

The Compass School

March 21, 2017 Meeting of the School Council Minutes

Meeting Location: The Compass School, 537 Old North Road, Kingston,
RI 02881

Date and Time of Meeting: March 21, 2017 6:00 p.m.

Members Present: Marisa Gallagher (MG), Rachel Axelson (RA), Nicole Gardner (NG), Polly Cuddy (PC), Linsey Trombino (LT), Nicole Saulan (NS), Susannah Strong (SS), Michelle Salisbury (MS), Evan Pressure

Others Present: Brandee Lapiskey (BL), Mike Commendatore,

Presiding Officer: RA

1. Call to Order Rachel Axelson, Council President, calls the meeting to order at 6:03 PM
2. Roll Call
3. Adoption of Consent Agenda (2 minutes)
 - a. Discussion/vote to approve Consent Agenda (including agenda of this meeting)

RA entertains a motions to adopt the consent agenda.

NG so moved

NS seconds

Discussion: none

Vote to approve consent agenda

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

4. Public Comment
5. Approval of minutes (2 minutes)

- a. Discussion/vote to approve minutes from 02.14.17

RA entertains a motion to approve the open session minutes for February 14, 2017

PC so moved

NS seconds

Discussion: none

Vote to approve the open session minutes for February 14, 2016

In favor: Opposed: 0 Abstain:

Motion passes. Yes

6. Director's Report (10 minutes)

a. Discussion/vote to approve the Director's Report

BL reviewed the Director's report and invited questions.

RA entertains a motion to approve the Director's Report

NG so moved

NS seconds

Discussion: none

Vote to approve the Director's Report

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

7. Updated [2016-2017 School Calendar](#)

a. Discussion/vote on updated 2016-2017 School Calendar

RA entertains a motion to approve the updated 2016-2017 Calendar

NG so moved

NS seconds

Discussion: none

Vote to approve the updated 2016-2017 Calendar

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

8. Policy Committee - holiday policy (5 minutes)

a. Discussion/vote to approve Holiday Policy

RA entertains a motion to approve the Holiday Policy

NG so moved

NS seconds

Discussion: none

Vote to approve the Holiday Policy

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

9. USDA Contract Documents (3 minutes)

- a. Discussion/vote to approve the Director to sign USDA Contract Document

RA entertains a motion to approve the Director to sign USDA Contract

NG so moved

NS seconds

Discussion: none

Vote to approve the Director to Sign the USDA Contract

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

10. Vote to appoint Special Education Director Search Committee (10 minutes)

- a. Discussion/vote

RA entertains a motion to vote to appoint the Special Education search committee

NG so moved

NS seconds

Discussion: none

Vote to approve appoint the Special Education search committee

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

11. Budget Workshop (25 minutes)

12. Leave policy (5 minutes)

- a. Discussion/vote updated [Leave Policy](#)

RA entertains a motion to approve the updated Leave Policy

NG so moved

NS seconds

Discussion: none

Vote to approve the updated Leave Policy

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

13. Executive Session (15 minutes)

- a. Pursuant to R.I. Gen. Laws § 42465(a)(1), this public body will convene in executive session to discuss the job performance of an employee. This individual has been notified in writing that this public body intends to convene in executive

session in order to discuss his/her job performance and he/she has declined to have this discussion take place in open session.

b. Invite Brandee Lapisky into Executive Session

RA entertains a motion to enter into executive session

NG so moved

NS seconds

Vote to approve to enter into executive session

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

Enter executive session at

Exit Executive session at

14. Vote to Seal Executive Session Minutes (1 minute)

RA entertains a motion to seal executive session minutes

NG so moved

NS seconds

Discussion: none

Vote to approve to seal executive session minutes

In favor: Opposed: 0 Abstain: 0

Motion passes. Yes

15. New Business

16. Public Comment

17. Adjourn

The public is welcome to any meeting of the School Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact the Student Service Coordinator, Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting.

Any changes in the agenda will be posted on The Compass School's website and place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

Learning Committee Report

Submitted by Nikki Gardner

The Learning Committee met on February 16, 2017. The main topic of the agenda was electives. The work of the committee focused on and will continue to focus on how to make this program a standard for grades 5-8. We discussed pros and cons of having 5th-8th graders together. A main focus to see if this elective program will work grades 5-8 would be to look at scheduling. Brandee's schedule analysis provided a lot of insight as to how our schedules compare to other middle school schedules and we will use that data in some regards to help us make some decisions moving forward.

