

**Canton School Committee
Open Meeting Minutes
Thursday, October 6, 2022
Distance Learning Lab**

A. Call to Order: Vice Chair O'Halloran asked for a motion to convene the October 6, 2022 School Committee Open Meeting at 5:14 pm for the purpose of entering into an Executive Session to discuss strategy with respect to collective bargaining, Unit A and Unit E, as an open meeting may have a detrimental effect on the bargaining position of the public body. Motion was made by Laura Arboleda and seconded by Maureen Moran.

Vote was recorded as:

Kendall O'Halloran	yea
Laura Arboleda	yea
Maureen Moran	yea

3	yeas	0	nay
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B. Open Session: Vice Chair O'Halloran called for a motion to reconvene the Open Session School Committee Meeting at 6:06 pm. Motion made by Laura Arboleda and seconded by Nichola Gallagher.

Vote was recorded as:

Kendall O'Halloran	yea
Laura Arboleda	yea
Maureen Moran	yea
Nichola Gallagher	yea

4	yeas	0	nay
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Also Present:

Derek Folan, Superintendent
Stephen Marshall, Director of Finance and Operations
Megan Byrne
Kayla Sweed
Josh Fogel
Joanne Campbell, Recording Secretary

Guest: Ms. Jessica Quint, Area General Manager for First Student Bus Company

Absent:

Kristian Merenda

C. Superintendent's Report Superintendent Folan presented District progress, highlights, and accolades.

Purposeful Play: Mr. Folan had the opportunity to visit several JFK Kindergarten classrooms last Friday, and appreciated the student and staff's energy and excitement. In particular, it was rewarding to see

“purposeful play” in action. Purposeful play has been the focus of professional learning for the staff; the students were showcasing the experience.

Fit 4 Funds: The Galvin Middle School and the GMS Canton Association of Parents and Teachers (CAPT) hosted Fit 4 Funds last Friday. The collaborative effort provides GMS students with a myriad of outside activities that build community and get the students moving and having fun-\$42,000 was raised.

Senior Weekend: The Class of 2023 celebrated its Senior Weekend on September 23-24 with a Senior Cookout, a decisive win over Dedham, and a Senior Breakfast.

Chief Doody Celebration: Chief Charlie Doody’s last day as the Canton Fire Chief was celebrated on September 30. Chief Doody moved into the Canton Town Administrator role this week.

Staff Acknowledgements:

Coaches Day: Thursday, Oct 6th was National Coaches Day. Superintendent Folan thanked CPS coaches for their dedication and commitment to the students of Canton and for creating a positive impact in their lives.

National Principals Month: October is National Principals month. This is a time to celebrate and honor the incredible CPS principals for their leadership.

School Custodian Appreciation Day: On October 3-4, the district celebrated National Custodian Appreciation Day.

Indicators of Excellence

National Merit Scholars: Mr. Folan congratulated CHS seniors Leopold MacMullen and Matthew Lesser on earning the 2023 National Merit Scholarship.

School Open Houses: School Open Houses were well attended. Mr. Folan thanked the administration and staff for creating welcoming environments and all of the families who made the time to visit the Open Houses and encourage families to stay involved through special events, musicals, CAPT, CAPE, School Council or the DEI teams.

Professional Development, Student Data Analysis: Friday, September 23, 2022 marked the first early release day of the year and the start of learning opportunities that support this year’s theme, “Getting to High Quality Teaching, Learning and Leading”. Across all grades, teachers who teach and support math learned more about implementing Reveal, our new math curriculum. Social Studies teachers grades 5-12 and World Language teachers continued to work on the Social Studies curriculum review as did World Language teachers. English teachers grades 6-12 read an article by Zaretta Hammond on high quality instruction, equity and student engagement and applied that to learning to choose curricular resources and unit design. High school science teachers worked on curriculum mapping, while GMS science teachers and art teachers K-12 planned STEAM week activities and lessons for students.

Updates

CPACSS Webinar: The [Canton Parent Advisory Council for Student Services \(CPACSS\)](#) will host a webinar workshop on Wednesday, October 12, 2022 at 6:30 p.m. Engaging Minds is making the presentation, focusing on developing Executive Function Strategies for Creating Successful Students.

FB event link: <https://fb.me/e/3lfBkxW4b>

Registration Link:

https://engagingmindsonline.zoom.us/webinar/register/WN_D85gqH41QMqB1hb470a-Ig

School Safety Drills: Building administration, in collaboration with the Canton Fire Department and Canton Police Department, have completed All fire drills; the schools also recently conducted Shelter in Place drills. By the end of the month, all schools will engage in a Lockdown drill.

