

**BELMONT SCHOOL COMMITTEE MINUTES
CHENERY MIDDLE SCHOOL COMMUNITY ROOM
FEBRUARY 5, 2013**

Present: Ms. Laurie Graham, Chair
Ms. Pascha Griffiths, Secretary
Mr. Kevin Cunningham
Ms. Anne Lougée
Ms. Laurie Slap
Dr. Thomas Kingston, Interim Superintendent
Ms. Janice Darias, Assistant Superintendent
Mr. Anthony DiCologero, Director of Business, Finance and Operations

1. **OPENING BUSINESS**

1.1 Call to order

1.2 Pledge of Allegiance

Ms. Graham led the Pledge of Allegiance.

1.3 Citizens' Concerns

There were no citizens' concerns.

1.4 Adjustments to the Agenda

There were no adjustments to the agenda.

1.5 Chairman's Report

Ms. Graham announced the following events:

- The Town Clerk reminded residents that February 12 at 5:00pm is the deadline to file papers to run for town office.
- Belmont High School Jazz Concert – February 6
- Chenery Middle School Honors Concert – February 7
- Chenery Middle School Symphony Concert – February 14
- Winn Brook Create-A-Thon – February 7
- Butler Café Cartoon Recycling Program-During lunch, students pour off their extra milk using a contraption designed by Bob Johnson before recycling their cartons.

- Butler Trex Plastic Bag Challenge- students are bringing in their plastic bags and plastic items with Recycle #s 2, and 4. All schools are participating in the plastic bag challenge. The winning school will receive a Trex park bench.
- Belmont High School Cradles to Crayons clothing drive- students accepting monetary donations and NEW pajamas to donate. Alice Melnikoff is collecting the money.
- Belmont High School pajama-rama – students and staff can wear pajamas to school if they provided a donation to cradles to crayons – February 14
- Belmont High School Girls Hockey win 6-1 against Needham

Ms. Graham congratulated everyone involved in all of the events. Ms. Graham reminded everyone that the Foundation for Belmont Education will be holding their annual dinner and auction from 6:30-11pm, March 16. Also on March 16: Wellington Carnival from 10am-2pm in the Field House, and Butler School's Annual International Fair from 1-3pm. This year's Theme: Tooth Traditions from Around the World.

1.6 Superintendent's Report

Dr. Kingston stated he wanted to call attention to the student enrollment figures for February 1. Student enrollment and projection numbers are important data to consider while building the budget. Dr. Kingston stated that the enrollment report has been revised to add a section indicating how many out-of-district students are on the roster and records the actual number of students accounted for in the buildings. There are currently 82 students in out-of-district placement out of the 4,146 students in Belmont Public Schools.

Dr. Kingston stated that there are 571 students attending private schools. That number is down from a year ago, so it is not surprising that there was a net increase of 97 students attending Belmont Public Schools this fall.

Dr. Kingston explained the report completed by the Class Size Advisory Group. The group was formed for the purpose of studying class sizes in Belmont and providing recommendations for alleviating the class size problem. Dr. Kingston thanked members of the group for all their work and stated that the report will be posted on the Belmont Public Schools website.

Dr. Kingston reminded people that the Department of Elementary and Secondary Education has created a survey for parents of students with special needs. The survey asks about the quality of services the students receive. Dr. Kingston stated that the responses are confidential and if a parent has more than one child receiving services, the parent should complete the survey for each child. The link to the survey can be found on the Belmont Public Schools website and the deadline to complete it is March 29.

1.7 Director of Finance, Business and Operations' Report

Mr. DiCologero stated that he has continued to develop the FY14 budget and has been working closely with the Town Administrator's Office. The majority of budget items have been calculated and he is now working on the narratives. Mr. DiCologero stated that the School Department and School Committee will present the budget to the Board of Selectmen on February 11.

2. **UNFINISHED BUSINESS**

There was no unfinished business.

3. **MAJOR BUSINESS**

3.1 Approval of Belmont High School Program of Studies – Exhibit A1
Course Selection Sheets – Exhibit A2

Ms. Graham reminded that Committee that the Program of Studies presented is the same documents that were discussed at the January 29 School Committee meeting.

