



WESTFORD PUBLIC SCHOOLS Notice of public meeting

ORGANIZATION: J. A. Crisafulli School Advisory Council Meeting

DATE: 3/14/17 **TIME:** 4:00 **PM**

LOCATION OF MEETING PLACE: JAC Conference Room

REQUESTED BY: Sharon Kennelly - Principal

Send to: Patty Dubey townclerk@westfordma.gov

Notice of every meeting of a local body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted in accordance with the provisions of the Open Meeting Law under M.G.L. Chapter 30A, Sec. 18-25. Such notice shall contain a listing of topics that the Chair reasonably anticipates will be discussed at the meeting.

AGENDA

Review of Minutes from January 2017 and February 2017 Meeting

Open Forum

Principal's Update

Enrollment update

New staff – Maternity Leaves

Community Meeting - Slideshow

PAWS for Peace - Ongoing

MCAS Discussion – UpDate – Staff and Student Training

Agenda Items

Transition Survey –Grades 5 -6 – Kevin Regan/Tim Hislop to Share Previous Survey

Finalization of Ground Rules and Mission Statement – See January Minutes

Discussion of JAC PTO Family Fest – Sister School Event

SIP Thoughts for 2017-2018

Professional Development –Mathematics – Year Long Focus – Robinson GM Visits, ADHD Presentation

Adjournment:

Next Meeting - April 4, 2017- 4 PM - JAC Conference Room

SAC Meeting Dates 2016-2017 - April 4, 2017 and May 9, 2017

Ground Rules:

- Work from an agenda
- Stick to the agenda
- Respectfully listen to opinions of others
- Be aware and keep to allotted time on agenda
 - Table items that need more time and research
 - Follow up and summarize meeting points
- Keep meeting minutes
- Keep issues general and not personal
- Meeting Chair keep to task and refocus back to task
- Allow time for questions at the end of the meeting time
- Ultimately the decisions that are made are what are best for the needs of the students
- Respectfully agree to disagree

Proposed Mission Statement:

- The mission of the Crisafulli School Council is to assist the principal in identifying the educational needs of our students, reviewing our school's annual budget and formulating and monitoring a School Improvement Plan. Additionally we will create an environment that students feel safe and able to take academic risks at their learning levels. These areas are continually monitored and improved.

JAC SAC follows the overall mission of the WPS Mission Statement in the Strategic Plan:

Our Mission Westford Public Schools provides an excellent, free education to all students in the community. The District engages its students in a challenging learning environment to prepare them for the educational, economic, social and technological challenges in a rapidly changing world. It develops in its students the skills and attitudes that enable them to be lifelong learners, exercise sound judgment and become responsible, contributing members of society.

To accomplish this mission, Westford Public Schools:

- provides a curriculum designed to educate the whole child while recognizing that each child is a unique and individual learner;
- engages staff and administration in ongoing professional development;
- provides support services that meet the needs of each individual student;
- encourages the collaboration of parents, residents, and the greater Westford community; and
- practices value-driven fiscal planning and management.

Crisafulli School Advisory Council

Minutes of the meeting: Called to Order at 3:36 pm on Tuesday, February 14, 2017

Present:

Sharon Kennelly, Monique Cassidy, Buffie Diercks, Jill Atkins @3:57 pm

All members introduced themselves.

Absent: Melissa Donegan, Kate Small, Danyell DiRuggiero, Kathy Fellows, David Naylor

Review of Prior Month's Minutes: Minutes for January 2017 were reviewed and will be approved at the March meeting.

Open Forum:

- How are end of the year events determined? Based on snow days.

Principal's Update:

- Current enrollment – welcomed 4 new students – Currently - 342
- Taylor Dean in for Tracy Ford and Marge Beck in for Jane Moores who will return March 6th
- Looking to fill 4th grade interim maternity leave and 3rd grade SPED interim maternity leave
- Community Meeting – presentation by WA athletes to talk about team work and sportsmanship
- Souper Bowl can drive – 371 collected
- Next Community Meeting Feb. 17th slide show celebration
- MCAS training finished by Sharon and Michelle
 - Staff training will be done in Feb. and March
- PD – refresher on ADHD and strategies
- STEM Fair will be tonight – Feb. 14th @6-7:30 pm
- Mary O’Gorman and Maria Brahim have sent a link for MCAS practice tests
- Transition Survey – 5th to 6th – to parents – any additional activities to assist this
- Family Fest – May 12th – Joint activity with Robinson
- ALICE drill was successfully run on January 27th
- Mission Statement draft created from the Jan. presentation

