

# Pembroke Public Schools

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## PEMBROKE SCHOOL COMMITTEE MEETING

December 6, 2016

Pembroke High School Library

7:30PM

### Call to Order

Mr. Scroggins called the meeting to order at 7:30 PM.

**Present from Administration:** Mrs. Erin Obey, Superintendent; Marybeth Brust, Assistant Superintendent of Curriculum and Learning; Jessica Duncanson, Director of Student Services

**Present from Committee:** Suzanne Scroggins, Vice Chair, Patrick Chilcott, Secretary; Paul Bosworth and Ginny Wandell

Absent: Michael Tropeano, Chair

### Acknowledge & Schedule Visitors

Mrs. Scroggins welcomed the audience.

### Adjustments to the Agenda

Added approval of a PTO give to Hobomock and the PHS updated surplus book list.

### Communications

None

### Approval of Bill Schedule

Bills were circulated for committee approval.

### PHS Guidance Presentation

Mr. Bosworth asked what the vision of the guidance department is and Mr. Meerbach said there is a vision statement and a mission statement. Mr. Meerbach said the vision statement is to believe, achieve and succeed. He said the year one framework for the school counseling curriculum includes a needs assessment survey for the students, increasing small group meetings (2x/yr), formal meetings with juniors and seniors, making counselors assessable, increasing career opportunities and using data in an integrated way. Mr. Meerbach said the needs assessment online survey of parents, faculty and students was completed last December. Mr. Bosworth asked for the results of the survey and Mr. Meerbach said the of the parent survey the two items that stood out as areas of need in the survey were communications and academic supports. He said the student data showed that students wanted more information on colleges, career information, study skills, stress management and help managing finances. Mr. Bosworth confirmed that college information was not listed on the parent survey as a concern.

Mr. Meerbach said a process will be formalized to have individualized meetings with juniors around post-secondary planning. He said in terms of increasing opportunities for counselor access, there will be utilization of appointment books and increasing small group meetings in classrooms. He said the department will reach out to the community and businesses for job shadow opportunities and job fairs.

**OUR MISSION:** To ensure student achievement through excellence in teaching and learning.

He said the counselors attended professional development last year around using data to guide the course selection process and using data to monitor academic progress as well.

He said now moving into year 2, the department is looking to expand the small group meetings, integrate college and career readiness into lessons, utilize advisory for guidance curriculum, use data as guide, increase career opportunities and improving student academic success.

Mr. Chilcott asked how the college essay workshops went and Mr. Meerbach said the workshops helped students that were unable to decide what to write about and improved writing overall. Mrs. Brust said she participated and this year was the best attended one. She said the students were very open to the feedback and it was successful. Mr. Talbot said there is room to grow with what is being taught in the classroom pertaining to college essays. Mr. Chilcott said more structured time used in the classroom would be beneficial. Mrs. Scroggins asked how the small group meetings are held and Mr. Meerbach said it is complicated because he has to borrow time from the teachers as there is no set time for the seminars. Mr. Bosworth suggested setting a time for these meetings would give teachers time to plan for it.

Mr. Meerbach said the feedback from last year's career fair was that it was too big and loud so the department is considering dividing it up into three smaller ones. Mrs. Obey said she attended the career fair last year and it was good to see more post-secondary career options like cosmetology and technology repair. Mr. Chilcott asked what is done with the data that is gathered. Mr. Meerbach said data is gathered after every seminar and the feedback is used to make changes or improvements based on what the students are saying. He said data is also collected on schedule changes and student grades which is used for student support meetings.

Mr. Meerbach said in term of progress made with college and career readiness there has been an increase in guidance seminars and topics like course selection, career exploration, college planning, utilizing data in creating college lists and scholarships. He said the career fair was expanded from 12 to 30 presenters last year and a job shadow day was piloted. Mr. Bosworth asked why freshmen don't go to the fairs and Mr. Meerbach said logistically it wasn't possible in the timeframe. Mr. Bosworth asked if the department can plan for it this year and added that most of the comments he hears from the community is that not enough is done in the lower grades about college and career preparedness. He added that getting this information to freshmen will set them up for success.