Equity Audit Student Voice Survey: Thursday, October 6th, the Equity Audit Student Voice Surveys were launched at GMS and CHS. Family and Staff engagement opportunities will happen on Friday, Oct 21. Information will be forthcoming on how to sign up to be part of a forum.

Important Dates and Events

Oct. 10	No School, Columbus Day
Oct. 20	School Committee Meeting, CHS DLL, 6:00 pm
Oct. 21	Early Release, PreK-12, Professional Development

D. Teaching and Learning Report Ms. Meghan Byrne introduced Ms. Kayla Sweed, CHS Teacher, Student Services, who provided an overview of the CHS ACCESS (*All Children Can Expand Skill Sets*) Program. The program is based on individual needs with an emphasis on making each student active and engaged by offering social and vocational skills and interactions with their peers. The program provides low student to teacher ratios and specialized instructional strategies including functional academics at a modified pace, and critical skills for adaptive living such as self-advocacy, vocational readiness and community skills. With the help of two students, Ms. Sweed highlighted the following programs:

1. **Best Buddies:** an internationally known nonprofit organization that facilitates opportunities to forge one-to-one friendships with peers. These relationships improve quality of life and a higher level of inclusion for both those with and without IDD (intellectual and developmental disabilities) by introducing leadership development, integrated employment and inclusive living.
2. **Unified Sports and Project Teammate:** inspired by the simple principle that training and playing together inspires friendship and understanding, teams include people of similar age and ability, the opportunity to come together on equal terms. Helping with disability awareness and advocacy, these programs sweep away preconceptions.
3. **Bulldog Bistro:** Student run coffee shop for teachers, giving students the opportunity to practice work skills including taking, making and delivering orders, money management and supplies inventory.
4. **Pre-ETS (Employment Transition Services):** Partners of ETS provide students aged 14-21 counseling on educational options as well as opportunities to experience and explore career paths to create a plan for their future. This program also offers travel training through the MBTA as well as safety and money management skills.

School Committee members voiced support for the program and thanked Ms. Sweed for presenting to the committee and explaining the program's various elements. Ms. Moran asked how long this program

has existed, how this program fits with the CPS' 18-22 program, the continuum of programming from K-12, and how this program is funded. Ms. Arboleda asked whether the program is growing and if additional support is needed.

ACTION ITEM: Members invited Ms. Byrne and Ms. Sweed to return to a later School Committee meeting to discuss the K-12 continuum of service, as well as the 18-22 program.

E. Public Comment: Vice Chair O'Halloran opted to move the public comment agenda up on the agenda.

Ms. Suzy Joyce, a parent of a high school student on the C1 bus, spoke on behalf of her child regarding challenging personal experiences with continued tardy bus operations and concerns about the lack of communication and follow-up. Ms. Joyce is concerned that the C1 bus is not following the published route and is curious about what the route actually looks like. Ms. Joyce respectfully asked that the C1 bus route become a priority to the district.

F. Unfinished Business:

1. **Policy Section C 2nd Read**: Vice Chair O'Halloran, Ms. Arboleda and Superintendent Folan were expected to present Policy Section C for a 2nd read and ask for a vote of approval. All members present agreed to hold the vote as Chair Merenda was absent from the meeting.

G. New Business:

1. **Teacher Professional Status Celebration**: Superintendent Folan and members of the School Committee congratulated 13 staff members who attained professional status. Staff members were thanked for their commitment to the district. Those present at the meeting were publicly acknowledged and presented with a gift from the Superintendent. The group included: Nancy Kidd, Leigh Palin, Anna Russo, Brandon Chin, Emily Dymond, Susan Dunphy, Libby Dixon, Sumira Mourad, Ellen Stenman, Kelli Corsetti, Paul Fitzgerald, Rebecca Backmender, Sean Hulsman.
2. **Transportation Update**: Superintendent Folan, Mr. Marshall, and First Student, Inc. Area General Manager Jessica Quinn presented a transportation update. Ms. Quinn read a letter from First Student that recognized the bus transportation challenges of the 2022-23 school year for both district administration and parents and reiterated First Student's commitment to resolving all issues of safety and timely bus transportation to and from all schools. Ms. Quinn noted improvements, including a.m. routes are at 93%; afternoon timing has improved, but needs more adjusting; c communications regarding delays are now immediate, moving from bus drivers to First Student's home base, who report delays directly to CPS; and Daily Performance Reports are shared;

Ms. Quinn discussed next steps, which included on time performance and communicating changes to the district and the drivers; ensure routes are ready for inclement weather; Launch 1st View for CPS, -the parent tracking app; and which Ms. Quinn believes will be

integral to raising the confidence level of parents; and monitor and evaluate performance, focusing on minimizing the time students are on the bus.

