

**Education Committee**  
**Abby Kelley Foster Charter Public School**  
**10 New Bond Street, Worcester, MA 01606**  
**Thursday, June 2, 2016**

**MINUTES**

*Revised 6/7/16*

- I. The meeting was called to order by Alicia O’Connell, Chair in the Executive Director’s Office in the Middle School at 8:23 a.m.
  - a. Board members present: Alicia O’Connell, Heidi Paluk, and Alexis Travis
  - b. Board members absent: Celia Blue and Lea Christo
  - c. Other present: AnnMarie Little, Chris Kursonis and Amy Puliafico
- II. Minutes from May 5, 2016 were reviewed.
- III. Faithfulness to Charter
  - a. Charter School Governance update was presented by Mrs. Little.
  - b. The Accountability Plan was discussed and the parent survey discussed at the April meeting was on file. Mrs. Little forwarded the 2014-2015 information to the principals and Mrs. Paluk. A total of 120 parent responses were received from the district last year.
  - c. Mrs. Little will electronically survey the district parents within the next two weeks and email two reminders to obtain data to report for 2015-2016. Dr. Travis and Atty. O’Connell discussed accessibility, survey click rate data, and paper copies for families.
  - d. August 1, 2017 deadline for charter renewal application and months of preparation are required for the charter renewal visit. The Executive Committee will meet with Mrs. Little to review the process.
  - e. The next cycle for federal program reviews for Special Education, Title I, and ELL will be during 2017-2018.
  - f. Board of Trustees evaluation examples were provided to Mrs. Paluk and will be discussed at the June 8, 2016 board meeting.
  - g. The board will use the standard superintendent evaluation tool provided by DESE to conduct the Executive Director evaluation. The board’s individual evaluations are due by June 30<sup>th</sup> and will be utilized by the Executive Committee of the board to plan the Executive Director’s goals.
  - h. Mrs. Little will report cumulative data on the board evaluation to the Board of Trustees at the August 31, 2016 meeting.
  - i. The Executive Committee anticipates setting Mr. Haas’ goals by September 2016.
  - j. AKF is not planning to seek increasing the school’s enrollment cap in August 2016 although seats are available in Worcester.
  - k. Organizational structure and comprehensive plan for the district after moving grade 4 and grade 7 will be part of Strategic Plan.
  - l. Board member terms will be renewed at the June 8, 2016 board meeting.
- IV. Academic Program Success

a. Grant writing was not discussed.

V. Organizational Viability

a. High School update was presented by Mr. Kursonis.

i. The Class of 2016 graduated at Mechanics Hall last night. Next year's graduation has been scheduled for May 31, 2017.

ii. Music trip will be planned every four years due to fundraising efforts. Other trips for students will be considered.

iii. Fundraising for a football scoreboard at the City of Worcester's Kendrick Field was discussed.

b. Elementary School was not discussed.

c. Middle School update was presented by Ms. Puliafico.

i. Grades 6-8 music concert will be held tonight; grades 7-8 final exams scheduled for next week; grade level awards were held last week; grade 8 graduation scheduled for June 16<sup>th</sup> at 10:00am; and grade 8 teacher Mrs. Paradis is retiring after working at AKF for the past 18 years since the school first opened.

ii. Middle school climate survey received a 72% response rate from staff and data aligned with that of the student climate survey.

iii. Possible programmatic options were presented with one being Positive Behavior Intervention Supports (PBIS).

1. A three year PBIS transformation to full implementation was recommended by Ms. Puliafico.

2. Mrs. Little recommended hiring an expert to provide professional development and Dr. Travis recommended providing staff training in year one and implementation in year two. Mr. Kursonis confirmed that Southern Worcester County Collaborative provided training through a grant to several AKF staff in the past.

d. District update handouts included Before School Program Survey, draft bus schedules and morning program, notes from the May 25, 2016 Open Discussion with the Executive Director and were summarized by Mrs. Paluk.

i. AKF community would benefit from Mr. Haas hosting a meeting every other month during 2016-2017.

Dr. Travis excused herself at 9:39 a.m.

ii. Building project will be discussed by the Facilities and Finance Committee.

VI. Miscellaneous

a. Educational Foundation 3<sup>rd</sup> Annual Golf Tournament scheduled for Friday, June 10, 2016 is currently the only fundraiser for the foundation and announcing grants when awarded was discussed.

b. Proposed 2016-2017 committee and board meeting schedule was distributed, discussed and revised.

