CITY OF DERBY
BOARD OF EDUCATION
Committee of the Whole
Derby Middle School
July 2, 2013

Call to Order:
The meeting was called to order at 6:39 p.m.

Roll Call:
Denise Bottone, Laura Harris, Christine Robinson, Rebecca O'Hara and Kim Kreiger - Board Secretary, Andy Mancini - Board Vice Chair arrived at 7:12 p.m. Ken Marcucio - Board Chair arrived at 7:15 p.m.

Also Present: Matthew Conway - Superintendent of Schools and Connie Condon – Diversified Network Services (DNS).

Excused: Stephanie D’Onofrio, and George Kurtyka.

Additions, Deletions or Corrections to the Agenda
There are no changes.

Public Participation
No one from the public spoke.

Strategic Plan Review
The Alliance District Grant has been submitted. The layout is different than last year’s application. The state asked Derby to pilot a project. The state would like all the alliance districts with focus monitoring plans to combine it all into one plan which was sent June 28th.

Derby’s strategic plan with its four priorities is aligned with the state’s plan.

The committee went through the plan to review what was done and what still needs to be done and look at timelines.

Derby School Readiness -
**Status:** one school administrator as well as Dr. Conway has attended workshops. Dr. Conway tasked the elementary school principals to also attend. Mr. Cicclarini has attended and Ms. Olson will be attending the early childhood council meetings.

- provide early childhood identification and screening children.

**Status:** 100% of all incoming kindergarten students will be screened for academics and social needs by the school resource team by using AMES WEB.

- ensure curriculum reflects the academic standards established by the State of Connecticut. 100% of certified staff will attend professional development of common core state standards as provided by ACES and CERC.

**Status:** sixteen staff will attend summer curriculum development for math.

- Instruction is differentiated in response to the learning needs of every child in their individual education plan and profile. Charts the progress of every child as a learner.

**Status:** A minimum of half hour of RTI in literacy will be guaranteed every school day at Bradley and will be aligned at Irving as well.

- schools partner with the community to promote family literacy.

**Status:** the elementary school reading teachers will work with Derby Early Childhood Council to provide books for incoming kindergartners.

- develop a protocol for communication so they are accessible to non-English speaking families and students.

**Status:** High School students will be utilized to translate district and school based parent information. The World Language program at the high school will be used to do that.

- identify any existing barriers for parent and community engagement and remove.

**Status:** ongoing process. Distributing information to parents in their language is an example.

- promote events that celebrate the diverse population.

**Status:** Irving has several events throughout the year to recognize and highlight individual cultural differences. Bradley will implement similar programs by October.

- develop a process and protocol for daily announcements of students efforts and success. secure locations for display.
**Status:** completed in each school. Add: to include all clubs and student organizations.

- create a district newsletter that can be electronically posted.

**Status:** three teachers from the professional development committee spoke with Dr. Conway about creating a web space for Derby and will move this forward.

- review and update the formal website management plan to keep information current so principals will develop a plan to keep individual school sites up to date.

**Status:** Dr. Conway has spoken to each one of them on keeping it up to date.

- develop a student and faculty speakers bureau, recruit faculty and students who can speak in the community on topics of interest, promote available speakers to local organizations, determine release costs for faculty and consideration for students leaving school during instructional time.

**Status:** identify and report on junior achievement.

- ensure annual recognition and/or awards assemblies for banquet are conducted, review what awards are currently available, define list of recognitions and awards that could be provided, engage business community and alumni in sponsoring the events.

**Status:** this has been completed.

- provide students with the opportunity to mentor, read, tutor younger students as a reward for academic achievement.

**Status:** the high school and elementary schools are now developing a mentorship program for the 2013-2014 school year.

- schools partner with parents to improve and enhance children's reading efforts.

**Status:** completed the governor's reading challenge and working with the two libraries.

- implement individual student success plans so education is differentiated according to student needs.

**Status:** all students K - 12 will have a student success plan. The district data team will be selected and meet quarterly to review data.

