

Provincetown School Committee Meeting

**Provincetown High School
Elmer I. Silva Learning Center
12 Winslow Street
Provincetown, MA 02657**

Tuesday, September 10, 2013 – 5:30 p.m.

Members Present: Cass Benson, Tony Brackett, Jamie Kryszkiewicz

Members Absent: Kerry Adams, Shannon Patrick

Staff: Dr. Beth Singer, Superintendent
Kim Pike, District Principal

The meeting was called to order at 5:35 p.m. by Cass Benson.

Public comments: Robert Speiser spoke regarding tickets for the school benefit, and stated that tickets would not be available at the door.

The minutes of July 9, 2013 were tabled for the next meeting.

Superintendent Updates:

- **Opening Days:** Four full days of professional development and planning proved to be an excellent way to frontload PD, and tackle required business.
Opening Events: Open house for parents will be on September 19, 2013, and will include a celebration of Provincetown's IB World School status.
- **Exterior work on PHS is progressing satisfactorily.** Larry Franke was hired as Clerk of the Works.
- **Donna Miskiv is the new school nurse.** She has a broad base of experience, and we are very happy to have her on board.
- **Mission Possible: Costa Rica will be happening on September 20, 2013.** This will be one of the largest fundraising events in our history.
- **Swim for Life – five swimmers represented Provincetown schools in the swim.**
- **Carrie Lopes of the Provincetown Police Department has been invited to the October meeting to discuss the No Place for Hate Committee and Mission.**

Unfinished Business: Congratulations to our PYP Team on joining the IB World Schools. See Provincetown school's handout from Kim Pike which is attached.

New Business: FEMA Grant Attachment A. Information was presented by Brian Carlson, Health and Environmental Affairs Manager, and David Gardner, Assistant Town Manager. An award was received for hazard mitigation reimbursement in January 2012 to retrofit the High School Building and Veteran's Memorial Buildings with high wind protection in the form of shutters. The amount of the grant and the proposed cost will necessitate the Provincetown School Committee to change the request. Tony Brackett suggested we go to the Selectmen's Meeting for guidance. The alternative that was chosen was to modify the Hazard Mitigation Project by removing the high school building, and proceeding with just the Veteran's Memorial Community Center Building.

Student Achievement Data Review: Please see attachment prepared by Kim Pike, Principal.

Student enrollment Attachment B. We have growth of 22% in students. Over three Septembers we have had a 51% growth in the MYP. In October the official number will be tallied.

New Choice Student: Our school has accepted a New Choice Student. We have no limits established for this year and must accept every student presented regardless of cost or need. For our New Choice Student, we must create programs for this unique student. The DESE and DOR are involved, and we expect all costs for the student to be met by the DOR.

Budget Calendar: Attachment C, Plan A has been chosen. Motioned by Tony Brackett and seconded by Jamie Kryszkiewicz. Motion passes 3-0-0. Motion is Plan A, December 3rd presentation of budget, December 10th presentation of adjusted budget, and December 17th public hearing and adoption of budget on December 19th. Time of meetings to be decided at the next meeting.

Provincetown School Committee Comments: Tony Brackett gave thanks to Kim and Beth for all their hard work, and discussed the Costa Rica fundraiser. Jamie Kryszkiewicz suggested exercise for the students and teachers. Cass Benson gave thanks for the summer programs which were well attended, and the camp environment which made it a success.

Meeting adjourned at 7:32 p.m. by unanimous vote.

Respectfully Submitted:

Maghi Geary

Approved by the Provincetown School Committee on December 3, 2013

Provincetown Schools



Student Achievement in Provincetown Schools Daily Intervention/Extension Block – Fondly known in some classrooms as “Walkabout”

OVERVIEW

There are many ways to identify struggling students. The difficulty comes in finding time during the school day to provide appropriate intervention. By creating a master schedule, being flexible in staff assignments, and working with instructional materials that are already available, daily intervention blocks can provide a low cost structure to meet the needs of our at-risk students while providing our at grade level and advanced students with opportunities to advance their skills and knowledge base.

