

The meeting started at 2:40pm. In attendance were: Mary Alise Herrera, Sally Hatch, Sue Herook, Claire Twist, Tim Donnelly, Michelle Dell Isola, and Gary Romano.

Agenda

1. Review and approval of minutes from October 4, 2011
 - Mr. Donnelly motioned to approve minutes and was seconded by Mrs. Herook. Motion carried by oral vote. Michelle Dell Isola abstained as she was not at the Oct. 4th meeting.
2. Updates and changes to the 2011/2012 School Improvement Plan
 - Mrs. Herrera suggested focusing on the goals but opened with any other questions or issues with the SIP outside the goals.
 - Mrs. Dell Isola suggested removing class data numbers from page 2 since they were speculative from last year and we now have actual data.
 - Mr. Donnelly questioned the teacher to student ratios. They were unclear if they included co-taught classrooms.
 - ACTION ITEM – Mrs. Herrera will update page 2 as indicated and provide replacement language ahead of our next meeting for review.
 - Mrs. Herrera questioned if the enrichment programs on page 4 reflected all the options at the school. The Committee suggested a number of items to add including book clubs, the science fair, and the 5th grade pod cast.
 - ACTION ITEM – Mr. Donnelly will compile a list of community building programs to add to the list of school programs.
 - ACTION ITEM – Mrs. Herrera will update staff and school council members.
 - Mrs. Herrera opened discussion on Goal 1. She noted the additional FOSS kits arrived today. Mrs. Herrera also has a price quote on additional teacher manuals. Mr. Donnelly suggested the PTO may be able to help with costs for the manuals.
 - Mrs. Herook suggested adding in level readers as part of the science program to explain concepts only briefly covered in the FOSS manuals. The readers will “follow” the kit from classroom to classroom to ensure it is accessible. This is part of looking at the literacy component of science. Michelle asked if this is an extensive need. Mrs. Herrera responded that the gaps are being identified as the kits are implemented. Mr. Donnelly reiterated that items related to implementation not covered by district funds would be eligible for funding from the PTO. Ms. Hatch noted the wear and tear on the kits as they go through each classroom. She has re-soldered the wires on a speaker for the Energy & Matter unit. Mrs. Herrera suggested that items that are consistently breaking and are not consumable should be reported to FOSS.
 - ACTION ITEM – Mrs. Herrera will add in science and math literacy component to Goal 1.
 - Mrs. Herrera noted on Goal 2, the math MCAS numbers need to be updated for the actual results from last year.
 - ACTION ITEM – Mrs. Herrera will update Goal 2 with actual MCAS results from last year and the current state improvement trajectory.
 - Mrs. Herrera mentioned that a team last year imputed data into Atlas system for curriculum mapping as part of a district-wide alignment process.
 - Mrs. Herrera mentioned Symphony is a math program that will be loaded in all computers by next week which will pave the way for associated PD.
 - Mrs. Herrera noted goal 3 is about using state as well as school level data. Mrs. Herrera asked about the basis for the extra help groups. Mr. Donnelly and Michelle said it was added to replicate a successful program in another elementary school. Mrs. Herrera mentioned third graders get help on test taking strategies. In fourth and fifth there is specific help with children deemed as “needing improvement.” Mrs. Herrera noted the special education teachers and reading specialist offer MCAS groups as part of their contractually mandated time.

- ACTION ITEM – Mrs. Herrera will adjust additional MCAS help component to reflect that it will be only as needed above and beyond existing programs.
- The question of additional math support was discussed. Mrs. Herook suggested tapping Study Island for additional time in and out of school on math. Mrs. Herrera suggested potentially opening up the computer lab for longer hours for access. Mrs. Herook suggested having some sort of prize or incentive by class tied to Study Island. Mr. Donnelly liked the idea and thought it would be a good way to provide incentives for children in the middle (i.e., not needing intervention nor craving advanced work).
- ACTION ITEM – Mrs. Herrera will look at how Study Island is used in each grade 3, 4, and 5 classroom with an eye to a consistent school policy.
- Mr. Romano motioned subcommittee to redo plan to make it implementable, data driven and results oriented. Mr. Donnelly seconded the motion. Committee would be Mrs. Herrera, Mrs. Dell Isola, Mr. Donnelly, and Mr. Romano. Vote by hands – all voted yay, no nays.
- ACTION ITEM – Mrs. Herrera will secure the original SIP template from the District.
- ACTION ITEM – Mrs. Herrera will convene subcommittee.

3. Superintendent Search Process

- Mrs. Herrera reviewed process and parent participation event on Oct. 26th. Noted it is important to participate.

4. Incoming Kindergarten (2012/2013) parent/guardian tours

- Mrs. Herrera noted first round of tours is scheduled for next week (i.e., week of Oct. 31st). Tours are scheduled so parents can attend multiple events in one evening. There will be a second set in January. Winthrop's Tours are Wednesday (Nov. 3rd) and Thursday (Nov. 4th) night.
- Mrs. Herrera asked Mr. Donnelly to talk about what could be included. Mr. Donnelly noted that parents are comparing Melrose schools against outside options (such as St. Mary's) and internal options (i.e., other Melrose elementary schools). Mr. Donnelly noted that beyond facility issue, there is much to note about Winthrop in comparison to other choices. Mr. Donnelly suggested noting quality and tenure of teachers as well as MCAS scores.
- Mrs. Herrera noted it isn't about competition with other Melrose elementary schools but what is unique about this school.
- Mr. Donnelly suggested talking about the charm and character of the building as a lead into talking about the quality of staff.
- Mrs. Dell Isola cited an event when all the elementary principals spoke a few years ago. She mentioned that everyone was very different, but the other elementary schools had principals that were more persuasive.
- Mr. Donnelly suggested mentioned being clear about HVAC upgrade. He also mentioned this is like a brand.
- Mr. Donnelly suggested emphasizing Kindergarten program.
- ACTION ITEM - Mr. Donnelly will put together some suggested bullets differentiating Winthrop from other elementary schools inside and outside the system.

5. Old Business/New Business

Gerry Mroz used the public comment period to mention a multi-district shared district services model. Cost savings could be used to hire support specialists. Mayor Dolan is talking to contacts in Reading and Stoneham.

Meeting Adjourned at 5:01 PM

Minutes reviewed, revised, and approved on Wed 11/30/11 by Winthrop Site Council