- develop and include a district wide statement of beliefs and include student handbook and display in schools.
**Status:** the handbooks were completed by the student life committee. The beliefs are completed and submitted with the alliance district plan.

- develop a district data review team to review data by demographics, school and grade level to assess where target efforts and develop a plan to enhance instructional efforts.

**Status:** the district data team will be selected and meet quarterly to review data. Professional development is scheduled during the 2013-2014 school year around data teams specifically and PLC's, a building data base team leader will facilitate grade level data, team meetings will meet a minimum of once a month during the professional learning community meetings on extended school days. CERC will come in with the building administrator observing those teams, going back debriefing, the following day they will be going to those team member classes to observe strategies discussed at the previous day's meeting being implemented.

**Priority Two**
- review current recruitment and employment systems and protocols by Sept 2013. Review plan with administrators.

**Status:** the district plan was reviewed. There are newly adopted board policies for recruitment and hire. The administrators are walking through the plan and ensure each one is using the plan with fidelity and not skipping steps.

- identify and align high quality attributes and revise protocol to reflect the definitions.

**Status:** a model was used for each question to identify the low to high attributes recently for the principal at Bradley.

- establish goals to bring school personnel in align with diversity of the student body and community.

**Status:** the board should reflect the students that are being served.

- survey school personnel for skills and expertise that fall outside their current role.

**Status:** the survey is completed.

- review current curriculum and staffing patterns to determine how to differentiate how staffing might better support student outcomes.

**Status:** DHS implemented the Freshman Academy. Irving School has changed staffing patterns based upon student data. This will be an ongoing process.

- review past professional development activities.
**Status:** completed.

- survey administrative and instructional staff for individual professional development needs. The results were shared with CERC & ACES providing that professional development.

**Status:** completed.

- discuss with school principals what professional development is needed school wide.

**Status:** completed.

- determine costs associated with professional development efforts.

**Status:** completed.

- convene a task force of teachers, administrators, parents, students, community representatives that will draft a new evaluation system and related professional development plan.

**Status:** completed.

- conduct staff training related to the new evaluation plan.

**Status:** by August 2013, all administrators will have completed training and proficiency testing in the new evaluation plan.

- by June 2014, all teachers will have been trained and used the new evaluation process.

**Status:** throughout the year they will receive ten different professional development sessions on that model.

- provide professional development to teachers in the selected model.

**Status:** provided professional development in 2013. Additional professional development will be provided in 2013-2014 school year.

- develop and expand communication process between schools regarding students and ease of transition.

**Status:** DHS and DMS worked together to create opportunities for programs to assist the transition to the high school. DMS and the elementary schools will work together to create opportunities for programs to transition to the MS.

- explore the need for development of an alternative school.
**Status:** ongoing conversations. Deal with students that get expelled. This would save dollars for the district and could grow into a larger alternative educational model.

**Operations**
- explore variety of models that could be pursued: K-12, K-8, 9-12.

**Status:** process took place during 2011-2012.
- provide additional and ongoing professional development.

**Status:** this does not fit in this category.
- explore and define available extracurricular activities to support construction.....

**Status:** this does not fit in this category.
- speak with other districts in their experience with the model and impact on student outcome.

**Status:** completed.
- survey teachers

**Status:** completed.
- survey parents.

**Status:** started to schedule the parents with some conflicts. Need to pick it up in the fall.
- Align the effects of reorganization with research based best practice for children.

**Status:** not a lot of research out there.
- determine the cost associated with implementation, determine added costs or savings associated with implementation.

**Status:** ongoing.
- determine current facility and administrative costs for each elementary school.

**Status:** completed.
- explore potential renovation or construction that would be required and approximate costs.
Status: ongoing conversation.
- explore and report on potential locations in grade configurations.

Status: completed.
- determine added costs or savings associated with reorganization.

Status: in progress.
- explore known successes and online users. Determine technology requirements and costs.

