

## Captain Isaac Paine School

### School Improvement Team (SIT) Minutes

February 12, 2014

#### 1) Attendance and introductions

- a. **Roll call:** Kristen Danusis, Erin Quinlan, Lauren Kitson, Abbie Salvador, Erin Pasquazzi, Becky Sullivan, Jana Mooney, Amanda DeStafeno, Bethany Carpenter, Greg Gongoleski, and Kristen Papa

#### 2) By-Laws (required by the state)

- a. Revisions and decisions
  - i. Mission Statement revised to align with the school: “To make important educational decisions that are geared to help improve the overall well-being of the students, staff, families, and community members.
  - ii. Membership: modify to staff, parents, and optional for community members (ones that would be dedicated; not essential)
    1. Is a number necessary to include in by-laws? (modify to equal number of school staff, administration, and community members/parents)
    2. No more than 21 members shall be official SIT members
  - iii. Nominating Committee
    1. Is it necessary to have a committee to approve new members?
    2. Currently, remove the membership selection process from by-laws.
  - iv. Tenure: what is appropriate time frame to require commitment from members of the SIT
    1. 1 year vs 2 year commitment
    2. Decision: For this year, extend commitment to the end of the academic school year; revise commitment tenure in following school year
  - v. Positions:
    1. Facilitator: Kristen Danusis
    2. Process Observer: removed
    3. Hospitality: removed
  - vi. Family Engagement Committee:
    1. Questions: Is PTG sufficient? Or is it necessary to have a separate community that is responsible for community involvement?
    2. Decision: removed
  - vii. Decision Making:
    1. Modify to “simple majority” (½ or more), of those in attendance
  - viii. Communication: adding communication from SIT to the community
    1. Creating a link in principal’s newsletters home (next newsletter after the SIT meets; monthly)
    2. Updating minutes on website within 1 week of the meeting
  - ix. **AGREED BY THE GROUP TO NOT CHANGE OR ADD ANYTHING MORE TO THE BY-LAWS**

#### 3) Review of NECAP data and School Mission/Vision Decisions

- a. Have current NECAP data for school; not for individual students
- b. The data will assist in creating a school mission statement
- c. A subcommittee that reviews data could benefit from breakdown of scores

d. Reading

|   |  |
|---|--|
| Last year<br>- 82% proficient<br><br>Percentage of each score:<br>- 21%- 4<br>61%- 3<br>14%-2<br>4%-1 | This year:<br>- 87% proficient<br><br>Percentage of each score:<br>- 31%-4<br>56%-3<br>10%-2<br>3%-1<br>- 2 grades had no students scoring 1 |
|---|--|

e. Math

|                               |   |
|-------------------------------|---|
| Last year<br>- 69% proficient | This year:<br>- 70% proficient (not sufficient growth)<br><br>Percentage of each score:<br>- 27%- 4<br>43%- 3<br>20%-2<br><br>10%-1 |
|-------------------------------|---|

f. Writing

|                               |                                |
|-------------------------------|--------------------------------|
| Last year<br>- 67% proficient | This year:<br>- 87% proficient |
|-------------------------------|--------------------------------|

**g. Using this information to guide instruction and the goals of the SIT team to see what should be improved to the students**

**4) School Culture:**

- a. Salt Survey will guide instruction—information has not been provided yet
- b. School Improvement Plan needs to be revised by the end of the year to be in compliance with state law and the needs of the school
  - i. Would we like to break this into a subgroup or keep within the whole group?
    - 1. Unsure about the responsibilities
    - 2. How much time per meeting would be dedicated?
  - ii. May need to be presented to school committee
  - iii. Kristen Danusis will be a member of this group either way; she has experience in creating School Improvement Plans previously
  - iv. Decision: work in whole group rather than subgroup
    - 1. Next meeting: develop community-based and academic needs that should be included in the School Improvement Plan

## 5) Mission and Vision Decisions:

- a. Mission:
  - i. Current statement: “The mission of the Foster School District, a dynamic educational community, is to guarantee all students a quality education through a commitment to excellence.”
  - ii. Tri-District statement: “Our mission is to prepare each student for varying post-secondary career and college pursuits to be responsible and successful citizen in a diverse and global society.”
    1. Gloucester elementary schools are using this mission statement.
    2. Debate: Should this be a vision statement—for future reference—and we create a new mission statement?
    3. Decision: Modify statement to fit the elementary level, rather than the secondary (look to align it, but not adopt in full)
    4. Next meeting: develop a list of words/phrases that should be included in the mission and/or vision statements
- b. Vision:
  - i. Current statement: “In student-centered, academically challenging environments that cultivate character, celebrate learning, and foster collaboration, the staff, families, and greater community of the Foster School District, as partners, will develop creative, lifelong learners with the skills and enthusiasm to shape a changing world.”

## 6) Subcommittee groups and goals

- a. By-laws: completed
- b. Curriculum:
  - i. Jana Mooney, Kristen Papa, Erin Quinlan, Erin Quinlan, and Abbie Salvador
- c. Technology:
  - i. Greg Gongoleski
- d. Report-Cards:
  - i. Lauren Kitson, Amanda DeStafeno, Becky Sullivan, and potentially Becky Howarth and Darlene Cardoso
- e. Character Education: Dawn Bergstrom, Bethany Carpenter, and Erin Pasquazzi

## 7) Public Forum:

- a. Becky Sullivan: presenting the Gloucester standard-based report cards
  - i. As a special educator it is an unfair way to report data of special needs students that are non-verbal, as an example, that need modifications in their educational experience
  - ii. What laws are in place for support the students that are unable to conform to “normal standards”
  - iii. Current report cards are incentive to special needs students

## 8) Next Meeting: March 12, 2014, 5:00 PM, CIP Library (2<sup>nd</sup> Wednesday of each month)

- a. Develop community-based and academic needs that should be included in the School Improvement Plan
- b. Develop a list of words/phrases that should be included in the mission and/or vision statements
- c. Create goals for subgroup that you are choosing to be a part of for the remainder of the school year