

Luther Burbank Middle School Council

Minutes

February 27, 2020

| Time | Topic | Owner(s) | Process | Expected Outcomes |
|------|------------------------------------------------------------|------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00 | Public Comment | TBD | Information sharing | |
| 3:05 | Approve Minutes | TBD | Information sharing | Minutes will be read and approved. |
| 3:10 | School Committee Membership | Kathy Codianne Joseph Gleason | Information sharing | The school committee chair and school committee representative from Lancaster will share information about the NRSB School Committee membership. |
| 3:30 | Principal's Update | Laura Friend | Information sharing and discussion | Update on school happenings |
| 3:40 | Survey Data Analysis/Alignment to SIP | Laura Friend Sharon Poch Council Members | Information sharing | Review LBMS SIP analysis to assess alignment of priority areas and SIP goal areas/action steps. Determine next steps |
| 4:00 | School Council Agenda Setting, March 26 (note date change) | Laura Friend Council Members | Discussion Decision-making | Generation of agenda topics for March 26 meeting |
| 4:05 | Other | | | |

School Council Norms:

Give honest/authentic feedback; contribute always
 Parent feedback/input is treated equally and needed
 All voices are encouraged, valued and respected
 Keep time in mind/remain goal oriented
 Be open to new ideas
 Be courageous

Notes:

Attendance: Maureen Principe, Steve Grant, Laura Friend, Melanie Thulin, Sharon Poch, Bridget Riggin, Melissa Carlson, Judy Ursuliak, Kathy Codianne, Joseph Gleason

Minutes: approved, seconded

School Committee Membership: (Kathy Codianne and Joe Gleason)

- Lancaster has three seats on the School Committee, at this time there are only two members representing Lancaster
- Based on town population each town is entitled to an additional seat (each seat should represent the same number of people)
- Currently trying to recruit 2 additional members to serve as Lancaster representatives
 - One member could be appointed for the remainder of this school year as a “trial”
- Meetings are set in June for the following year on Wednesday evenings, and schools are asked to not plan events on a school committee night so parents do not have conflicts
- Commitment (3 year term)
 - Regular meetings
 - Serve on one sub-committee (once monthly if needed)
 - Personnel
 - Policy
 - Budget and warrant
 - MASC/MASS Joint Conference (optional)
 - Occasional workshops (goals, budget, superintendent evaluation)
 - Attend annual town meeting w/ member of district administration
 - Attend graduation (optional)
- Take out papers w/ town clerk (33 people to sign the nomination papers), deadline is March 23
 - Sticker vote is also possible if decision is made after the deadline
 - Can also be appointed for remainder of a year
- No experience is necessary, just a willingness to serve

Principal's Update:

- Budget
 - Proposed budget just over \$58,000,000 (increase of 4.12%)
 - Lancaster is at 2.77%
 - Drivers – transportation, insurance, Minuteman transition
 - Need for a reduction in some staff positions (mostly will come from retirement, attrition, programs being streamlined)
 - Non salary line items have been tightened up as much as possible
 - Facilities and Tech are looking at further cuts
 - Next step is for School Committee to vote
- Basketball completed their seasons (Girls 12 wins 4 losses, Boys 8 wins 8 losses)
- Ballin' @ Burbank, 3rd Annual
- Spelling Bee - Sadie Leonard (school champion), Alessandra Smith (alternate)
 - Written test tomorrow with regional bee taking place on March 24 if we proceed
- 8th grade visited Worcester Courthouse - Excellent Trip
- Back from vacation! Good start... (For the year 96%, Feb 95%, Jan 94%)
- Next week, choppy
 - Election day 3/3
 - Full day PD 3/6
- Full day PD
 - Mark Bracket "Creating Innovators" author will be the speaker for the district
 - Workshops focus on technology and social emotional
- Parent teacher conferences, Pick-A-Time
 - 3/18 – afternoon and evening, 3/25 afternoon only
- Intramurals starting up again soon (Floor hockey/Wiffleball, Soccer/Tennis, Badminton, Walking Club)
- Health Fair, April 13 (ideas for marketing?)
 - Full day event with an evening presentation for parents and community
 - PTO is helping support the evening event

Survey Data Analysis/Alignment to SIP:

- Low turnout on survey respondents, generally the feedback is positive, however we would like more feedback to help us grow
- Students completed a survey during advisory last year
- Sharon synthesized the data
 - Took all information from parent and student surveys and sorted into 5 general areas:
 - Advisory
 - Communication
 - Curriculum
 - Social Emotional
 - General Comments
 - These fit into two larger categories:
 - Social Emotional Learning
 - Building social skills and emotional intelligence/resilience underlying theme
 - Executive Functioning Skills
- Social Emotional Learning
 - Three-year goal in our SIP (on year 2?)
 - Year 1 of castle (sp?) core competencies
 - Adjusted our advisory classes based on survey results
 - Need to complete needs assessment with staff for planning next year and incorporating SEL
 - Advisory is a work in progress
 - Wish for standardization across teacher websites
 - Curriculum
 - Problem solving
 - Look at disconnect regarding communication
 - Homework protocols/recommendations from school council to teachers
 - Student voice
 - Add student council member to school council?
 - Lunch w/ Mr. Grant?

Agenda Topics for Next Meeting:

- Discuss timing and increasing participation
- Student voice
- Brainstorm ideas for executive functioning
- Homework
- Teacher websites

Next Meeting: March 26 (note date change)

Adjourned 4:15