Provincetown Schools provides a daily intervention/extension block for all students in kindergarten through Grade 8. In the PYP students receive 45 minutes of targeted literacy and math interventions in small groups each day while proficient students receive extension and enrichment instruction. In the MYP students receive 30 minutes of targeted reading, writing and math interventions in small groups twice a week. Classroom teachers, Special Education teachers, Title I teachers, and paraprofessionals assist in providing instruction for students during intervention blocks.

The master schedule was developed to provide increased common planning time for teachers and clearly identified times for intervention and enrichment blocks for students. During intervention block, all new instruction stops and students are regrouped by instructional need across the cluster grade levels. Clusters receive support from additional staff (Special Education, Title I) and paraprofessionals.

Intensive intervention groups have no more than a 1:4 ratio. The intervention teachers are assigned specific students, and they know exactly which skills they need to address. On level student groups are often the largest group. Because assessment is ongoing, student placement in groups are very fluid and students are able to move in and out of groups based on their proficiency.

The master schedule was created to allow for common planning time for the clusters and a daily intervention block. Teachers in grades K through 4 have 2 common planning times while students are at recess. At the MYP, teachers have been given a common planning time where ELA, Math and Social Studies teachers are able to meet and group students according to data. A master team schedule for each cluster also allows Special Education and Title I staff to push into several rooms each day.

RESEARCH

Research shows that teachers must create systems of intervention to provide students with additional time and support for learning. Clustered teams must meet on a regular basis and each team establishes:

- A list of essential student learning outcomes for each subject
- Common pacing guides
- Common, formative assessments to monitor each student's learning
- A method to analyze the data to determine which students need more time and more support to master the essential skills and which students will benefit from enrichment/extension of the essential skills
- A designated block of time for intervention/enrichment when no new direct instruction takes place



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MEMO

September 4, 2013

To: Board of Selectmen
Sharon Lynn, Town Manager
David Gardner, Assistant Town Manager
Jeff Jaran, Police Chief

From: Brian Carlson, Health & Environmental Affairs Manager

Re: Hazard Mitigation Grant Program -- Evaluation of Alternatives

Background: The Town of Provincetown received a Hazard Mitigation Reimbursement Grant in January 2012 to retrofit the High School Building and the Veterans Memorial Building with high wind protection in the form of shutters. The total award amount is \$555,651 and has a project completion date of December 21, 2014. This is a reimbursement grant so the total project costs must be appropriated and spent before the costs are reimbursed.

At the April 2012 Town Meeting an appropriation in the amount of \$406,417 was approved for this project. This amount was based on initial quotes received from vendors during the original grant application preparations in the fall of 2007.

Upon receipt of the grant contract a Request for Qualifications (RFQ) was advertised and a design firm was selected as required by designer selection law, M.G.L. c.7, §§38A½ - O when the estimated project construction cost is more than \$100,000 and when the estimated design fee is \$10,000 or more.

The firm Mark Almeda Architects, P.C was selected and prepared a total project cost estimate for architectural and engineering services which totaled \$798,136. The total project costs are more than the award of the grant. The difference is \$242,485.

Based on this information there are a few alternatives to evaluate and require a decision from the Board of Selectmen.

Alternative 1: Seek additional funding from Town Meeting to cover the additional costs of the original hazard mitigation project as developed.

This alternative would require an additional appropriation of approximately \$242,485 at the next available Town Meeting. If these additional funds are appropriated the project would still need to obtain local permits from the Historical District Commission and a contract would then be prepared and signed with Mark Almeda Architects, P.C or if the law requires a new RFQ process that will commence.

Alternative 2: Seek to modify the hazard mitigation project by removing the High School building and proceeding just with the Veterans Memorial Community Center (VMCC) building.