Ms. Quinn gave a brief overview of First View, the app that will give parents direct access to their child's bus by viewing tracking status in real time. The app will use push notifications to alert parents. It was noted that parents must set this up on their phones. Mr. Marshall thinks it is likely the district will pilot the app before rolling it out to the entire community. Superintendent Folan said the app launch is at least a month away.

Committee members asked how routes are changed and how those changes are communicated to families; whether morning routes should start earlier; how drivers are informed of route changes; the potential impact of when students begin riding the buses who haven't been because of the bus problems; and how footage from bus cameras is used when an incident occurs, and how that process works.

Ms. Quinn stated that regular route sheets are sent to Mr. Marshall. Any changes in the routes are sent to Mr. Marshall with 24-hour notice; the district then sends a notice to all route-specific families and adds the information to the website.

Ms. Quinn said she will consider First Student successful when all buses arrive 10 minutes prior to bell time. In response to how to manage inclement weather, Ms. Quinn stated that First Student and CPS will monitor traffic patterns, refine routes and take advantage of the software to shape routes. She said that bus tapes are retained for 30 days; 95% of requests for footage review come from the district; and if a bus driver feels a complaint is warranted, CPS is responsible for giving the driver a form to make the complaint.

Mr. Marshall indicated that First Student has been taking greater responsibility for addressing problems, and acknowledged gaps in CPS communications to families about transportation issues. Both Superintendent Folan and Mr. Marshall agreed that First Student has shown strong improvement. Committee members encouraged First Student to continue to take on more of the responsibility of handling problems.

3. **MCAS and Accountability Report:** District Data Analyst Josh Fogel presented the 2022 MCAS and Accountability Data and reported that CPS had a strong showing in 2021 MCAS. Math scores increased slightly, and English Language Arts (ELA) and Science scores in grades 3-8 showed a slight decline. However, 51% of 5th and 8th graders are in the meeting or exceeding group (state level is at 42%); at the high school level, 62% are meeting or exceeding, while the state level is 47%. These scores are consistent with overall state achievement. He also discussed DESE accountability data and how it was calculated for each district school, and the challenge that student absenteeism presented.

Ms. Arboleda asked how the district will use student data going forward, and whose responsibility it is to ensure students receive the assistance they need as indicated by the data. Director of Teaching and Learning Debbie Rooney said that the elementary-level teachers are meeting with Title I and math and reading specialists to target and address student needs during class "WIN" blocks. For middle schoolers, benchmarks will be going

home soon, but teachers are currently using “X-Blocks” for after-school help on late bus days. At the high school level, Connections are occurring in the library to engage students and help understand what students’ needs are and how they learn.

Ms. Moran expressed concerns about certain grades having higher percentages of students scoring as Not Meeting Expectations and what can be done to ensure that all students learning needs are met. Superintendent Folan said multiple ways exist to address students’ learning needs. She also noted the GMS accountability percentile was significantly lower than other district schools.

ACTION ITEM: The School Committee recognized there is a need for improved scores in the middle school. Superintendent Folan will return to the School Committee in November with proposals; both suggested the best approach is strong classroom instruction with intervention as needed.

4. **MSBA Update:** Superintendent Folan provided an MSBA update stating that CPS has fulfilled all deliverables to MSBA and noting in particular, that MSBA officials were impressed with Mr. Marshall’s work on CPS’ enrollment and capital investments. For the next steps, Superintendent Folan and Mr. Marshall are scheduled to meet with MSBA board officials on October 26th. They expect to discuss the progression to the next phase, the feasibility study.

5. **Q4 Financial Report:** Mr. Marshall presented the Quarter 4 Financial Report, requesting a vote of approval. The following items were highlighted:

- a. CPS budget began with \$47 million—including a \$500,000 appropriation for COVID;
- b. Insurance revenue of \$245,000 for the Galvin School flood remuneration;
- c. Expenditures were \$51.5 million; there was a \$53,000 surplus that was returned to the town;
- d. Salaries made up 81% of the budget, 2% for utilities, and 1% for professional development;
- e. Special Education expenditures are 7.7 million and will increase to 8 million. This will include a 20% increase in white van expenses based on a driver shortage and back orders for the fleet of vehicles. Mr. Marshall explained that the rise in costs to transport out of district is not based on more students, but rather, the higher costs of gas, etc.
- f. Free lunches must be sustainable; the district is looking into using extra dollars for staffing and adjusting what the center of the plate looks like.
- g. Mr. Marshall also presented an FY24 budget timeline for the Committee’s review.