Mr. Meerbach said a post-secondary options fair was piloted. It included 13 presents and about 70 students attended. He said it included military branches, cosmetology and technical schools. He said work was done to improve the college fair by increasing the size of it and he said he saw more engagement of the students in the larger fair. Mr. Bosworth said he received feedback that the timing of the information about the SAT changes was not timely as students were taking the test before they were instructed in advisory about the changes. Mr. Meerbach said the junior seminars were held in December of last year so the students received the information then. Mr. Bosworth asked about scholarships and Mr. Meerbach said most of them are local versus national.

Mr. Meerbach said two cross-discipline partnerships were created between guidance and the classroom this year using PE class to hold depression workshops and English class to hold essay workshop. Mr. Bosworth asked if guidance counselors supply information on negotiating financial aid with students. Mr. Meerbach said the department helps students evaluate the award letters they receive but they do not give advice on negotiating. Mr. Bosworth said he thinks that parents are unaware that they can pit the schools against each other. Mrs. Wandell said parents learn from experience in addition to learning from the guidance department. Mr. Talbot said the high school can put together something informative for parents.

Mr. Meerbach said he hosts a coffee and conversations meeting with parents. Mr. Bosworth said it would be good to hold it at other times of the day also. Mr. Meerbach added that he would like to pilot a text reminders process for parents. He said to improve information nights he added AP information to the Program of Studies Night and added a guest speaker to the Financial Aid Night. Mr. Bosworth asked about the schedule for individual meetings. Mr. Meerbach said the individual meetings with seniors are held in the fall and meetings with juniors are in the spring. He added there are no individual planned meetings with freshmen and sophomores. Mr. Bosworth said he is shocked that there is no planned meetings with them. Mr. Meerbach said rapport built during small group meetings during the year and he is working to increase the number of small group meetings. He added that he sees freshman and sophomores sign in to meet with their counselors when they want to.

Mr. Meerbach said the department is using data to evaluate and improve all seminars and informational nights. He said counselors are using data at support team meetings and as a way to prioritize student academic meetings. He added that the AP potential from PSAT data is being used to recommend students to AP courses that may be a good fit for them.

Mr. Meerbach said some academic interventions being used include incorporating study skills into seminars, building academic support curriculum in ARC, piloting a NHS tutoring program for students this year and working on identifying struggling students so counselors can follow up.

Mr. Meerbach said counselors attended a professional development workshop on using data in school counseling and had one half day internally reviewing AP data and scheduling and another half day reviewing data from seminars and identifying trends. He said he is working to get counselors more exposure to colleges through career fairs and information sessions that college host. He said wants the counselors to go to the schools and talk to the admissions people. Mrs. Scroggins asked if the concentration is mainly New England colleges and Mr. Meerbach said primarily yes. Mr. Bosworth said Pembroke graduates are increasingly going outside of New England and asked if the guidance department can look at what schools students have gone to and build a profile based around that in order to offer information to current students. Mr. Meerbach said there are schools outside of New England that are popular and the department can work to identify them. Mrs. Scroggins suggested looking regionally and not specially at colleges. Mrs. Wandell said the committee talked about a Pembroke high school alumni base so that college students could come back to Pembroke and talk about their experiences at other schools. Mr. Bosworth said if there is a PHS alumni at a college that a current PHS student is interested in it would good to get them in touch.

Mr. Meerbach said the PSAT data is used to identify potential students for AP classes. Mr. Bosworth asked if the department is seeing students that did well on the PSAT but aren't taking AP classes. Mr. Meerbach said the department contacted students that had high GPAs and weren't taking AP classes to find out why and can look into what Mr. Bosworth is asking.