This alternative would require the approval of a Project Modification Request by FEMA. If approved the scope of the project would be reduced to just shuttering the VMCC building with polycarbonate manual shutters. The cost of this modified project would be covered by the original appropriated amount of \$406,417.

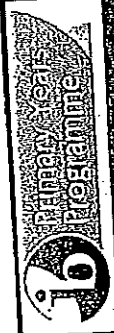
Alternative 3: Seek to end the hazard mitigation project now in its current form and re-evaluate the need and scope of the hazard mitigation project.

This alternative would require a vote of the Board of Selectmen to forgo the awarded hazard mitigation reimbursement grant and to reevaluate the need for high wind protection. The Town can reapply for a new Hazard Mitigation Grant once a new evaluation has been performed.

Alternative 4: Allow the grant deadline to lapse.

This alternative would be to allow the grant deadline to lapse and to rescind the Town Meeting authorized borrowing authority.

Provincetown Schools



International Baccalaureate World School – Primary Years Program

International Baccalaureate Candidate School – Middle Years Program

Provincetown Schools

School Improvement Plan 2013-14

Background: District remains a Level 2 School

Goal: To ensure academic excellence and innovation for ALL students.

Goals:

1. Develop structures for teachers to work collaboratively
2. Examine intervention models for supporting struggling students in reading, writing and math skills
3. Expand teacher training in 21st century skills
4. Continue to review models and materials for differentiating instruction for the range of learners
5. Improve the use of technology to enhance communication, instruction and student learning

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Goal	Improvement Strategies/Activities	Outcomes and Measurements
1.1	Create a schedule that provides common planning time for cluster teams during school day. (PK/PK - K/1/2 - 3/4 - 5/6 - 7/8)	Facilitate collaboration among teachers, special area teachers, special education teachers, ELL teacher and literacy specialist to review and track student assessment data and use this information to discuss ways to improve student learning.
1.2	Teachers use 4th Tuesday of the month to collaborate in different configurations that allow for consultation and support from special area teachers and learning specialists.	Facilitate collaboration for cluster teachers to improve student learning. Each team will collaborate a minimum of once per week to review student work.
1.3	All teachers do at least one peer observation and participate in a walk through.	Teachers gain a broader repertoire of teaching methodologies and strategies used by their colleagues.
1.4	Teachers review fall writing prompts and discuss findings on October 19, 2010	Teachers refine writing lessons to address identified needs Teachers refine writing lessons to address identified needs.

At each grade level, students in all classes are available for additional focused literacy/math instruction.

2.1 Create a schedule that provides at least 45 minute blocks of uninterrupted teaching for grades K to 4 at least 5 days a week. These blocks will be attached to the literacy/math block and serve as RTI times.
MYP - One hour blocks scheduled at the end of the day for Spanish/Math/Writing/Reading - Intervention/Extension.

Students in grades K-3 who are identified for RTI will make significant progress towards reaching grade level benchmarks.

2.2 Implement RTI model for decoding and reading comprehension skills. Work as a team to review data including literacy/math assessments and teacher observations.

Students will make significant progress toward reaching grade level benchmarks.

2.3 Review the effectiveness of the RTI program in raising student reading achievement by examining literacy/math testing data. Meet weekly to review data and determine whether students are receiving appropriate remediation.

Facilitate administration of progress monitoring, diagnostic/benchmark assessments

2.4 Purchase resources for progress monitoring and diagnostic testing.

ELA - Dibels, Fountas and Pinnell (aimsweb - grade - bear)
Math - Study Island and curriculum benchmarks

Increased awareness and implementation of 21st century skills evident in lessons

Modification and addition to lessons that include 21st century skills

(Fast Math, aimsweb, gmade)

- a. Literacy Leadership Initiative – Summer 2013
- b. Teachers will participate in professional development in 6 traits writing with Fred Wolf (2 + 1 days)
- c. Sally Grimes – Nuts and Bolts Reading Workshop
- d. Sally Grimes – Graduate Level course hosted at Provincetown Schools Spring and Summer 2014