VII. Next Meeting Scheduled for Thursday, September 8, 2016 at 8:15 a.m.

VIII. The meeting was adjourned at 9:49 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 5, 2016**

**MINUTES**

- I. The meeting was called to order by Heidi Paluk in the Executive Director's Office in the Middle School at 8:22 a.m.
- II. Attendance:  
Board members present: Heidi Paluk, Lea Christo, Celia Blue  
Board members absent: Alicia O'Connell, Alexis Travis  
Others present: Brian Haas, AnnMarie Little, Chris Kursonis, Amy Puliafico, Amy Emma
- III. Minutes from the April 7, 2016 meeting were approved.
- IV. Faithfulness to Charter
  - a. Enrollment update: None
- V. Organizational Viability and Academic Program Success
  - a. High school update was presented by Mr. Kursonis and included upcoming events which are posted on the website calendar.
  - b. Middle school update was presented by Ms. Puliafico.
    - i. Character education transition in progress.
    - ii. Climate survey was summarized; guidance department feedback from student survey resulted in researching programs involving restorative justice and PBIS as well as total participation professional development techniques.
    - iii. Last district teacher survey was conducted two years ago. New middle school teacher survey will be conducted before the end of the academic year.
    - iv. Last parent survey in 2011 centered around accountability plan and will be researched by Mrs. Little; new district parent survey including culture will be drafted, presented at the June meeting, conducted before the end of the academic year and data will be reviewed over the summer.
    - v. Mrs. Christo requested a report in writing: identify the problem, interventions, action plan, and timeline. Mr. Haas will review and update Lynn Calabresi's past plan to create a comprehensive plan with the middle school administration, and present options and prices for software.
    - vi. Mrs. Blue expressed concern regarding student perception regarding unfair discipline and data indicating children of color having an unfair perception.
  - c. Elementary school update was presented by Mrs. Emma.
    - i. PARCC testing for grades 3&4 also tests computer skills.
    - ii. Invite board members to June 7<sup>th</sup> Portfolio Night.
    - iii. Upcoming events include: Kindergarten screening, Grade 3 Career Fair, Grade 4 Cotillion, Mother/Son PTO event, PTO sponsored teacher appreciation week, and various community service projects.
    - iv. Fundraisers include: \$3K raised by Nurse Anne's efforts for Pennies for Patients, \$4K raised by Physical Education teacher Ms. Boykin for Jump Rope for Heart.

VI. Miscellaneous

- a. Meeting minutes were discussed including the seven day advance notice requirement to speak. Mr. Haas prefers more detail in the minutes. Mrs. Little and Mrs. Christo reminded everyone that minutes should consist of action items and the recording of motions. All agreed that moving forward there will be more detail than “discussion occurred” and all committee meeting minutes in addition to the board meeting minutes will be posted on the website. Mrs. Blue requested that FAQ’s be posted on the website by Mrs. Little.
- b. Parents’ concerns from March and April meetings were addressed and Mr. Haas will provide talking points to Mrs. Paluk to respond to Mrs. Duby and Mrs. Schwartz within 30 days as per the AKF By-Laws.
- c. The process for appointment to board of trustees, term limits, attacks on board members’ integrity, and support for volunteer board members was discussed. Charter school board of trustees not being bound by the rules of school committee governance was discussed.
- d. Meeting minutes will be available within 10 school days.
- e. Term limits will be posted on the website.
- f. Open Forum/Public Comment on agendas will provide individuals up to three minutes to speak about items on the agenda.
- g. *Recommendation will be made to the Board of Trustees to remove the seven day advance notice requirement to speak.*

VII. Next month’s topics:

- a. Middle school comprehensive plan will be outlined by Mr. Haas and Ms. Puliafico.
- b. Middle school parent and teacher survey drafts will be presented by Mr. Haas and Mrs. Little.
- c. District wide parent survey draft, including culture, will be presented by Mr. Haas and Mrs. Little.
- d. Results of district transportation and use of morning program questionnaire will be presented by Mr. Haas.
- e. Grant writing will be discussed.
- f. The approved 2016-2017 academic year calendar was distributed. Meeting schedule for upcoming year will be discussed at next meeting.

