

**TRURO SCHOOL COMMITTEE MEETING**  
**January 25, 2024, 4:30 PM**  
**Truro Central School**

**Regular Session**

**Vida Richter – Chair - remote**  
**Peter Cook - Vice Chair - present**  
**Edwige Yingling - remote**  
**Kenneth Oxtoby - remote**  
**Tyler Medley - present**

**Superintendent - Stephanie Costigan**  
**Principal - Patrick Riley**  
**Admin. Business & Finance - Heather Harper**  
  
**Recorder - Jody O'Neil**

**Call to Order:** Chair Richter called the meeting to order and took roll call.

**1. Public Hearing for FY 25 Budget (vote may be taken)**

*The Committee will hear any public comment on the recommended FY 25 budget.*  
No public comment recorded.

**A motion to approve the FY25 Schools Budget in the amount of \$6,080,872 as presented was made by Ken Oxtoby, seconded by Tyler Medley, roll call vote, 5-0-0.**

**Ken Oxtoby - yes**  
**Peter Cook - yes**  
**Tyler Medley - yes**  
**Edwige Yingling - yes**  
**Vida Richter - yes**

**2. Public Comment:**

None recorded.

**3. Approval of Minutes: January 4, 2024**

Ken Oxtoby elected not to approve the January 4, 2024, TCS Regular Meeting minutes after citing one minor change regarding inclusion of the adjournment of Executive Session, and instead to wait until this change is made and submitted for approval at the next TCS meeting.  
All agreed.

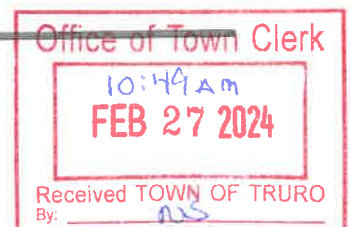
**4. Dates to Remember:**

TCS meeting dates: Thursday, February 8, 2024, at 4:30pm. Thursday, March 14, 2024, 4:30pm.

**5. Administrators' Reports:**

**5.1 Superintendent:** *2023-24 Superintendent Goals progress update, Panorama Education*  
*2023-24 Superintendent Goals - progress update January 2024 (2).* \2023-24 Superintendent Goals - progress update January 2024.pdf

Goal #1: Diversity, Equity, Inclusion & Belonging



Superintendent Costigan spoke of her previous attendance at DESE's REDI Foundation Series I in-person and virtual sessions concerned with identity. Series II to focus on the practice of adapted leadership. Also in progress, participation in the 3-year Social, Emotional, and Behavioral Institute; MA Literacy Institute, ongoing, and Case Study Workshop, January through June, 2024. Principal Riley to start collecting data in the classroom.

Tyler Medley asked what might be expected as tangible changes to come out of the literacy instruction teaching techniques, to which Superintendent Costigan said progress in these efforts will be addressed at the June presentation.

**GOAL #2: New Superintendent Induction Program (NSIP)**

Year three. Meetings at Upper Cape Tech and in Osterville. Monday weekly leadership team meetings.

**GOAL #3: Communication and Family Engagement**

Collaborations with community organizations such as NEAT Collaborative; Castle Hill, in arranging afterschool activities, as well as with Provincetown Schools, the Wet Fest in February and opportunities with Wellfleet Schools; partnering with a registered Nutritionist. Pasta Party set for March 22<sup>nd</sup>.

**GOAL #4: Professional Culture**

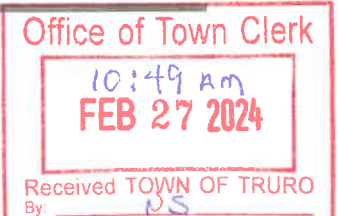
Overhaul of the Policy Book is to be resumed in February and once complete to be uploaded online and shared with Staff. Presentations resumed from Dr. Wornum. The School Improvement Plan has been drafted and brought to the School Council. Contracts in negotiation; AFSCME, up next.

Superintendent Costigan spoke of the benefits of an upgraded, unified database as a game-changer in efficiency. School Behavioral Health Grant award of \$46,000 will go, in part, to cover costs of the upgrade valued at approximately \$17k a year, including set-up, upload and integration.

**5.2 Principal Report: *Curriculum Night, Out of School Time (OST) program, NEED Collaborative***

Principal Riley's report: 1., Curriculum Night on January 9<sup>th</sup> featured interactive activities involving math, Q&A, a one-hour time span per grade; Literacy Readership Team interactions event in the Library; in the Art Room, Mrs. Winslow and others presented science, art education and Spanish information - attendance by over 30% of families, credit given to families and teachers for making the event a success, tweaks and changes in the works for what Principal Riley said will be an annual event. Vida Richter said the event was well-done, would appreciate a child-care component for parent-teacher Q&A opportunities without children present; asked if there are hot links for Curriculum Night that are currently not available. Principal Riley to check.