3.1

- 4.1 Differentiation of reading workshop during RTI blocks by combining students from cluster classes
- Greater flexibility in grouping students for guided reading experiences. All students are appropriately challenged.
- 4.2 Identify and purchase appropriate nonfiction titles to support curriculum units of study at a range of readability levels, particularly in science and social studies.
- (Purchased Imagine It! social studies and science bundles. Subscriptions to science, math, ELA and social studies scholastic series.
- 4.3 Improve differentiation of math instruction using a model that allows for small group instruction at different levels of challenge.
- All students are appropriately challenged.
- 4.4 Use IXL, Study Island and Fast Math for math
- Student improvement in understanding basic math concepts.
- 4.5 Provide small group instruction for "at risk" students in grades 3-5 to prepare for MCAS testing in ELA and Math
- "At risk" students will demonstrate Improved MCAS performance.

Greater student engagement and understanding

- 5.1 Acquire additional technology to enhance learning such as flip cameras in each classroom and ipads with cameras. 1-1 initiative continues.
- 5.2 Update school web page to reflect current relevant information
- 5.3 Teachers will update their web page.
- 5.4 Provide technology workshops – (Technobytes) for staff to use/learn new skills
- 5.5 Communicate with families about ways we use technology to enhance learning such as Literacy/Math Nights that showcase classroom projects and activities using technology.

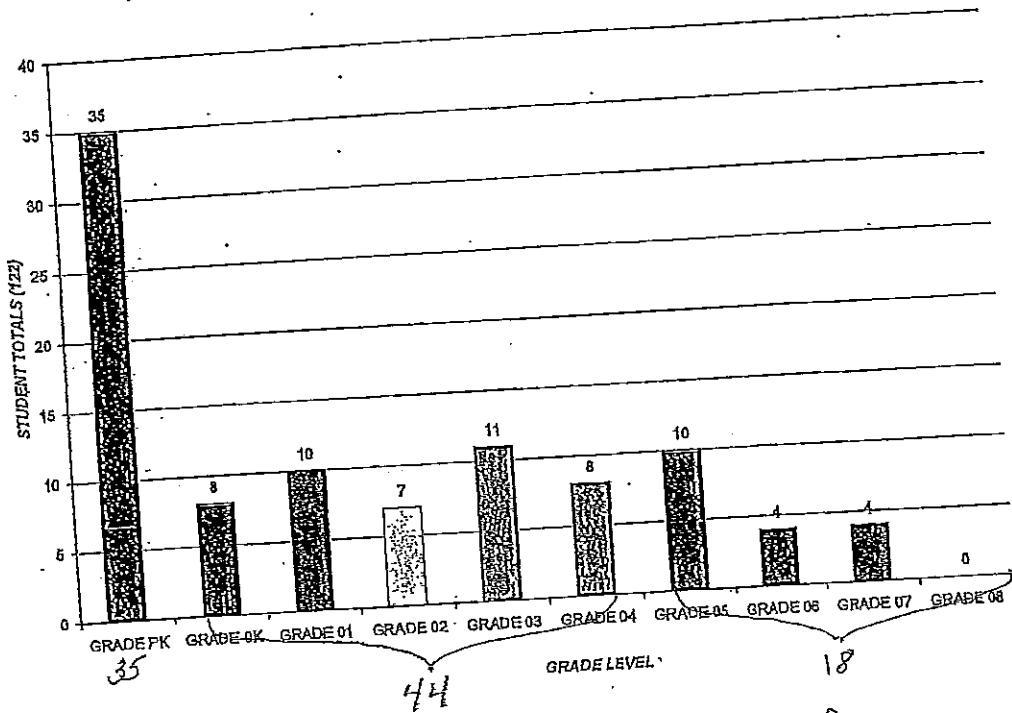
Improved communication with the Provincetown Schools community

Improved communication with parents

Each teacher will be comfortable with at least one new technology tool and will implement it in his/her practice.