Status: completed.
- guidance counselors 6-12 to implement individual success plans for all students including opportunities for higher education and careers.

Status: this should read 6-8 have student success plans, 9-12 to be completed during 13-14 school year and K-5 will be completed during 13-14.

- develop a plan to make AP classes more accessible to a greater proportion of student body.

Status: completed, AP classes will be offered.
- establish a district wide data team to review and recommend services.

Status: Individual students will contribute to this process.

Climate & Culture
Student Well Being & Family & Community Partnership
- review CIAC study conducted previously.

Status: completed.
- determine participation rates for all current extracurricular activities and clubs.

Status: a report will be available by Sep 2013. Dr. Conway will ask Mr. Orazietti for the report.
- survey students on interests and access to current activities.

Status: each school will create and implement a minimum of two online surveys to gauge specific student activity interests for the current school year and subsequent school year.
- conduct a community forum on what they would like to see available.

**Status:** completed.

- establish goals for student participation.

**Status:** not set yet.

- obtain data from other schools on their participation rates and what they are doing.

**Status:** not done yet.

- explore school community collaborations to expand and enhance participation offerings.

**Status:** ongoing.

- secure state guidelines for information regarding magnet schools.

**Status:** complete.

- seek input from community and students on potential areas of focus.

**Status:** complete.

**Identified Focus Areas**
- review similar programs in and out of state for student outcomes and fiscal impact.

**Status:** ongoing.

- identify the model most appropriate for the district, it's facilities and fiscal efficiencies. Adopt a district wide developmental guidance program, review, revise facilities safety protocols and responses, proposed revisions to the board of education.

**Status:** completed.

- assess the welcoming environment and culture of each school.

**Status:** completed.

- provide a welcoming environment in each school.

**Status:** completed.

- involve students in decision making and develop annual survey.
Status: completed.
- survey students regarding guidance needs and expectations.

Status: DHS and DMS will work together to develop and administer survey for next year.
- review current guidance and counselling processes.

Status: completed.
- review guidance and counselling processes to affect positive student results.

Status: completed.
- ensure there is a process that guides students to an appropriate path to obtain post high school goals.

Status: ongoing.
- develop protocol for communication so that they are accessible to non English speaking families.

Status: covered under another task.
- utilize ESL teacher and high school world language classes to translate notices that go home to families.

Status: complete.
- promote events that celebrate our diverse population.

Status: Bradley staff continue to collaborate with PTA and community agencies and Irving School on how they can better address events.
- explore and develop potential volunteer opportunities for parents and community members.

Status: governors councils have been developed at all schools.

- develop and implement communications plan to inform key stake holders of school efforts and activities and all school administrators who utilize school reach phone message system to send a minimum of one message to all families once per week indicating upcoming of school events.

Status: ongoing.
- explore and develop partnerships with local businesses and organizations to support schools and students.

**Status:** ongoing.

- develop a wider variety of extracurricular and interest groups and determine costs with implemented human relations club.

**Status:** conducted multiple events in conjunction with the partnership with the Senior Center and with Ansonia Senior Center.

- Identify any existing barriers for parent community engagement and remove.

**Status:** all schools will review student emergency contact information and ensure that 100% of phone contacts are accurate.

**Executive Session**
A **MOTION** at 8:30 p.m. by Ms. Kreiger with a second by Mr. Mancini that the Board of Education enter into Executive Session for discussion and possible action on personnel matters and invite Dr. Conway to attend, all in favor, motion carries.

**Public Session**
A **MOTION** at 9:30 p.m. by Ms. Bottone with a second by Ms. Robinson that the Board of Education to return to public session, all in favor, motion carries.

**Adjournment**
A **MOTION** by Ms. Robinson with a second by Ms. Harris to adjourn at 9:32 p.m., all in favor, motion carries.

Respectfully Submitted,

[Signature]
Denise Cesaroni
Recording Secretary

**These minutes are subject to the approval by the Board of Education at their next regular meeting.**