The Out of School Time Program is now running in its third week, averaging about 20 students a



day. Vida Richter said she hoped going forward is that the Community Center events might not interfere with the after-school programs of TCS.

NEED (National Environmental Educational Development) Collaborative launches the week of February 5<sup>th</sup>, based at the site of the former Coast Guard Center. Overnight program for 5<sup>th</sup> graders involves five days/four nights of activities such as day walks, a trip to Provincetown to Monument & Museum, and others. Participation slips sent out to families. Three meals a day. Students return to TCS on Friday at about 10am and then home for the rest of the day.

**6. Subcommittees: None**

**7. New Business:**

Vida Richter addressed her first Chair Report, which Ken Oxtoby said can be submitted upon completion. Vida Richter said she would send the report to the Superintendent.

**8. Unfinished Business: None**

**9. Other: None**

**10. Executive Session:**

**11. Adjournment:**

A motion to adjourn the Regular Meeting at 5:21 pm was made by Ken Oxtoby, seconded by Tyler Medley, roll call, 5-0.

Ken Oxtoby – yes

Tyler Medley - yes

Peter Cook – yes

Edwige Yingling - yes

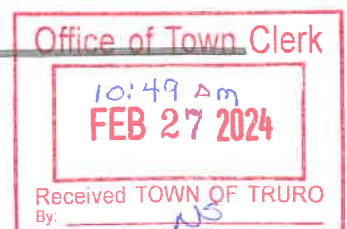
Vida Richter - yes

These minutes were approved by a vote of the Truro School Committee at their meeting on

February 8, 2024

Respectfully Submitted: Jody O'Neil

  
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Truro School Committee Member





**Truro School District**  
**Superintendent's Goals - 2023-24 School Year**  
**Stephanie Costigan**

**Student Learning Goal #1 - Diversity, Equity, Inclusion & Belonging**

**Goal** - Throughout the 2023-24 school year, the Superintendent will empower educators and design opportunities to build and broaden the use of inclusive culturally responsive instructional strategies and increase the awareness and understanding of the role of social emotional learning in the classroom in order to create a school community where all students have a sense of belonging.

**Impact:** By increasing the sense of inclusivity, belonging, and cultural proficiency, student engagement and achievement will improve.

**Addresses Focus Indicators:** I-A (Curriculum); I-B (Instruction), I-E (Data-informed Decision-making); I-F (Student Learning); II-A-3 (Social and Emotional Well-being); III-C-1 (Culturally proficient communication), IV-A (Commitment to high standards), IV-B (Cultural proficiency); IV-C (Communication); IV-D (Continuous learning), IV-E (Shared vision)

<b>Actions</b>	<b>Benchmarks/ Evidence</b>	<b>Timeline</b>	<b>Progress as of 1/23/24</b>
Attend DESE's Racial Equality, Diversity, and Inclusion (REDI) Foundations Series II	<ul style="list-style-type: none"> <li>Attend 2 in-person days and 6 two-hour virtual sessions</li> <li>Agendas</li> </ul>	September 2023 - April 2024	In progress - I have attended 1 in-person and 3 virtual sessions to date. Work based on the <a href="#">Adaptive Leadership</a> model.
Participate in the Social, Emotional, and Behavioral Institute - 3 years	<ul style="list-style-type: none"> <li>8 virtual meetings plus coaching</li> <li>Calendar of meeting dates and agendas</li> </ul>	September 2023 - June 2026	In progress - we have been participating in meetings twice a month since September. We have completed our needs assessment and are beginning to build our multi-tiered system of support for SEL.
Review student data and analyze the effectiveness of current teaching practices	<ul style="list-style-type: none"> <li>Leadership team meeting agendas</li> <li>PLC meeting agendas</li> </ul>	Ongoing	In progress during PLCs and as part of the MA Literacy Institute. Pursuing platform for all data.

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	<ul style="list-style-type: none"> <li>Literacy team agendas</li> </ul>		
Target literacy instruction, specifically written expression through PD, data analysis, and assessment.	<ul style="list-style-type: none"> <li>Writing rubrics</li> <li>Scope and Sequence by grade</li> <li>Data from assessments</li> </ul>	November 2022 - June 2023	In progress - part of school-wide professional learning goal for teachers and support staff. Literacy leadership team identified and are participating in the MA Literacy Institute.
Contract with Dr. Kalise Wornum to provide PD to staff on the practical application of culturally responsive instruction	<ul style="list-style-type: none"> <li>Schedule of PD</li> <li>Agendas</li> <li>VOCAL data</li> </ul>	January 2024 June 2024	In progress - scheduling a 6-hour Case Studies Workshop for implementing and refining our skills.

