

**UNION #28 JOINT SUPERVISORY COMMITTEE**  
**Monday, May 18, 2020**  
**Draft Minutes**

**Present:** Jen Malcolm Brown, Beth Erviti, Brian Guerin, Craig Cohen, Erik Semb, Gene Stamell, Bethany Seeger, Johanna Bartlett, Carla Halpern, Members; Lauren Thomas-Paquin, Chair; Bruce Turner, Director of Finance and Operations; Jennifer Culkeen, Superintendent; Public Guests.

**1. Meeting Called to Order by Lauren at 6:34 P.M.**

**2. Public Hearings: None.**

**3. Approval of the Minutes from January 13, 2020:**

**BETHANY MOVED TO APPROVE THE MINUTES OF JANUARY 13, 2020. GENE SECONDED. UNANIMOUS.**

**4. New Business:**

1. Student Opportunity Plan – Review and Vote: Jennifer explained that before COVID hit, we were supposed to have a Student Opportunity Plan submitted to DESE. Since we received less money, we can submit the short form, which includes a plan up through SY 2023. We created a plan with the Leadership Team that aims to make good first instruction available to all learners following UDL principles. We will also continue using the workshop model to help students engage in their own ways, and we are looking at more professional development around UDL, inclusion, co-teaching, and collaboration among primary teachers and reading support programs. We will monitor success using DESE primary and secondary outcome metrics. We will need to submit this by mid-June, but the Commissioner said that date could change. Jennifer invited questions from JSC.

Bethany wondered how the funding would work. Each district will receive its own money, and we had to submit a total amount for the form, but we could draw on multiple professional development sources in the school budgets to pay for this, and individual schools aren't obligated to pay any particular amount. The PD will be made available to teachers across the schools. The plan is one, inclusive plan instead of four individual plans because we usually do PD activities across the schools.

**JOHANNA MOVED TO APPROVE THE STUDENT OPPORTUNITY PLAN AS PRESENTED. JEN SECONDED. UNANIMOUS.**

2. Superintendent Evaluation – Discussion: Lauren explained that, upon consultation with MASC, JSC will be evaluating Jennifer on the progress she had made toward her goals up until the start of the pandemic. We will try to hear from Jennifer and evaluate her before any changes in the membership of JSC. Also, there's a shorter feedback form that will, hopefully, provide us with more responses than we usually get. JSC discussed the difficulties in getting more members to fill out the evaluation on a regular basis; members agreed that the length and complexity of the form is off putting. Lauren said members could forward their evaluations to her and she will compile them.

**5. Budget and Personnel Committee:**

Jennifer reported that uncertainty at the state level about budget means B&P can't really meet to make local decisions. We will probably have to go to a 1/12 budget. Bethany added that Towns are communicating that we'll need to create level-funded budgets, or even to make cus. Lauren said we might need to meet as JSC to approve a budget. Johanna expressed surprise/shock at hearing some members of the public say that teaching positions should be cut; there's no call for looking at that possibility yet, and our teachers are working very hard and doing amazing things with our students.

**6. Superintendent Report:**

Jennifer reported on the minimal information we have at present about crafting a reopening plan this fall. We're

consulting with School Nurses and continuing to receive guidance from the state. We've also crafted a contingency plan to make sure that services, leadership and support continue in the event that Central Office staff fall ill. Instead of traditional report cards, we've crafted an Annual Learning Summary that speaks to the strengths and growing edges of each student. Carla asked what the plan is if the Superintendent falls ill; an Acting Superintendent would be appointed by JSC, and the Finance Department would take on a number of roles. Gene asked about the Power Standards and how each school is meeting them; due to differential Internet access, teaching modalities differ as well, and we need to make sure that this is communicated to the state. Jen and Lauren pointed out that other factors such as parent availability also impact the inequalities that the pandemic has illuminated and exacerbated. JSC hopes that the state government is thinking about these issues as they craft policy.

#### Superintendent Evaluation:

Jennifer reported that she will share her documents with JSC.

1. **Revisioning Core Values:** By the end of the year, she and the Leadership Team will have a draft 5-year strategic plan. We had arrived at a statement of core values by the start of the pandemic and have crafted draft mission and vision statements.
2. **Developing knowledge of cultural stuff through lens of UDL,** attending workshops and conferences focused on social diversity, cultural competence, participating in book studies with colleagues, and engaging in discussions with school and district leaders: Jennifer reported on the books she'd read and the summits and workshops she'd attended in an effort to increase her own personal knowledge up until the pandemic hit.
3. **Universal Design for Learning:** Jennifer is continuing to work with teacher design teams and the Director of Learning Design to identify how we can lower barriers to success in each of the schools. She's also been working to create documents to be used to assess UDL by district management groups. We're also crafting educational rounds among teachers so that they can share best practices. Jennifer sees administration as providing support for that opportunity, but letting the teachers be in charge of their process. We could not carry out the instructional rounds. We've participated in and recorded a fishbowl meeting with a consultant about the UDL summit. One teacher at SRS modeled lessons across U#28 and an LES teacher has been blogging about UDL practices. The next summit on UDL has been cancelled. Johanna asked what instructional rounds were, and Jennifer explained; it's a peer-to-peer activity that's non-evaluative.
4. **Family and Community Engagement:** Facilitating opportunities for family to be involved at their schools, attending local and state meetings on this topic, creating a Family Engagement Document to outline what families might do, working with CNC Director to continue to engage children before they come into our schools. Jennifer has attended many school events, including dinners, community sings, concerts, community learning sessions, etc. She and the CNC Director have a goal of drafting a family engagement document. Of course, she has not been able to attend meetings in person since the start of the pandemic, but before then, she attended many events at U#28 schools and in their communities.