Vice Chair O’Halloran thanked Mr. Marshall for his budgetary diligence and asked for a motion to accept Mr. Marshall’s Q4 Financial Report. Motion was made by Maureen Moran and seconded by Laura Arboleda. Vote was recorded as:

Kendall O’Halloran	yea
Laura Arboleda	yea
Maureen Moran	yea

Nichola Gallagher yea
4 yeas 0 nay

6. **GMS/CHS Fees (VOTE)**: Mr. Marshall presented the 2022-2023 student user fees and reminded committee members that user fee waivers are always available by contacting the CPS Business Office. Vice Chair O'Halloran called for a motion to accept the 2022-23 student activity fees. Motion was made by Maureen Moran and seconded by Laura Arboleda. Vote was recorded as:

Kendall O'Halloran yea
Laura Arboleda yea
Maureen Moran yea
Nichola Gallagher yea
4 yeas 0 nays

7. **Superintendent Goals/Action Steps**: Superintendent Folan shared his goals and action steps for the 2022-23 School Year and their alignment with the superintendent's standards rubric.

- a. **Student Achievement Goal**: CPS will increase the percentage of students scoring in the MCAS Math Meeting or Exceeding achievement range by 5%. (2022-54.5% vs 2019 65%). Mr. Folan expects to accomplish this goal by:
 - i. using data analysis of student performance;
 - ii. conducting quarterly checks of the K-12 Math curriculum implementation process and report out on learning and impact of student, staff and families;
 - iii. Supporting Principals in using the data to drive collaborative discussions, differentiate instruction and supports, and target designated standards for growth;
 - iv. Monitor screening data and formative data quarterly to assess progress in growth and learning;
 - v. Engage families and students with webinars and in person sessions to review the implementation of the math curriculum by checking in with families to be sure they can support their child and help them succeed in math.
- b. **District Improvement Goal**: During the 2022-23 School Year, the Canton Public Schools will conduct an analysis of its organizational structure, specifically around Human Resources, and develop a plan for restructuring and improvement. This includes a plan to restructure HR management and operational roles. Mr. Folan plans to include strategic planning in tandem with the budget process. Successful implementation of this goal for the SY23-24 will include sharing how to "get things done."
- c. **Professional Improvement Goal**: During the 2022-23 School Year, Superintendent Folan will attend all classes and coaching sessions and complete assignments for the New Superintendent induction Program (NSIP) for Year 2. These sessions will include Race, Equity, Diversity and Inclusion (REDI) workshops. Additionally, the

Superintendent will facilitate and coordinate a Strategic Long-Term Planning process that fully engages all stakeholders to shape the mission, vision and values, and sets multi-year goals.

Committee members appreciated Mr. Folan's efforts in providing these goals and his engagement of the community in attaining these goals. There was discussion around the plausibility of attaining an HR Director for the school district for specific projects that need to be completed. Mr. Folan recognized that there is a gap between a candidate who is a good fit and the budget. This will be addressed through the budget process; in the meantime, best utilization of resources may include consulting or short term work.

ACTION ITEM: Committee members asked Superintendent Folan to return to the committee with a timeline, plan, and mid-year retrospective at a School Committee meeting in November.

8. Superintendent Evaluation Plan: Chair Merenda and members of the School Committee shared an overview of the 2022-2023 School Committee Evaluation Plan for the Superintendent.

Based on DESE and MASC guidelines, this evaluation plan will be on a one-year cycle beginning July 1, 2022 through June 1, 2023 with a mid cycle check to examine progress of Goals and make mid-course adjustments, if needed. There will be at least three public meetings each year to discuss the Superintendent's evaluation. A self-evaluation that includes Student Learning, Professional Practice, and District Improvement SMART Goals will be due to the committee on August 25, 2023. Committee members will review this self-assessment individually, complete both Formative and Summative evaluations and forward to the Chair. The School Committee will meet to conduct a final review and discuss any further feedback.

