

Luther Burbank Middle School Council Agenda

December 19, 2007

3:30 - 4:45

Library

Time	Topic	Owner(s)	Process	Expected Outcomes
3:30	Public Comment	TBD	Information sharing	
3:35	Approve Minutes	Cathy	Information sharing	Minutes will be read and approved.
3:40	Burbank News <ul style="list-style-type: none"> • FY 09 Budget Update • Honor Roll Results • Parent Conferences • Scheduling Feedback • Geography Bee Results • MathCounts Competition • Spelling Bee 	Patrick	Information sharing and discussion	Members will be informed of several recent or upcoming events at LBMS.
3:55	Finalize By Law changes	Cathy	Information sharing and discussion	Council members will vote on recent changes to the By Laws.
4:10	Vertical Team Goals and the School Improvement Plan	All members	Discussion	Review Vertical Team goals and the impact these will have on the new SIP The group will also propose other potential changes to the plan.

Notes:

Attendees: C. Llanso, P. Perkins, D. Heslin, M. Chase, M. Palis, J. Karlin

Absentee: V. Bearce

Minutes approved by D. Heslin – all approved

Moving By-laws up: motion was made by D. Heslin to approve By-laws was changes – all approved.

Burbank News

- FY 09 Budget Update – mid November all budget forms were released from central office – shortly after that P. Perkins got all forms out to staff – Everyone in school had an opportunity to submit requests and these requests totaled around \$100,000 – Our current budget was \$74,887 and he was asked to only increase budget by 4-7%. About \$19,300 cuts had to be made and they are as follows: \$5,000 green house - \$1,800 Smart board – \$1500 general office supplies - \$4,700 professional development - \$1,300 for contract services (maintenance for machines). The increase we have is a 6.9% increase.
- Motion was made by M. Chase to schedule a January 16, 2008 meeting along with the January 30, 2008 meeting – all approved.
- Honor Roll Results – 6th Grade: 51% of students made the honor roll (19 honors – 13 High honors). 7th Grade: 48% of students made the honor roll (11 high honors – 24 honors). 8th Grade – 43% of students made the honor roll (13 high honors – 24 honors).
- Parent Conferences Scheduling Feedback – Used Pick-A-Time scheduling for conferences – P. Perkins gave a quick survey – (what grade – did you access the office – did you like it) and found out that most parents who took the survey really liked the new way used to schedule their conferences.
- Geography Bee Results – was on Dec. 10th – 35 participated – 10 finalists after two questions – Mallika Govindan placed 3rd – Michael Muldoon placed 1st – Dan Mazzola placed 2nd.
- MathCounts Competition – January 24th in the health room
- Spelling Bee - January 7, 2008 – expecting 100-120 students to be involved

4:05 Vertical Team Goals and the School Improvement Plan:

Under Curriculum Instruction P. Perkins feel there is not enough said here. Vertical team meeting time – has been cut a lot this year – P. Perkins is trying to do it as part of staff meeting time. January Staff meeting will be dedicated to vertical team time. These vertical teams have developed some goals (Gail Goldstein and Greg Billings are instructional coaches) and they are listed below:

Goal: (Short Term) To improved performance on Open Response Questions through developing and implementing strategies specific to each content area.

Goal: (Long Term) To develop and implement curriculum across each vertical team to strengthen as identified through MCAS results.

It has been a difficulty for students to answer the open response questions efficiently.

M. Chase asked about maybe putting in percentage rates for improvement in test scores into the school improvement plan.

January 16th meeting is to:

1. Focus on the FY09 Budget
2. Review Calendar Dates*
3. School Improvement Plans for other schools **

*C. Llanso will bring a calendar for the meeting to plan ahead for things that need to get done and when we are going to do them. – Please look at time frames and be prepared to know where and when they need to be put on the calendar.

**Take the existing School Improvement Plan go through it and decide what is staying – and what we are getting rid of and what are we adding to it. See if each person can get a different school improvement plan from a different town (Groton Dunstable – Berlin – Sterling – Sudbury – Boylston – Medfield – Harvard - Webster, NY)

Read our School Improvement Plans (P. Perkins will email D. Wood the template for the School Improvement)

Review the school improvement plan from the town you received – look at their Curriculum and Instruction – and look at what you think is good.

Motion was made by J. Karlin to adjourn the meeting at 4:50 pm.