VIII. Next Meeting Scheduled for Thursday, June 2, 2016 at 8:15 a.m.

IX. The meeting was adjourned at 9:32 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 7, 2016**

**MINUTES**

- I. The meeting was called to order by Alicia O’Connell, Chair, in the Executive Director’s Office in the Middle School at 8:20 a.m.
- II. Attendance:  
Board members present: Alicia O’Connell, Heidi Paluk, Lea Christo, Celia Blue, Alexis Travis  
Board members absent: None  
Others present: Brian Haas, AnnMarie Little, Chris Kursonis, Amy Puliafico, Amy Emma
- III. Minutes from the March 3, 2016 meeting were approved.
- IV. Faithfulness to Charter
- V. Academic Program Success
- VI. Organizational Viability
  - a. Building project update was presented by Mr. Haas.
    - i. Affordability of contractor bids and financing options will drive the project forward to the board of trustees on April 13, 2016 or April 27, 2016.
    - ii. Proactive communication with parents, staff and the public was discussed.
  - b. Budget update was presented by Mr. Haas.
    - i. Administration worked collaboratively with staff to develop a community built balanced budget.
    - ii. Summary of Chapter 70 funding formula changes was requested, Charter School Association involvement and AKF communications campaign to educate and inform families and staff was discussed.
    - iii. Transportation costs will be reduced by looping bus routes; the bus company is cognizant of delivering students safely before dark; and low cost morning programs are being explored. When the plan is developed, the information will be shared with parents and information will be communicated to families and staff.
    - iv. A recommendation to change the elementary school start and end times by approximately one hour (pending DOE approval) will be presented to the board of trustees for approval on April 13, 2016.
    - v. A balanced budget proposal will be presented to the board of trustees on April 13, 2016 and then proactively communicated with families and staff.
  - c. High school update was presented by Mr. Kursonis.
    - i. Spring sports, junior/senior prom, musical, culture day, senior awards night, graduation on June 1<sup>st</sup> with reserved seating for board members, and 14 new full IB students were discussed.
    - ii. IB review will be postponed to December 2017 pending approval and new IB coordinator training.
    - iii. MCAS ELA concluded in March, MCAS Math scheduled for May, MCAS Biology scheduled for June, IB training scheduled for August.

- d. Middle school update was presented by Ms. Puliafico.
  - i. Three students received an award for an app challenge contest and were featured on Charter TV 3 News with Congressman Jim McGovern.
  - ii. The sixth grade Science Fair was held yesterday.
  - iii. PARCC testing will begin after April vacation and conclude June 1<sup>st</sup>. Parents were notified of testing dates and the infrastructure trial was successful.
  - iv. The Climate Survey update was distributed and discussed: 1) Perception of Peers, 2) Perception of Themselves, 3) Perception of the Environment, 4) Perception of Adults. Middle school principal, assistant and two guidance counselors are each leading a group. Currently reviewing data: gender, grade levels, self identified races and ethnicities. Next step: look deeper at data, collaboration among four groups.
    - 1. Climate Survey communication and comprehensive plan involving MS, ES, HS, and ED was requested by Mrs. Christo.

Meeting was interrupted for a fire drill at 9:20 a.m. and resumed at 9:30 a.m.

Dr. Travis excused herself from the meeting.

- v. Latin teacher update was presented by Mr. Haas.
  - 1. Mrs. Lee will assume the Latin teacher position effective Monday and be tutored in preparation for MTEL. The current ELA long-term substitute teacher will teach Mrs. Lee's character education classes. Mr. Brehany will be challenged with bringing the students up to speed next year.
- e. Elementary school update was presented by Mrs. Emma.
  - i. ELL tutoring for 30 students is ongoing; ELL teachers completed ELA and will begin math; culture night was held March 9<sup>th</sup> during parent teacher conferences and 47 parents attended; Lesley University professional development is ongoing for nine ES staff; Beauty and The Beast play and second grade 80's concert were successful, kindergarten Dr. Seuss art show was displayed for parents, Candyland Father/Daughter Dance was a success last weekend, author/illustrator Mark McKenna visited last week, Community Health Link provides weekly onsite counseling to five students, and Cara Candal of the Pioneer Institute toured the elementary school and will write a character education report. Upcoming events include the book fair and Community Reading Day.
  - ii. The assistant elementary school principal is currently on leave and Mrs. Giusto and Mrs. Stone are providing support as needed.

## VII. Miscellaneous

- a. High School Character Education International Travel to Dominican Republic was presented by Ms. O'Connell.
  - i. An email will be sent to Mrs. Houck from Atty. O'Connell following up on recommendations previously discussed.
  - ii. A recommendation to approve the Dominican Republic trip will be presented to the board of trustees on April 13, 2016.