There was discussion over DESE standards for SMART goals versus familiar SMART goals particularly with regard to A-attainable or action-oriented. Ms. O'Halloran suggested that "action-oriented" does not overrule "attainable" in evaluating, but will review the phrasing of the terminology.

H. Director of Finance and Operations Report: Mr. Marshall reviewed the budget timeline targets for the 2022-2023 school year. A call for Capital requests will be announced in the next few weeks and will be due to the School Committee on November 3rd. The Superintendent will present the FY24 budget at the January 5th School Committee meeting.

I. Consent Agenda:

1. Regular Session Minutes: September 22, 2022, and September 30, 2022 Transportation Workshop
2. Executive Session Minutes: September 22, 2022 Emergency Meeting, September 22, 2022
3. Rescind policy EBC-S: Per the Massachusetts Association of School Committees (MASC)
4. Disposition of Surplus Property: CHS Textbooks

5. Warrants: October 7, 2022

Vice Chair O'Halloran called for a motion to accept the minutes as written. Ms. Moran asked to remove **#4-Disposition of Surplus Property: CHS Textbooks** from the vote for further discussion.

Ms. O'Halloran then called for a motion to accept #1,2, 3 and 5 from the Consent Agenda. Nichola Gallagher made the motion and Maureen Moran seconded. The vote was recorded as:

Maureen Moran	yea
Kendall O'Halloran	yea
Nichola Gallagher	yea
Laura Arboleda	yea

4 yeas 0 nays

Discussion ensued regarding the disposition of CHS textbooks. Mr. Marshall explained that the district has newer versions of these textbooks. The books being disposed of have not been used in over 15 years. Ms. Moran wanted to be sure that parents know there are options for hard copies of books for their reference and suggested that this be addressed in Open Houses. Student Representative Emma Cummings assured the group that hard copies as well as online books are available to all students.

With that, Ms. O'Halloran asked for a motion to accept **#4-Disposition of Surplus Property: CHS Textbooks** as part of the Consent Agenda. Nichola Gallagher made the motion; it was seconded by Laura Arboleda; the vote was recorded as:

Maureen Moran	yea
Kendall O'Halloran	yea
Nichola Gallagher	yea
Laura Arboleda	yea

4 yeas 0 nays

J. Update of Sub-Committee, Task Force and Liaison Posts:

Ms. Arboleda-the first Wellness Committee meeting was held recently. There is a good representation of the community, including the district's dietitian, and we welcomed new leadership for this committee. The committee will meet three times per year. One goal is to support Ms. Martha Lawless with current supply issues.

Ms. Gallagher announced that the CDEI committee is sponsoring a Global Diversity Event at the Canton Public Library on Thursday, October 27th that will include a musician and a puppeteer with a keynote address by Kathy Lopes, the DEI Director of the Newton Public Schools. All are welcome and encouraged to attend.

Ms. O'Halloran asked that any feedback of Section C of the Policy Manual be emailed to her before the next Policy Subcommittee meeting on October 13th. Ms. O'Halloran also reminded the group that the CCPC will not be accepting any new applications this year.

Ms. Moran reported that the Finance Committee is working on spending priorities; she is attending CAPT meetings to pitch budget ideas and welcomes other School Committee members

to join her at these meetings.

Emma Cummings announced a Delegates Assembly will be held on Saturday, October 15th at the Courtyard Marriott in Middleboro. It is open to all students involved in student government and will include workshops. The afternoon will be spent discussing what we will expend efforts to promote this year.

K. Other Business: None

L. Future Business The next Open Session meeting is scheduled for Thursday, October 20, 2022, @ 6:00 pm.

M. Adjournment: Vice Chair Kendall O’Halloran called for a motion to adjourn the Open Session School Committee meeting at 9:42 pm. Motion made by Nichola Gallagher and seconded by Laura Arboleda. It was voted 4-0:

Kendall O’Halloran	yea		
Laura Arboleda	yea		
Nichola Gallagher	yea		
Maureen Moran	yea		
4	yeas	0	nay

Documents included in 10/6/22 Session:

- Canton School Committee Open Meeting Agenda
- ACCESS presentation, Ms. Kayla Sweed
- Section C of the CPS Policy Manual
- First Student Bus Company Presentation, Ms. Jessica Quint
- 2022 MCAS District Results, Josh Fogel
- FY22 4th Quarter Financial Report, Canton Public Schools
- Schedule of User Fees
- 2022-23 Superintendent Goals
- Canton Public Schools Superintendent Evaluation Plan
- FY24 CPS Budget Timeline