Ground Rules:

- Adhere to an agenda and its allotted time
 - Table items that need more time and research
 - Follow up and summarize meeting points

- Respectfully listen
 - Keep issues general and not personal
 - Respectfully agree to disagree
- Keep meeting minutes
- Allow time for questions

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Motion to adjourn to was made and seconded @ 4:07pm; it passed 4/0/0

Respectfully submitted,

Next Meeting: March 14, 2017 4 PM – JAC Conference Room – Topics: PTO Family Fest

Crisafulli School Advisory Council

Minutes of the meeting:

Meeting called to order by Bill Olsen at 6:00 PM

Present:

Sharon Kennelly, Buffie Diercks, Melissa Donegan, Danyell DiRuggiero, Jill Atkins, Kate Small, Kathy Fellows, David Naylor

All members introduced themselves.

Absent: Monique Cassidy

SAC Training by Dr. Christensen, Educational Consultant:

- Effective Ia in Education Reform of 1992 – All schools to have a Council.
- SIP are reviewed and approved by the School Committee
- Council is subject to Open Meeting Laws
- Who are we, why are we, what do we want to achieve together? – what do you want to do as a team for the good of the school, this could be the template for the mission of the school council.
 - The mission of the Crisafulli School Council is to assist the principal in identifying the educational needs of our students, reviewing our school's annual budget and formulating and monitoring a School Improvement Plan. Additionally we will.... (this is the part that answers what do we want to do? What are we working on and what will contribute to the general welfare of JAC)

Thoughts?

Create an environment that students feel safe and able to take academic risks at their learning levels. These areas are continually monitored and improved. JAC SAC follows the overall mission of the WPS Mission Statement in the Strategic Plan:

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SAC Packet:

- Template Shared to follow a meeting format. One take away was the Who/What When Chart to determine tasks that may need to be completed and by whom.
- Gave tips of how to create a cohesive group and share via round robin to create an agenda and what may be the next agenda items for the upcoming month. You could ask, "how did the meeting go for you?" Final example, "Where do you stand on the resolution of this situation?"
- Review the Responsibilities, the basic rules on decision making, what is a "sound" SIP.
- Review additional handout from WPS Mission Statement and Core Values. They are living documents that can be added to and amended as needed.

Closing Comments:

- The law is twenty-five years old and we are in a position to make councils what we would like them to be in consultation of the principal. We are in a place where there is a clear understanding of the law and the work that we can do together for the good of the school.

Review of Prior Month's Minutes: Minutes for November 2016

Motion made by Kate Small and seconded by Buffie Diercks to accept the meeting minutes as presented for the November 2016 meeting; it passed 7/0/0.

Open Forum:

- Mid – Year SAC Members and Contact – send reminder in email
- PTO – Winter Holiday Store – A Big Hit – Kids loved it.
- Clarify Ghosts and Goblin – Guidance – Mrs. Leef
- Conferences prior to Report Cards – discussion of what it was like for parent and what was it like for the teacher. Spoke to addressing the whole child rather than just a report card grade. Encourage parents to contact teachers with concerns.
- Classroom volunteers is there a problem getting volunteers. Discussion determined it was class dependent and year to year.

Principal's Update:

- **Current enrollment** – welcomed 4 new students – Currently - 342
- Meet Blanchard SAC – TBD at a later date as Tim Hislop could not attend the 1/12/17 meeting.
- Begin thinking about survey for transition for grade 5 to grade 6. Would the same type of survey be appropriate for grade 2 to 3.
- Community meeting will focus on Teamwork and importance of working together. There will be guest speakers from WA's Football Team. We will also kick-off the "Souper Bowl" soup collection for the Westford Food Pantry – Goal – 500 Cans. Power of our words heart activity. The words are always there and at times you cannot always erase the words.

SAC:

- The custodian at JAC was great at keeping the pathways clear during the snow over the weekend. The other students are reading the handprints in the hallways. The JAC students were asking others not to bounce the ball in the hall.

Motion to adjourn to was made and seconded @ 7:32 pm; it passed 7/0/0

Respectfully submitted,
Sharon Kennelly

Next Meeting: February 7, 2017 4 PM – JAC Conference Room – Topics: Transition Survey, Finalization of Ground Rules, Preview of JAC PTO Family Fest