- b. Remote participation will be discussed by the executive committee and a recommendation will be presented to the board of trustees on April 27, 2016.
  - c. AKF 3<sup>rd</sup> Annual Golf Tournament scheduled for June 10, 2016 was discussed.
  - d. Motions to present at the April board of trustees meetings:
    - i. Approval of changes to elementary school start and end times (April 13, 2016)
    - ii. Approval of International travel to the Dominican Republic (April 13, 2016)
    - iii. Approval of the specifics of remote participation (April 27, 2016)
- VIII. Next month's topic: tbd
- IX. Next Meeting Scheduled for Thursday, May 5, 2016 at 8:15 a.m.
- X. The meeting was adjourned at 9:49 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 3, 2016**

**MINUTES**

- I. The meeting was called to order by Alicia O’Connell, Chair, in the Executive Director’s Office in the Middle School at 8:17 a.m.
- II. Attendance:
  - a. Board members present: Alicia O’Connell, Heidi Paluk, Lea Christo, Alexis Travis
  - b. Board members absent: Celia Blue
  - c. Others present: Brian Haas, AnnMarie Little, Chris Kursonis, Amy Puliafico, Emily Jermine Jennifer Giusto, Karen Duby, Darcy Schwartz
- III. Public Comment/Open Forum
  - a. Mrs. Duby, parent of 6<sup>th</sup> grade and 8<sup>th</sup> grade AKF students, respectfully addressed the committee regarding middle school concerns: the quality of education offered to advanced students; increasing positive behavior; lack of communication to incoming 8<sup>th</sup> grade students regarding the IB Programme and other high school offerings to retain students; concerns regarding teacher retention; raising standards for teachers and students; challenging all students; PARCC decision and lack of transparency, parent involvement and parent feedback prior to decision making; proactive approach with parents moving forward and ability for parents to offer feedback.
  - b. Mr. Haas responded to Mrs. Duby’s questions and concerns; wants to do better partnering with parents; recently discussed outreach efforts with administrators to present IB information to the middle school students and families better, differently and more; DOE required an answer regarding PARCC or MCAS within 10 days of notification resulting in admin team, director of IT, and director of special education discussion of pros and cons and making an informed decision in the short time period allowed; Strategic planning process will begin by the end of this year.
- IV. Minutes from the February 4, 2016 meeting were approved.
- V. Faithfulness to Charter
  - a. Enrollment lottery update was presented by Mrs. Little, Director of Special Education, Enrollment and Government Relations.
    - i. An online application and notification system was utilized this year.
    - ii. A total of 714 applications were received for grades K-6.
    - iii. A total of 120 Kindergarteners were accepted; 43 are siblings of students.
    - iv. All applicants in grades 1-6 were placed on the waitlist along with the remaining kindergarten applicants.
- VI. Academic Program Success
  - a. PARCC update was presented by Mrs. Jermine
    - i. Administrators attended the DOE PARCC workshop last week to prepare staff and students for testing, training, security, and technology.
    - ii. PARCC testing begins after April school vacation.

- iii. Computer skills will be taught and utilized in the classroom as part of the regular curriculum.

VII. Organizational Viability

- a. Building project update was presented by Mr. Haas.
  - i. Bathroom renovations at the elementary school, if approved, would begin after school ends in June and would be completed before school starts in August.
  - ii. High school expansion, if approved, would begin after the elementary school bathrooms are complete.
  - iii. Bids will be opened on April 7, 2016.
  - iv. Decisions will be made at the board meeting on April 13<sup>th</sup> and possibly continued to April 27<sup>th</sup>.
- b. High school update was presented by Mr. Kursonis.
  - i. Winter sports concluded with the girls' basketball team losing in districts.
  - ii. Third quarter progress reports have been distributed.
  - iii. Student scheduling and parent portal approval has begun for grades 9 & 10 online for the 2016-2017 school year.
  - iv. IB interviews and scheduling for grades 11 & 12 will begin next week.
  - v. All high school scheduling will be completed by the end of March.
  - vi. Former IB students will speak to current HS students after school next week.
- c. Middle school update was presented by Ms. Puliafico.
  - i. Progress reports will be distributed next week.
  - ii. Music In Our Schools program has begun.
  - iii. Latin teacher vacancy update.
  - iv. Climate Survey aggregate preliminary results handout was distributed.
    - 1. Data collection concluded on February 13, 2016.
    - 2. Staff teams will be organized to review data results and determine next steps.
    - 3. Mrs. Christo suggested a broader view of strategic interventions, surveying staff, including Mr. Haas, and creating teams which are not too narrowly designed.
    - 4. Dr. Travis suggested including a parent on the committee.
    - 5. Next steps will be presented at the April meeting.
- d. Elementary school update was presented by Ms. Jermine.
  - i. Principal Amy Emma is currently attending training at Lesley University involving collaborating with the ELL department and each ES grade level.
  - ii. Trimester report cards will be distributed Monday.
  - iii. Parent conferences are scheduled for next week.
  - iv. ELL PARCC tutoring was offered to all ELL students: 30 students attend.
  - v. Beauty and the Beast play will be performed on March 18, 2016.
  - vi. Teachers and teams working with the principal on 2016-2017 class lists.