Policy Committee Report

Submitted by Nicole Salaun

Policy Committee met on March 6, 2017. Discussion of Leave Policy (Instructional Employees):

- We discussed section (h) Instructional Employees section: we reflected on the current terminology regarding the first sentence stating "Instructional employees seeking leave within **five weeks** of the end of a term may be required to continue such leave through the end of the term." We determined that this section was too specific and recommend that it is removed from the Leave Policy.

Discussion of Leave Policy (Maternity/Paternal Leave Sections to be added):

- We reviewed the [proposed sections](#) and decided that in the Paternal Leave Section we would recommend changing the existing section (1) to state: "the leave is during the current school year, employee may return during said school year"
- We recommend to Council the proposed sections of Maternity/Paternal Leave and the change to section (h) Instructional Employees in the [Leave Policy](#)

Discussion of Chromebook Policy:

- We had an open discussion about developing a Chromebook Policy
- We reviewed model policies from North Kingstown and Chariho
- Our discussion focused on the need to develop a policy because in a few years the Chromebooks may be going home with students who choose to do so. We also talked about how there have been cases of Chromebooks already broken with Ms. Brandee presenting a lesson at the Navigator step on responsible use of Chromebooks and how to handle them. We discussed the possibility of a lease to own program for the Chromebooks, the need to have a clear statement addressing that students cannot use other Chromebooks and/or laptops from home at school, only the school issued ones. The reasoning behind this philosophy is that the school puts filters and restrictions on our Chromebooks that would not be in place on a personal device from a student's home.
- The Chromebook Policy is an ongoing discussion and we will be delving deeper into existing laptop policies at our next meeting

Discussion of Student-Parent handbook:

- We were not able to review pages 47-57 of the Student-Parent Handbook and will be doing so at our April Policy Committee meeting

Upcoming agenda items: reviewing the next sections of the Student-Parent Handbook, continuing our discussion of the Chromebook Policy

Farm/Health/Safety Committee Report

Submitted by Rachel Axelson

The committee discussed the timeline countdown until the Eco-Fair, the probability of a Seasonal High Tunnel being granted by the USDA, and the updated fencing plan and quotes of different materials. We talked about how 4H would be a wonderful partnership and a parent interest survey will be sent out soon. We discussed the Farm Job description and how some key phrases will help define the position. There will be three (3) volunteer Saturdays, where the focus will be on learning skills specific to gardening and farming. The committee is exploring the option of selling compost bins at the Eco-Fair as a small fundraising opportunity.

Site Committee Report

No report

Director's Report

Provided By: Brandee Lapisky, M.Ed.

Submitted on: 3/9/17

Council meeting date: 3/14/17

Enrollment

The enrollment tallies below are updated as of 3/9/17.

Step Levels	Grade	Enrollment (Actual by grade)	Enrollment (Actual by step)
Explorers	K	18	36
	1	18	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	

Investigators	5	19	38
	6	19	
Navigators	7	19	37
	8	18	
Total Enrollment	K-8	168	168

*Note that The Compass School is fully enrolled and our population has stayed stable with no transfer students in or out since the 1st day of school.

Strategic Plan Updates

Development:

- *Annual Fund*
 - The Annual Fund was launched on 12/9/2016 and closed on 3/1/2017.
 - These are the final totals and statistics:
 - Participation
 - FY 17: **89%** of staff and families contributed. Then, in a grass-roots effort to demonstrate our commitment and investment in our school, the community donated a second round to help those community members who were not able to give at this time. While we didn't meet the 100% goal independently, we achieved it as a community.
 - FY16: **74%** of staff and families contributed.
 - Total Amount Raised:
 - FY 17: **\$16,032** was donated in total. This is approximately \$7,000 higher than last month's report.
 - FY16: We raised **\$21,616**, but that included a \$5,000 donation from Triumph that was encouraged by Brandee due to the customer service experience.
 - When looking at the family/staff contribution only, we are within \$500 of last year's total amount raised.
- *Main Street Resources*: Dan Levinson has pledged an additional \$25,000 for the 2018 calendar year if Compass can secure 100% participation and another major donor to the farm project.
 - Update: Annual fund participation has been secured.
 - We are awaiting on the status of our Lattner grant to be able to indicate participation of another major donor.
- *Grant update*:

- We secured a \$3,500 Fiskars grant to be distributed as follows:
 - \$1,500 for tools
 - \$2,000 gift card for purchasing garden supplies

Blended Learning

- Our FUSE fellows and early adopters met for the final time this month for instructional coaching and staff-wide training on 3/1/17.
- On 2/13/17, our 4 early adopter teachers traveled to other FUSE districts to observe a variety of blended learning models. They gathered instructional takeaways to utilize in the classroom as well as the overall impression that Compass is not “behind the ball” on this work; in fact, we are leading in many ways. One observation was that the open mindedness and flexibility of our team empower us to quickly adjust to any new learning initiative, compared to some other settings where staff are not as nimble.