#### **7. Director of Finance and Operations Report:**

Bruce reported that U#28 is now using its own credit cards to make purchases. He has been going over potential budget cuts, which will be difficult but possibly necessary. He's met with school Food Services that are serving two meals a day to children, funded at the free rate by the government, and we've also made agreements with our bus companies to get a discount on our current contracts. So far, we're not getting any information from the state about budgets, which is a little scary. Central Office has been closed since mid-March. We're working on applying for grant money to enhance our technology support for the fall as well. We have three budgets set up right now, and we're lucky to even be able to start talking about them before June. Jennifer shared a message from the Erving Select Board that they'll tentatively begin planning for the building where Central Office is currently located this summer.

Bethany asked how the U#28 budget is looking. Bruce said exceptionally good right now. Conferences being cancelled and hiring a new person early in the year have both helped.

1. **Technology Sub-Committee Meeting – Date to be established:**

Bruce noted this consists of Bethany, Lauren, the four Tech Directors, and (hopefully) our tech consultant. We need to choose a time for a meeting.

2. U28 Building Sub-Committee Meeting – Date to be established:

Eric, Beth, Gene, Jen, and Barbara volunteered for this committee. We need to start looking at a new location for Central Office. We'll get both these Sub-Committee meetings set up via Doodle.

**8. U#28 Policy SubCommittee:**

Policy Update and Review:

First Reading on:

GBED – Tobacco Use on School Property by Staff Members Prohibited  
GBJ – Personnel Records  
KE – Public Complaints

Second Reading, First Vote on:

BEDH – Public Participation at School Committee Meetings  
BGB – Policy Adoption  
BHE – Use of Electronic Messaging by School Committee Members  
GBA – Equal Employment Opportunities  
GBEA – Staff Ethics – Conflict of Interest

Final Vote on:

BEDA – Notification of School Committee Meetings  
BEDB – Agenda Format  
BEDG – Minutes

**JOHANNA MOVED TO APPROVE POLICY BEDH – PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY BGB – POLICY ADOPTION. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY BHE – USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY GBA – EQUAL EMPLOYMENT OPPORTUNITIES. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY GBEA – STAFF ETHICS – CONFLICT OF INTEREST. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY BEDA – NOTIFICATION OF SCHOOL COMMITTEE MEETINGS. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY BEDB – AGENDA FORMAT. ERIK SECONDED. UNANIMOUS.**

**JOHANNA MOVED TO APPROVE POLICY BEDG – MINUTES. ERIK SECONDED. UNANIMOUS.**

## **9. News/Updates from Each School and Union #28:**

Wendell/New Salem: Johanna said that Wendell and New Salem both did student and teacher caravans around town, which people absolutely loved. We still do Community Sing online, and there are some activities going through Facebook. Teachers are calling each student at least once a week. Carla said 6th Grade is planning a virtual graduation; the kids are having weekly meetings with their teacher and are very engaged in learning 3 hours a day. The 100 Mile Club is going strong, including other activities for miles. All these activities have been giving a lot of support to families.

Leverett: Bethany reported that Leverett's caravan was lovely and touching. She wanted to draw attention to all the invisible work that's going on behind the scenes to keep things going; she thanked everyone for that. Craig noted it was interesting to see the progression of online learning across the grades. There's a lot of effort and thinking going into how to deliver quality learning to our students. The caravan was a blast.

Shutesbury: Jen said there's so much work going on for teachers, who are trying to meet everyone's needs amid siblings and parents and all the other distractions. The teachers' caring and creativity is so impressive and lovely. Our Principal has been doing a hysterical moose bit online. We picked up all this wonderful food from the school Food Service. There are all these ways we're seeing people care for and connect each other.

Erving: Erik reported that teachers and students had a caravan as well, which was a lot of fun. Teachers are working hard.

Jennifer said it was just wonderful to be able to be a part of this incredible community. She shared a statement of gratitude to all our teachers and the creative and caring work they're engaged in.

## **10. Future Items to Discuss:**

- Next Meeting Date: TBD
- Budget & Personnel Committee: none

## **12. Adjournment at 7:55:**

**JOHANNA MOVED TO ADJOURN. ERIK SECONDED. UNANIMOUS.**