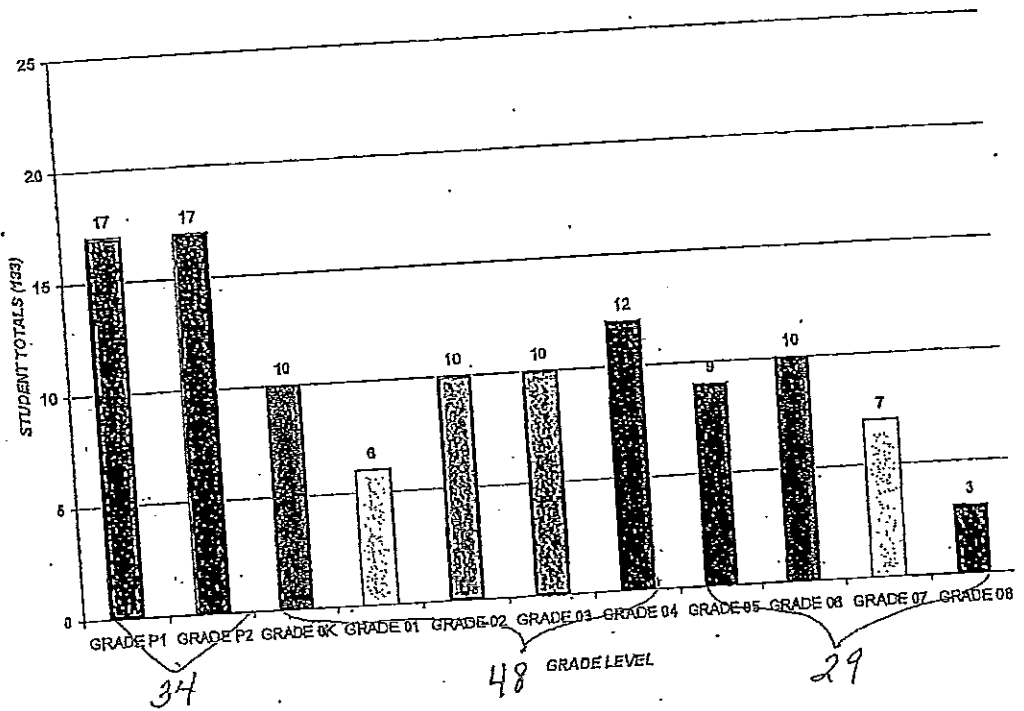
Parents will have a greater understanding of our math/literacy curriculum and ways that technology enhances learning.

PROVINCETOWN SCHOOLS: 2011-12
Student Totals by Grade Level (Active)