Facilities Life Cycle: Current Campus

- *Town Hall Information Gathering Update (Parking relocation)*: Mike Commendatore visited the town hall yet again this month, this time speaking with the planning department about parking. We learned that there are many steps to take to move our parking currently located in front of farm headquarters.
 - Both our idea about adding more spaces to our main lot and the idea of adding spaces along the access road have in depth processes that include: engineering, plans from a landscape architect, etc.
 - The [complete checklist can be found here](#).
 - There is a 5-6 week approval process following the submission of required documentation.
- *Main Building Dormers*: The repairs to the main building dormers were completed over February vacation.
- Triumph just notified us that there will be a 6% in the cost of our modular rental fee as of April 1, 2017, which we will contest.

Facilities Life Cycle: Future Campus

- Following Council’s approval of Saccoccio & Associates to complete the feasibility study for the barn, Mike Commendatore, Evan Preisser and I met with our contact at the firm, Ron Stevenson on 2/28/17.
- Mike Commendatore has been in contact with Saccoccio, providing documentation of all previous structural engineering plans that were found in the Compass archives.
- The thorough cleaning of the farm headquarters is complete. We went with the lower of two bids (after the first bid was void due to additional ceiling area being cleared.) The final cost of the cleaning was \$2,100.
- Brandee and Abby reviewed the Stage 2 requirements for school construction in order to prepare grant requests that align with the known costs of architect’s design plans and the schematic design.

Facilities Life Cycle: Compass Farm

- Due to the unknown status of so many grant submissions, we are operating from a "[bare bones budget](#)" until grants have been confirmed.
 - The bare bones is a trimming down of previously approved budgets by the Farm Advisory Board and Council.
 - This is important because most grantors (unlike Main St. Resources and the Lattner Foundation) will not reimburse for any costs that were purchased/completed prior to the grant approval.
- We are on track to hire our farmer.
 - The application period is currently still open and will close on 3/10.
 - This is the [farmer job description](#).
 - Interviews will take place on 3/14 with a projected start date of 3/20.

Staff Configuration:

- Schedule Analysis
 - Brandee requested 3 schedules from each of our school's sending districts in order to complete a comparative schedule analysis.
 - The [analysis](#) is complete and is being used as a reference as we adjust our middle school schedules for FY18.
- All four members of the Navigator team continue to be interested in increasing their FTE status and believe it is in the best interest of the step.
 - Brandee has been attending their weekly common planning time on Wednesdays to better understand the needs of the step and plan for FY18.
- There are anticipated leadership changes in the Special Education Department with the upcoming retirement of Cathy Fusco. Brandee, Michelle Clifford (SpEd director transition coordinator), and Cathy Fusco have developed 6 scenarios that reflect different possible configurations of the department for FY18. These will be ready to share with Council and staff by the April meeting.

STEAM Pilot

- Discoverer parents, students, teachers and Ms. Hilary visited [Fab Newport](#) on 2/16/17 and reflected positively on the experience.
- As part of the Governor's CS4RI initiative, Ms. Hilary was accepted into the [Discoveries workshop](#) provided by [code.org](#). This opportunity is paid by the CS4RI initiative.
- On Tuesday, March 21st, our Discoverer STEAM pilot will do a district outreach by hosting a class from Jamestown Public Schools for a cross-district project share. Many thanks to Ms. Heidi for nurturing this relationship.

Elective Pilot

- Students continue to have very positive feedback about the elective pilot, each trimester with 90% or more stating that they would "recommend the course to a friend".
- In the 3rd trimester, we will have the following offerings for our Investigators to choose from:

- Sustainable gardening: co-facilitated by Ms. Nikki and Monique Bosch (farm launch director)/new farmer TBD
- Chorus: facilitated by Ms. Lori
- Nature Journaling: facilitated by Ms. Erica

Math

- Many teachers have focused their blended learning initiatives around math content. I have observed significant differentiation (offering students in the same class content that is personalized to their learning level) and a variety of small grouping structures, due to their use of technology.
- 2nd - 5th grade students/teachers have had a lot of success with zearn.org, which is based on the Engage NY curriculum that we have adopted.