VIII. Miscellaneous

- a. Short and long-term impact of 8<sup>th</sup> grade Latin vacancy during 2015-2016 discussed.
  - i. Concern regarding double the amount of students taking Latin II in two years.

Dr. Travis excused herself at 9:00 a.m.

- ii. Entire 8<sup>th</sup> grade is required to take Latin.
- b. High school character education international travel to Dominican Republic was presented by Atty. O'Connell.
  - i. Legal research and meeting with teacher/group leader Laura Houck resulted in the need for a parent meeting and more research by Ms. Houck.
  - ii. The online travel company's portal was reviewed for: Release of Liability, Insurance Policy, Cancellation Policy.
  - iii. Recommendations include increasing travel insurance for group leader, limiting options on travel company website's parent portal, communicating to parents the recommendation to purchase optional insurance offered by the travel company.
  - iv. The education committee unanimously recommends that the board of trustees approve the international travel trip during April 2017 school vacation.

IX. Next month's topic: TBD

X. Next meeting scheduled for Thursday, April 7, 2016 at 8:15 a.m.

XI. The meeting was adjourned at 9:08 a.m.

**Education Committee**  
**Abby Kelley Foster Charter Public School**  
**10 New Bond Street, Worcester, MA 01606**  
**Thursday, February 4, 2016**

**MINUTES**

- I. Call to Order by Heidi Paluk in the Middle School Conference Room 220 at 8:25 a.m.
- II. Attendance:
  - a. Board members present: Heidi Paluk, Celia Blue, Lea Christo, Alexis Travis
  - b. Board members absent: Alicia O'Connell
  - c. Others present: Brian Haas, Amy Emma, Chris Kursonis, Amy Puliafico, Jennifer Giusto, Amelie Tambolleo
- III. Minutes from January 7, 2016 meeting were approved.
- IV. Faithfulness to Charter
- V. Academic Program Success
  - a. Overview of ELL services was distributed and presented by Mrs. Giusto.
    - i. Growing ELL population at AKF currently 108 students based on data to date.
    - ii. National Geographic social studies and science based ELL curriculum utilized at AKF.
    - iii. Additional staff, curriculum purchases for grades K-12 (REACH for K-5; Inside for grades 6-8; Edge for grades 9-12), and family engagement events (Back to School Night; Share Your Writing Breakfast; Share Your Culture Night; ACCESS Night included in Portfolio Night) contribute to ELL success.
    - iv. Title III was summarized and a grant in the amount of \$16,953 was received and will be used for: family writing tool kits, PARCC tutoring for ELL students in grades 3-8, and ESL teachers MATSOL conference in May 2016.
    - v. Budget request to research the discontinued ELL outreach position.
    - vi. AKF Educational Foundation grants are available to fund culture night.
  - b. Middle school health/physical education proposal including curriculum implications, benefits and concerns was presented by Amy Puliafico.
    - i. Support for weekly physical education class during study block (chorus/strings/band would be impacted by losing one day per week).
    - ii. Budget request to hire a health teacher for the middle school to address all health standards while remaining budget neutral. Dr. Travis expressed her professional opinion that physical education and health education are essential to the curriculum and will research health educator funding. Competing causes for the budget also include: music, which is essential to the AKF charter; and Latin, which is an 8<sup>th</sup> grade requirement as determined by the board of trustees.
    - iii. AKF recently increased guidance staffing to meet standards.

VI. Organizational Viability

- a. Building project on schedule as per Mr. Haas.
- b. High school update was presented by Mr. Kursonis and included: community service CASS projects; Hairspray musical scheduled for May; winter sports; spring sports begin March 21<sup>st</sup>; and college acceptances.
- c. Middle school update was presented by Ms. Puliafico and included: Into the Woods musical in February; junior honor society; spirit week in February; district music competition selected six choir and two string students; PARCC practice on laptops; replaced grade 8 science teacher; MS Latin teacher resigned last night; and student climate survey will be conducted in February.
- d. Elementary school update was presented by Mrs. Emma and included: PTO separated into ES PTO and MS PTO this year; Abby's Attic; PTO Father/Daughter dance; Parent/Teacher conferences in March; spring concert; Beauty and the Beast musical in March directed by Ms. Tambolleo; PARCC preparation; ELL tutoring; teachers' formative assessment midpoint check-in; guided reading workshop; professional development; and the creation of a new behavioral support staff position.