On a motion offered by Mr. Cunningham and seconded by Ms. Slap it was,

VOTED unanimously to approve the program changes for the Belmont High School Program of Studies – Exhibit A1 and Exhibit A2

3.2 Update on Educator Appraisal System – Exhibit B

Ms. Darias updated the Committee on the new Educator Appraisal System. Each licensed educator has had a chance to write SMART goals: a professional practice goal and student-learning goal, which form the teacher educator plan. In September and October, all goals were turned into Janice and their evaluators. Each goal was written with key actions and benchmarks. Implementation of the plan involves both the teacher and the evaluator, with the evaluator doing the observations. Observations are short and unannounced. New teachers to the district have full class observations. At the end of October, the web-based software was launched to hold examples of documents for progress relative to the standards (evidence). Teachers in their 1st-3rd year are on the 1-year plan. Other teachers are on a 2-year plan. The plan assesses through a rubric how a teacher is doing. For teachers on the 1-year plan, formative evaluations are done halfway through the teachers' one-year plan and a summative evaluation is done at the end of the year. For teachers on the 2-year plan, the formative assessment will be at the end of the year, and the summative evaluation will be at the end of next year.

Ms. Darias gave the numbers involved in the process so far: 742 observation reports, 618 collection of evidence forms, 1,480 documents, and 210 formative assessments. Recently, the teachers were given a 7 minute survey to gauge how well the process is going. Soon, we'll be entering phase 2 of the process. Things to consider include figuring out examples of assessment that show student growth for subjects not assessed by MCAS. Each new element requires a conversation with the Teachers' Association.

3.3 Discussion of Superintendent's Mid-Cycle Review – Exhibit C

Dr. Kingston explained that the Superintendent and all Central Office Administrators are evaluated yearly. The Superintendent's mid-cycle review occurs in late January or early February and must be discussed in public session. He explained that he has an obligation to present to the School

Committee where he is as far as the goals he has set. He also has an obligation to indicate where the Belmont Public Schools are in the overall strategic plan.

4. SUBCOMMITTEE/LIAISON UPDATES (as needed)

4.1 Student Representative

Student Representatives, Niamh Mulrooney and Madison Devine announced that there is an upcoming semi-formal dance at Belmont High School. The dance will have a Great Gatsby theme. She also stated that there are several fundraisers going on at Belmont High School including Daffodil Days to support the Cancer Society, and a fundraiser for Partners in Health that uses donations to aid the poor in developing countries.

4.2 Finance Subcommittee

Ms. Slap stated that the Finance Subcommittee met this morning with Town Administrator, David Kale to discuss budget development. Mr. Cunningham stated that the purpose of the Finance Subcommittee and Town Administrator's Office meeting often is to be sure the budget information is fully documented.

4.3 Policy Subcommittee

Ms. Graham stated that the Policy Subcommittee has almost completed their work on the Personnel Policies. They will not be presented to the School Committee until sometime in March.

4.4 Curriculum & Instruction Subcommittee

Ms. Graham stated that the Curriculum & Instruction Subcommittee met yesterday with Ms. Darias and Math Director, Patty Soliozy to discuss the math program. They will not present to School Committee until March.

Ms. Griffiths stated that she is appreciative of the hard and thorough work that the Belmont educators have been doing on the Math program.

4.5 Capital Budget Committee

Ms. Lougée stated that the Capital Budget Committee will meet on February 14

4.6 Warrant Committee

Ms. Slap stated that at the last meeting of the Warrant Committee, they discussed the Warrant Committee template. She stated also that the Warrant Committee is receiving regular reports about the Minuteman budget.

4.7 Wellington Building Committee

Ms. Graham stated that the steel has been moved up to the roof of the Wellington for baffling the roof top units. It has not been decided when the steel will actually be placed.

5. **OTHER BUSINESS**

5.1 Consent Agenda

5.2 Personnel Items – Informational

Extra-compensatory Assignments – Exhibit D

5.3 Business Items – None

5.4 Approval of Minutes

January 29, 2013

On a motion offered by Ms. Slap and seconded by Ms. Lougée it was,

VOTED unanimously to approve the minutes of January 29, 2013 as amended.

6. **FUTURE BUSINESS**

Upcoming Meetings:

February 11, 2013

Finance Subcommittee Meeting

SAB Conference Room – 8:00 a.m.

February 11, 2013

Joint Meeting – Board of Selectmen/School Committee

Selectmen's Meeting Room – 5:00 p.m.

February 12, 2013

School Committee Meeting

CMS Large Community Room – 7:30 p.m.

February 26, 2013

Finance Subcommittee Meeting

SAB Conference Room – 8:00 a.m.

7. **ENCLOSURES**

February 1, 2013 Enrollment

February 1, 2013 Enrollment indicating changes

Report from Class Size Advisory Group

8. **ADJOURNMENT**

At 9:00 p.m. on a motion offered by Ms. Slap and seconded by Ms. Lougée it was,

VOTED unanimously to adjourn the meeting.

Respectfully submitted by 
Pascha Griffiths, Secretary