Other Topics

2017-2018 Admissions Lottery

- The admissions lottery took place on March 1, 2017.
- Julie Wynsen has mailed out the acceptance letters along with the wait list notifications.
- In total (after deleting duplicates), there were 484 applications for the 18 kindergarten and 1 Adventurer space. 10 of those 19 total available seats will go to siblings of current students.

Free and Reduced Lunch Update:

- The meeting originally scheduled on 2/16/17 with Washington County Superintendents and RIDE has been rescheduled to 3/17/17 due to the superintendents' request. The meeting will take place at Compass and the purpose is to discuss Compass' plan to increase our FRL eligible population.
- We received this [letter from the Commissioner](#) in response to my [Letter to Commissioner Wagner](#) dated 1/17/17.

Examples of Best Practice Outreach in RI Charter Schools

- The Compass School:
 - [Spring 2017 Learn and Participate Workshops](#) highlighting sustainable agriculture practices.
 - Messaging to Washington County Superintendents on 2/28/17:

Greetings fellow Washington County Educational Leaders!

I hope that this email finds you all doing well as we cruise past the 100th day mark of the school year!

As part of The Compass School's commitment to being a resource for our sending districts, I wanted to extend an invitation to your staff members who are interested in school garden development. All are welcome to attend our 3 upcoming "Learn and Participate" sessions at The Compass School Farm this spring.

There is no cost to participate and we'll offer lunch to all who attend.

I've embedded the image in this email and also attached [the flyer](#) if you'd like to distribute it.

As always, please reach out with any questions or feedback.

In partnership,
Brandee

- Segue Institute for Learning: [Each One Teach One Conference from Segue Institute](#)
- Achievement First: Achievement First announces the launch of Navigator – a new open source program to partner with other district and charter schools to adopt and adapt Achievement First's curriculum and instructional practices to help them support their students to breakthrough results in math. This program will launch in June 2017, and is available to elementary schools in Rhode Island and other northeastern states. Through Navigator, schools will have access to Achievement First's complete elementary math program (including all curricula, assessments, and related resources), as well as fifteen months of coaching and implementation support.

Empowerment Schools

- [RIDE's Guidance Document on Empowerment Schools and the Empowerment Application process](#) was released on March 3, 2017.
- Districts can now apply to open an Empowerment School in the 2017-18 school year.

New Secondary School Regulations

- [New regulations](#) go into effect on July 1, 2017.
- Brandee will review to ensure that our revised middle school model aligns with the regulations.
- Brandee will attend the charter directors' meeting with RIDE representatives and the Commissioner on March 9, 2017 to learn more.

The Compass School Local Advisory Committee on Students with Exceptionalities
Minutes

Meeting Location:	Compass School Farmhouse, 537 Old North RD Kingston, RI 02881
Date & Time of Meeting:	Friday November 18, 2016 2:00 pm
Members Present:	Michelle Clifford- Special Education Teacher/Special Education Director Transition Facilitator (MC), Katey Reynold -Special Education Teacher (KR) Parents: Beth Robinson (BR) Amy Davis (AD) Julianna Golas (JG)
Others Present:	
Absent:	Julia Beasly

1. MC calls the meeting to order at 2:00 pm
2. Roll Call
3. Selection of officers

Chairperson

- Preside over meeting
- Set meeting agenda
- Announce meetings to the public

Co-chair

- Act as chair in the absence of the chairperson

Secretary

- Keep official minutes of the meeting and provide them to the public.
- Minutes must be kept on all regular and special meetings and shall be made available to the public.

MC entertains a motion to appoint BR as chairperson

JG so moved

AD seconds

Discussion: None

Vote to appoint BR as CSLAC chairperson

In favor: 5 Opposed: 0 Abstain: 0

Motion Passes: Yes

MC entertains a motion to appoint JG as co-chair

BR so moved

KR seconds

Discussion: None

Vote to appoint JG as CSLAC co-chair

In favor: 5 Opposed: 0 Abstain: 0

Motion passes: yes

The appointment of CSLAC secretary is moved to the January meeting.

4. Discuss possible workshops and select tentative dates

Sarah Blodgett is speaking at URI. She works with kids that struggle with reading. Kids who struggle with dyslexia. JG offered to be liason with women to see if she can come and speak with staff/parents about dyslexia. Sara Blodgett Noah's text

BR will be looking at RI tutorial services for possible workshops.

CSLAC members will return to the January meeting with possible ideas for workshops.

5. Form a sub committee to create an informational brochure

AD & KR

6. Form a sub committee to create an CSLAC website

Further discuss at the January meeting

7. Set dates for the next 3 meetings (January, March & April)

January 13 2:00

March 10

May Date TBD once we know the PARCC schedule