VII. Miscellaneous

- a. Project Bread's legislative event at the AKF high school was successful.
- b. Backpack project will be researched.
- c. AKF Annual Report Card was distributed and previously discussed during the MCAS presentation in October 2015; results are subjective and similar to the state and results; and administrators are actively conducting walkthroughs and observations.
- d. Teacher Evaluation System discussion was led by Brian Haas. A link to [Massachusetts Educator Evaluation Framework Video Series](#) short video was previously distributed as an overview of the key features of the five-step evaluation cycle and the two ratings.

VIII. Next Month's Topic: None

IX. Next Meeting Scheduled for Thursday, March 3, 2016 at 8:15 a.m.

X. Meeting adjourned at 9:44 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, January 7, 2016**

**MINUTES**

- I. Call to Order by Alicia O’Connell in the Middle School Conference Room 220 at 8:20 a.m.
- II. Attendance:
  - a. Board members present: Heidi Paluk, Celia Blue, Lea Christo, Alicia O’Connell
  - b. Board members absent: Alexis Travis
  - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Chris Kursonis, Amy Puliafico, Jessica Regan, Emily Jermine
- III. Reviewed minutes from October 1, 2015 meeting.
- IV. Faithfulness to Charter
  - a. Enrollment update was presented by Mrs. Little.
    - i. Over 500 applications for the 2016-2017 school year lottery have been received.
    - ii. Approximately 120 kindergarteners will be accepted in the February 26, 2016 lottery with the remaining kindergarteners being placed on a waitlist.
    - iii. All applicants in grades 1-6 will be placed on a new waitlist and the current 2015-2016 waitlist will expire in June 2016.
- V. Academic Program Success
  - a. MCAS and PARCC presentation regarding Level 2 status was distributed and presented by Mrs. Jermine and Mrs. Regan and discussed by the committee.
    - i. Change in Level 1 to Level 2 district status was a result of cumulative PPI for high needs students not meeting the target by three points even though all students met the cumulative target PPI.
    - ii. Charter school office accountability consequences may include a site visit.
    - iii. AKF high needs population is trending upward.
    - iv. Grant funding for additional programs, student, teacher and family support discussed to achieve desired academic success for high needs population and distinguish AKF as a school that better accommodates high needs students through collaboration and models.
    - v. Elementary school plan for academic success was presented and discussed including a focus on increased communication with parents.
    - vi. Middle school plan for academic success was presented and discussed including a focus on the new climate/culture student survey which is anticipated by the end of February 2016.
    - vii. High school plan for academic success was presented.

- viii. Testing changes effective Spring 2016:
  - 1. PARCC Math and ELA will be administered to grades 3-8;
  - 2. Science MCAS will be administered to grades 5 and 8;
  - 3. MCAS Math and ELA will be administered to grade 10;
  - 4. MCAS Biology will be administered to grade 9.
- ix. AKF students will take PARCC in preparation for MCAS 2.0 and alignment with Common Core State Standards. In addition, AKF held harmless for any negative changes in accountability during the next two academic years while students gain more computer learning time and less testing time.
- x. IT infrastructure and staffing were discussed.
- b. Expulsion Policy Amendment has been approved by DESE.

## VI. Organizational Viability

- a. Building Project update was presented by Mr. Haas.
  - i. Inclusive meetings and discussions have been ongoing.
  - ii. Security company will submit the plan for card readers and cameras in stages for all schools to the contractor.
  - iii. Architects are on track and revising drawings.
  - iv. Project remains within budget.
- b. High School update was presented by Mr. Kursois.
  - i. Mid-term exams, winter sports, food drive, spring parents' night, high school musical April 29&30, senior activities mentioned.
  - ii. College acceptances include three Posse Scholarships.
  - iii. IB Programme and leadership transition is running well.
  - iv. A study skills night has been scheduled for parents and students to assist with midterm preparation.
  - v. Financial literacy, career day and career fair options were discussed. Mrs. Christo requested that Mr. Kursonis look into online models. A meeting will be scheduled with Mr. Haas to meet with Ms. O'Connell and Mrs. Paluk.
- c. Middle School update was presented by Ms. Puliafico.
  - i. Mid-term exams, benchmark growth, Envisions math, Latin teacher resignation, jazz band and strings performance at Barnes & Noble, Central Mass. District music auditions, April music festival, student council food drive, student of the month breakfast mentioned.
  - ii. 8<sup>th</sup> grade female student was the 1<sup>st</sup> runner up in WCCA New Voices contest.
  - iii. Ms. O'Connell is a member of the Worcester Arts Council and Mrs. Regan is seeking a new avenue for student literary and music talent including poetry.
  - iv. Climate/culture survey was discussed. Team building activities, the use of play to foster trust, connectedness, and an inclusive experience that has carryover will be developed by the principal, assistant principal and guidance department to create a behaviors class for students who are repeatedly in detention.
- d. Elementary School update was presented by Mrs. Emma.