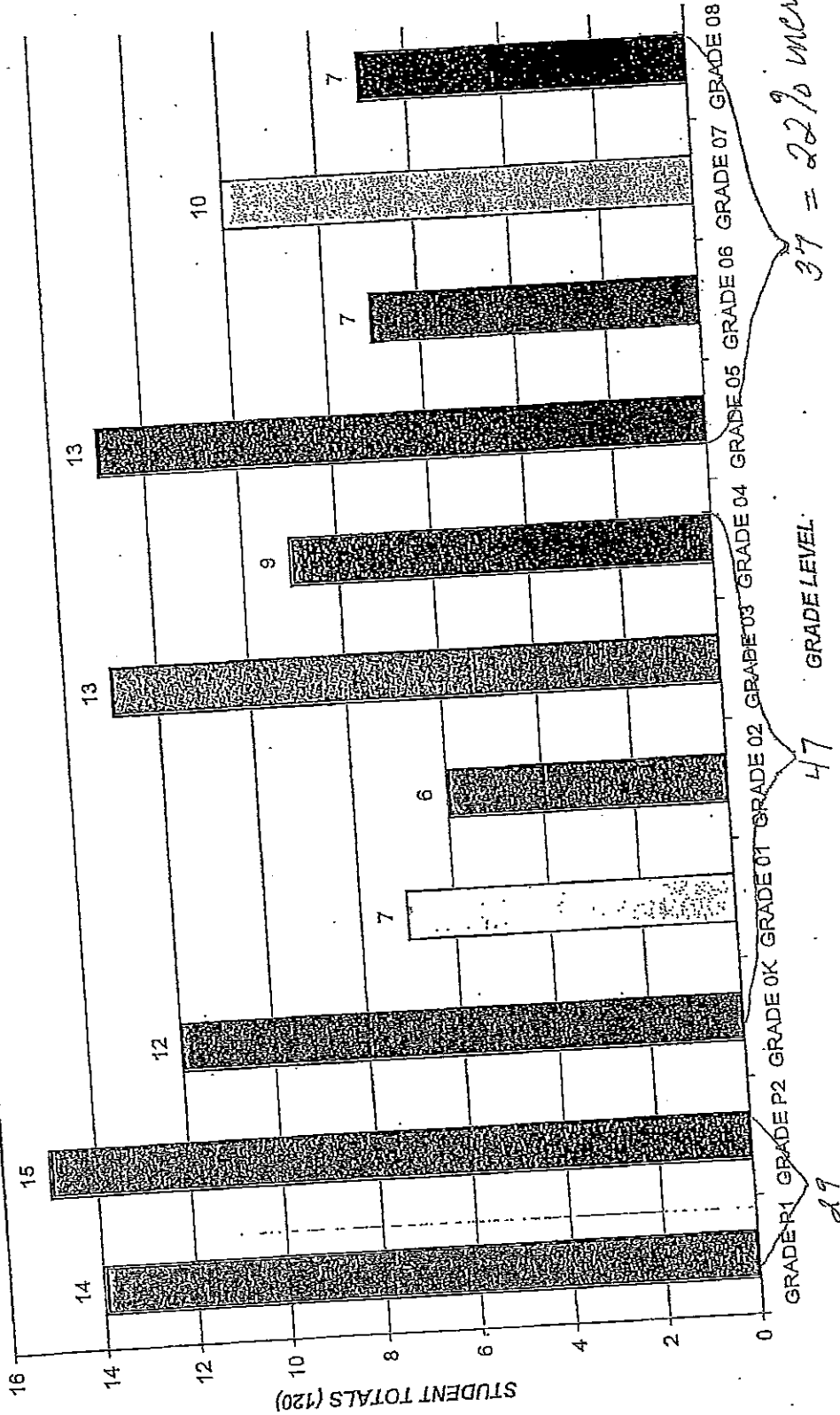


↑
MYP - 38%
increase
↓

PROVINCETOWN SCHOOLS: 2012-13
Student Totals by Grade Level (Active)



PROVINCETOWN SCHOOLS: 2013-14
 Student Totals by Grade Level (Active)



MYP - 3 year growth = 51%

PROVINCETOWN PUBLIC SCHOOLS ENROLLMENT 2013-2014

Wee-Care	Gross	7
PRE-K 1	Lindsay	14
PRE-K 2	Daunais	15
KIND	Francis	12
Gr. 1	Yeaw	7
Gr. 2	Carrera	6
Gr. 3	Ainsworth	13
Gr. 4	Valdez	9
Gr. 5	MS Team (McGlothlin)	13
Gr. 6	MS Team (Rokicki)	7
Gr. 7	MS Team (Dillon)	10
Gr. 8	MS Team (Ceraldi)	7
	TOTAL	120
	w/o IT	113

Budget FY 15 Schedule Proposal

Plan A:

December 3, Presentation of Proposed Budget
#1

December 10, Presentation # 2 - Budget adjusted

December 17, Public Hearing

December 19, (Thursday) Budget Adoption

Or

Plan B:

Same as Plan A with Adoption on December 17th
following the Public Hearing