Mr. Meerbach said the guidance office recommends students take the SAT and ACT twice. He said this recommendation is communicated during the junior meetings and it is the handbook. He said the standard it to take it in the spring and again in the fall. He said students are advised to take the ACT if they score poorly or below of expectation on the SAT or if they are looking for a competitive edge in the college admissions process. He added that college applications totaled 8.1 per student. Mr. Chilcott suggested the committee do a debrief on the information received tonight and come up with the top five pieces of data that the committee wants in order to make future decisions. Mr. Meerbach handed out a guidance curriculum map for 2016-2017. Mr. Bosworth said he heard that students want to hear things earlier than spring of junior year and he thanked Mr. Meerbach for addressing that. Mr. Meerbach reviewed the SAT and ACT score information.

## **Superintendent's Report**

### Consideration of Approval: PHS Trip to Spain

Mrs. Obey said this was conceptually approved prior to this meeting.

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PHS Trip to Spain as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

### Consideration of Approval: PTO Gift to PCMS

Mrs. Obey said the gift is \$5,508. Mrs. McGarrigle said she would like to purchase another laptop cart which will help with scheduling the 8<sup>th</sup> graders for online testing.

VOTE: On a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to approve the PTO gift to PCMS as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

The committee agreed to review the gift policy.

### Consideration of Approval: PTO Gift to Hobomock

Mrs. Obey said the PTO gift to Hobomock is \$14,000. Mrs. Kay said the teachers wrote proposals on what they would use technology for. She informed the committee that she met with parents and went through the proposals. The decision was to purchase grade 6 laptops and 2 interactive white boards for grade 4 classrooms. Mrs. Obey said she has seen the interactive boards in use and they are great.

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PTO gift to Hobomock as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

### Consideration of First Read: School Improvement Plans

Mr. Bosworth said he didn't understand ELL metacognition and it seems difficult for the council and public to understand. He added that some had good measurements and covered a good range. He stated that there shouldn't be dates beyond June. Mr. Chilcott said he agrees that the goals need to be measureable. Mrs. Obey said the documents are more in line with what is being done and Mr. Bosworth said he likes the consistent format.

VOTE: On a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to accept the School Improvement Plans as a first reading as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

**Consideration of Approval: PHS Books Deemed Surplus**

Mrs. Obey said this list has the books that are to be pulled off the surplus list. Mr. Talbot said he brought the full list to department meetings to have discussions. He added that the librarian would like to have an open house for staff to look at the books and potentially take some for their classrooms.

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PHS book surplus list as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

**Discussion of PCMS Indoor Track**

Mrs. Obey said parents, students and administration have said that there needs to be a better job done with indoor track. She said there have been 52 kids with one coach which is an issue and also there is no place to practice. She informed the committee that Mr. Domingos and Mrs. McGarrigle don't want to offer indoor track this season and instead would like to focus on spring track.

**Future Meeting Dates**

The committee agreed the next meeting will be January 10, 2016

VOTE: At 9:38PM, on a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to adjourn.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none

Absent: Michael Tropeano

**DOCUMENTS**

PHS Guidance PowerPoint

PHS Trip to Spain Itinerary

PTO Gift to PCMS

School Improvement Plans

**APPROVED: January 3, 2017**

**MOTIONS**

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PHS Trip to Spain as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell

Voting No: none

Abstaining: none  
Absent: Michael Tropeano

VOTE: On a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to approve the PTO gift to PCMS as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell  
Voting No: none  
Abstaining: none  
Absent: Michael Tropeano

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PTO gift to Hobomock as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell  
Voting No: none  
Abstaining: none  
Absent: Michael Tropeano

VOTE: On a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to accept the School Improvement Plans as a first reading as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell  
Voting No: none  
Abstaining: none  
Absent: Michael Tropeano

VOTE: On a motion made by Paul Bosworth and seconded by Patrick Chilcott, it was unanimously voted to approve the PHS book surplus list as presented.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell  
Voting No: none  
Abstaining: none  
Absent: Michael Tropeano

VOTE: At 9:38PM, on a motion made by Patrick Chilcott and seconded by Ginny Wandell, it was unanimously voted to adjourn.

Voting Yes: Suzanne Scroggins, Patrick Chilcott, Paul Bosworth and Ginny Wandell  
Voting No: none  
Abstaining: none  
Absent: Michael Tropeano