicia O'Connell
Absent: Lea Christo, Celia Blue, Alexis Travis
Other Attendees: Kathleen Greenwood, AnnMarie Little, Amy Emma,
Amy Puliafico, Chris Kursonis, Melissa Vera (AMSA),
Renee Mahler (AMSA)

- The meeting was called to order by Jianyu Liang at 7:24 a.m. in Mrs. Greenwood's office.
- The CPR (Coordinated Program Review) was summarized by AnnMarie Little.
 - The records review has been completed and a site visit will take place the week of November 10th.
- A discussion of Student Led Conferences and Guidance Curriculum was led by Amy Puliafico.
 - The second step guidance curriculum is being implemented in Grade 5 during the 2014-2015 academic year.
 - Based on the implementation of this new curriculum the student led conferences implementation will be postponed until next year.
- The Literacy Plan Review was presented by Kathleen Greenwood, Amy Emma, Amy Puliafico, and Chris Kursonis.
 - Mrs. Greenwood formed a K-12 Literacy Committee which meets four times annually and distributed the Literacy Plan to the Education Committee.
 - The seven elements of the Literacy Plan were summarized by each principal and included: Coherence, Instructional Program, Student Assessment, Intervention, Professional Development, Partnerships and Collaboration, and Program Evaluation.
 - Discussion of the successful summer reading program at the Middle and High School occurred.
- Miscellaneous
 - In accordance with the revised charter school regulations, the school will no longer maintain an annual waitlist and all applicants will need to reapply. A formal vote of the BOT is required to amend the current enrollment policy.
- The next Education Committee meeting is scheduled for Thursday, January 8, 2015 at 7:15 a.m.
- The meeting was adjourned at 8:18 a.m.

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

**Abby Kelley Foster Charter Public School
Education Committee
Thursday, October 2, 2014**

MINUTES

BOT members in Attendance: Jianyu Liang, Heidi Paluk, Lea Christo, Celia Blue
Other Attendees: Kathleen Greenwood, AnnMarie Little, Amy Emma,
Amy Puliafico, Chris Kursonis, Rob Kerr

The meeting was called to order by Jianyu Liang at 7:22 a.m. in the Middle School administrative conference room.

Highlights of Massachusetts Student Discipline Statutes and Regulations as of July 1, 2014 handout was distributed by AnnMarie Little and revisions to the student handbook by the school's attorney were summarized. The revisions will be included in the October board packet in order to vote to accept the revised student handbooks.

The MCAS results were presented by Rob Kerr, Amy Emma, Amy Puliafico and Chris Kursonis: past, present, and future strategies for curriculum, instruction, and assessment were discussed.

The enrollment policy amendments are currently in process with the DOE and 2015-2016 enrollment lottery applications will be not be available in October 2014.

The audit report will be presented by Bollus Lynch and voted by a quorum of the board of trustees at the October 17, 2014 facilities and finance committee meeting at 7:15 a.m. in Mrs. Greenwood's office.

The next Education Committee meeting is scheduled for Thursday, November 6, 2014 at 7:15 a.m.

The meeting was adjourned at 8:51 a.m.

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

Abby Kelley Foster Charter Public School
Education Committee
Thursday, September 4, 2014

Minutes

BOT Members in Attendance: Heidi Paluk, Lea Christo, Celia Blue, Jianyu Liang
Other Attendees: Kathleen Greenwood, AnnMarie Little, Chris Kursonis,
Amy Emma, Amy Puliafico, Grace Howard-Donlin

- The meeting was called to order by Heidi Paluk at 7:22 a.m. in Mrs. Greenwood's office.
- The following announcements were made by Kathleen Greenwood:
 - A commendation letter from Congressman Jim McGovern was received recognizing our achievement in the top 100 schools in Massachusetts.
 - Preliminary MCAS results indicate we remain a Level 1 school.
 - Destination Imagination is a new parent sponsored after school program at the middle school.
 - The charter school site visit is scheduled for April 7, 2015. The last site visit occurred three years ago.
- IB results were presented and a handout was distributed by Grace Howard-Donlin and Chris Kursonis.
 - Highlights include:
 - Math SL and Latin exceeded world scores
 - Increased number of 7's scored on individual assessments.
 - First "A" achieved on an extended essay
 - Certificates gained: 95% (144 certificates received out of 151 tests)
 - In 2013-2014 a total 3 students received an IB diploma out of 14 seniors who were enrolled in the full IB diploma program. Over 50 students were enrolled in IB classes. A very small grading margin prevented many seniors from achieving full IB diplomas and two extended essays will be purchased for review. Many New England colleges accepted IB credits from students who received a 3 or higher on HL exams and fewer colleges accepted a 5 or higher on SL exams. Grace will attend an IB coordinators meeting on September 25th to share feedback and concerns.
 - Grace applied for and received a grant from the Commonwealth to subsidize 85 IB exam fees for free and reduced lunch students.
 - In 2014-2015 a total of 15 seniors and 13 juniors are enrolled in the full IB diploma program. The school has been pioneering the IB program for 4 years and has discontinued Physics HL, implemented Physics SL and Biology HL. Grace is implementing strategies to reach her goal of 5 full IB diplomas for the class of 2015.

- The DESE audit update of Special Education, ELL, Civil Rights, and Title I was presented by AnnMarie Little.
 - A full audit occurs every 6 years and will consist of a two day records review in October followed by a three day site visit the week of November 10, 2014 and also includes meeting/observations of classrooms, teachers, students, and facilities.
 - The DESE inspection must be published in the local newspaper by the school and the results will be made public and posted on the DESE website.

- Miscellaneous discussion followed.
 - Ten part-time lunch monitor positions/daily substitutes at the elementary school have been created to provide classroom lunch coverage for teachers. Difficulty in finding part-time staff due to new hire criteria which includes: degree, licensure and credentials. Brief discussion of unionization of charter school in Marlboro.
 - Teacher retention was discussed and listed in the executive director's report. Four teachers accepted positions with better pay at other schools. New hires were a combination of new positions, non-renewal of contracts, and resignations. They include: 9 teachers, 7 instructional assistants, 1 counselor and 1 speech therapist.
 - A vote by the board of trustees for the school to select MCAS over PARCC this year was not required. It was discussed and agreed upon at an Education Committee meeting last spring. Administration confirmed that the school is in compliance.
 - The DEP will become the new neighbors at 8 New Bond Street. Kathleen Greenwood met with their executives yesterday and they will partner with the school and provide volunteers and opportunities for students.
 - The age requirement for kindergarten and 1st grade enrollment was discussed. The education committee is in favor of an August 1st birthday cutoff date. The Worcester Vocational Technical High School accepted fewer AKF students this year resulting in lower 8th grade attrition. An increase in virtual academies/homeschooling was noted. Enrollment will be discussed further at the next meeting.
 - The September 10th Board of Trustees meeting time and location has been changed to 7:00 p.m. in the concert hall due to Back To School Night.

- The next meeting is scheduled for Thursday, October 2, 2014 at 7:15 a.m. The main topic will be MCAS results and Enrollment.

- The meeting was adjourned at 8:26 a.m.

Submitted by Amanda Durkin, Administrative Assistant to the Executive Director 9/8/14