- i. Midpoint of academic year, Envisions math, food collection for AKF families through guidance department, discontinuation of backpack program, parent conferences mentioned.
- ii. Professional development includes a reading focus.
- iii. Student support features include onsite counseling services coordinated through the guidance department.
- iv. Mindfulness and meditation was presented to staff and students.
- v. Staff turnover totaled two new staff members and a number of repositions.
- vi. Staff attitude is positive.

VII. Miscellaneous

- a. Project Bread, Senator Moore and Senator Chandler will meet at AKF on January 29, 2016 to celebrate Chef Vanessa's grant extension through the end of the year thanks to Mrs. Mikulski, director of food services. The board of trustees are invited to attend.
- b. Funding to reinstate the backpack program was discussed.
- c. Envisions math 2016-2017 budget planning was discussed.
- d. Draft 2016-2017 school calendar was distributed and discussed.
  - i. Half day for 2017 golf tournament to be determined. (*June 9<sup>th</sup> recommended by Mr. Kursonis after the meeting.*)
  - ii. A motion will be made at the January 13, 2016 board meeting to approve the calendar.
- e. Dominican Republic high school service trip fundraising was discussed.
  - i. Handout was distributed.
  - ii. Discussion of June 4, 2015 education committee meeting and handout.
  - iii. The board of trustees did not previously take a formal vote for this trip.
  - iv. Education committee determined that this is a school trip since it includes AKF students and staff.
  - v. Ms. O'Connell will review travel insurance and school liability for discussion at the next education committee meeting.

VIII. Next Month's Topics

- a. Dominican Republic high school service trip and motion for April board meeting

IX. Next Meeting Scheduled for Thursday, February 4, 2016 at 8:15 a.m.

X. Meeting adjourned at 10:07 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, October 1, 2015**

**MINUTES**

1. Call to Order by Heidi Paluk in the Middle School Conference Room 220 at 7:22 a.m.
2. Attendance:
  - a. Board members present: Heidi Paluk, Celia Blue, Lea Christo and Alicia O'Connell
  - b. Board member absent: Alexis Travis
  - c. Others present: Brian Haas, AnnMarie Little, Amy Emma, Amy Puliafico, Chris Kursonis, Jennifer Giusto, Emily Jermine and Jessica Regan
3. Review minutes from September 2015 meeting.
4. Faithfulness to Charter
  - a. Annual Report update was presented by Mrs. Little.
    - i. Discussion of Recruitment and Retention Plan.
      1. The plan will be updated to include more detailed recruitment strategies for specific populations of students (English language learners and special education).
      2. A majority of students enter AKFCS in Kindergarten and have not been identified as ELL or Special Education.
      3. Mrs. Little is in contact with DESE regarding the issue.
    - ii. Enrollment update was presented by Mrs. Little.
      - i. Applications for the 2016-2107 school year will be available online after Columbus Day.
      - ii. The school will translate applications in the following languages: Spanish, Portuguese and Vietnamese.
5. Academic Program Success
  - a. MCAS data was distributed and presented by Mrs. Jermine and Mrs. Regan.
    - i. Mathematics pilot programs were utilized during the 2014-2015 academic year.
    - ii. AKF administrators and teachers continue to look at data to better meet each student's individual needs.
    - iii. Decreased scores attributed to significant ELL and grade 7 ELA staffing turnover.
    - iv. Elementary School is considering adopting Envisions 2.0 math curriculum for grades K-5 and is currently implementing the new Benchmark Assessment System K-5, replacing the DRA2 to focus on assessing student reading behaviors and monitoring student growth.

- v. Middle School is looking at writing across the curriculum, increasing data professional development, and working with the new Glencoe Math curriculum as of September 2015.
- vi. High School will continue individual and department data analysis.

6. Organizational Viability

- a. Director of Advancement update was presented by Mr. Haas.
  - i. One of the goals is to learn more about AKF in order to communicate to the community.
  - ii. Mr. Wheeler will reach out to staff and board members to educate himself.
- b. Updates from elementary, middle and high school.
  - i. The Elementary School update was presented by Mrs. Emma.
    - 1. The school year started well.
    - 2. The Watch D.O.G.S. program started the year with over 100 male mentor volunteers consisting of dads/grandfathers of AKF students.
    - 3. Title 1 Literacy event is scheduled for this month.
  - ii. The Middle School update was presented by Mrs. Puliafico.
    - 1. The school year started well.
    - 2. Grade 6 students are at Nature's Classroom in Groton, MA this week along with the sixth grade teachers who volunteered to stay overnight. The PTO and a community member paid \$250 each for a few students who couldn't afford to attend.
  - iii. The High School update was presented by Mr. Kursonis.
    - 1. The school year and the IB Program are running well.
    - 2. A few teachers have been out for a period of time this year.
    - 3. The play "You Can't Take It With You" is scheduled for November 20<sup>th</sup> and 21<sup>st</sup> in the concert hall.
    - 4. Athletics has moved into a new conference and a regulation field for varsity football is being sought for 2016.
  - iv. The district update was presented by Mr. Haas.
    - 1. Girls Inc. will continue to provide services to AKF female students through their grant funded programs. AKF will identify different students to benefit from the programs each year.
    - 2. Community Health Link is identifying AKF students who will receive services in school. The elementary and middle schools currently have a higher need.

7. Next Month's Topics: MCAS Results, Building Project update

8. Next Meeting Scheduled for Thursday, November 5, 2015

9. Meeting Adjourned at 8:39 a.m.

**Education Committee**  
**Abby Kelley Foster Charter Public School**  
**10 New Bond Street, Worcester, MA 01606**  
**Thursday, September 3, 2015**

**MINUTES**

1. Call to Order by Heidi Paluk in the Executive Director's Office at 7:28 a.m.
2. Attendance:
  - a. Board members were present: Heidi Paluk, Celia Blue, and Alicia O'Connell
  - b. Board member present by phone: Lea Christo
  - c. Board member absent: Alexis Travis
  - d. Others present: Brian Haas, AnnMarie Little, Dale Wheeler, Amy Emma, Amy Puliafico, Chris Kursonis, and Grace Howard-Donlin
3. Faithfulness to Charter
  - a. Enrollment update was presented by Mrs. Little.
    - i. Discussion of DOE checklist delay occurred.
    - ii. Discussion of K-6 annual lottery occurred.
    - iii. Discussion of annual student attrition.
4. Academic Program Success
  - a. IB results were presented by Mr. Kursonis and Mrs. Howard-Donlin.
    - i. The Summary of Results 2015 was distributed and discussed.
    - ii. AKF students surpassed the world average in six subjects in 2015.
    - iii. AKF students full IB diploma success rate was 67% in 2015.
  - b. MCAS preliminary data was not available to share at this time.
    - i. Discussion of PARCC and MCAS occurred.
  - c. Expulsion policy update was presented by AnnMarie Little.
    - i. The expulsion policy for charter schools was recently mandated by the state to be separate from the discipline policy.
    - ii. The AKF Expulsion Policy, approved by the school's attorney, was distributed and discussed.
    - iii. The board of trustees will vote to approve the expulsion policy.
5. Organizational Viability
  - a. An overview was presented by Mr. Wheeler, Director of Advancement.
    - i. The AKF website will be utilized to create a vehicle to donate.
    - ii. Focus on external communication through the website, printed material, and compelling success stories of students, families, and staff.
    - iii. Networking events and prospective donor information will be discussed with members of the board of trustees.

6. Miscellaneous
  - a. Discussion of Charter School Association's 20 Year Celebration to be held Saturday, October 24, 2015 at the Boston Park Plaza Hotel.
  - b. Training with Attorney Jim Cox will be postponed from September 2015 to January 2016.
  - c. Board of trustees' new member elections may occur in January 2016.
  - d. The AKF PTO will separate into two entities: elementary school PTO and middle school PTO. Mr. Haas will work with both PTO's to create an action plan.
7. Next Month's Topics: MCAS Results, Enrollment
8. Next Meeting Scheduled for Thursday, October 1, 2015
9. Meeting Adjourned at 8:44 a.m.

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