### Professional Practice Goal #2 - NSIP

**Goal** - The superintendent will participate in Year 3 of the New Superintendent Induction Program (NSIP) in order to develop skills in strategy development, data analysis, instructional leadership, leadership team development, and School Committee- Superintendent relations.

**Impact** - Through the completion of the Strategy for District Improvement, the School Committee will have an understanding of the educational direction for the district for the next 3-5 years. The District Strategy is a set of prioritized and deliberate actions we choose to pursue in order to improve the academic and social-emotional skills of all students and will drive instructional priorities, professional development, budget development, and the School Improvement Plan.

**Addresses Focus Indicators:** I-C (Assessment); I-D-2 (Student learning measures); I-D-3 (Observations & feedback); I-E-1 (Data-informed decision making); I-E-2 (Plans and goals); II (Management and Operations); II-B (HR Mgmt.); II-D (Laws, Ethics, Policies); III-A (Engagement); III-D (Family concerns); IV-A-1 (Commitment to high standards); IV-A-2 (Mission and core values); IV-E (Shared Vision); IV-F-2 (Consensus building)

Actions	Benchmarks/Evidence	Timeline	Progress as of 1/23/24
Attend all sessions of Cohort 12 NSIP program	<ul style="list-style-type: none"> <li>Calendar of meeting dates - 3 full in person days plus 6 virtual</li> </ul>	September 2023 - June 2024	In progress - 2 in-person meetings and 3 virtual meetings attended so far. Problem of practice

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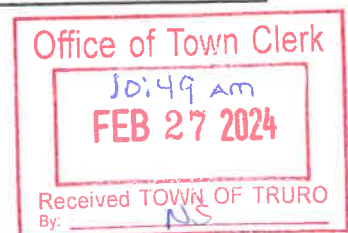
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	consultancy meetings • Agendas		presentation completed.
Complete all readings, assignments, and participate in discussions	• List of reading assignments • Attendance and participation in sessions	September 2023 - June 2024	In progress - included in above.
Attend Old Colony Roundtable monthly meetings	• Calendar of meeting dates and agendas	September 2023 - June 2024	All monthly meetings attended to date at Upper Cape Tech.
Attend Cape & Islands Superintendent monthly meetings	• Calendar of meeting dates and agendas	September 2023 - June 2024	Most Cape & Islands meetings attended at Cape Cod Tech to date.
Attend Cape Cod Collaborative Special Education Directors' monthly meetings	• Calendar of meeting dates and agendas	September 2023 - June 2024	Most CCC Special Ed. Directors' meetings attended in Osterville to date.
Collaborate with School Council on the creation and implementation of the School Improvement Plan	• School Improvement Plan	October - November 2023	In progress - presented a draft of the School Improvement Plan at the last meeting in January.
Lead weekly leadership meetings	• Calendar of meeting dates and agendas	September 2023-June 2024	In progress - weekly leadership team meetings held on Mondays

District Improvement Goal #3 - Communication and Family Engagement			
<b>Goal</b> - Communication and engagement with Truro Central School families will increase to provide complete transparency in our processes, procedures, and sharing of important information.			
<b>Impact:</b> By providing consistent communication regarding our processes, procedures, and the sharing of important information, while also providing opportunities for families to come together, family engagement will increase at TCS.			
<b>Addresses Focus Indicators: Standards II-A-1 (Environment), II-A-4 (Student health &amp; safety), III-A-1 (Engagement), III-A (Sharing responsibility), III-B-2 (Family Support), III-C-1 (Culturally Proficient communication), III-D-1 (Family concerns), IV-B (Cultural proficiency), IV-C (Communications)</b>			

Actions	Benchmarks/Evidence	Timeline	Progress as of 1/23/24
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Inform families about sixth grade at TCS	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Family Forum and School committee feedback</li> </ul>	September - October 2023	Information about Gr. 6 was shared at a recorded family forum in Oct. 2023. Info to families at conferences and to fifth grade families again on Curriculum night. Presentation planned for Feb. 2024
Educate families on what is offered at each grade level at TCS	<ul style="list-style-type: none"> <li>• Creation and distribution of grade level pamphlets</li> </ul>	November 2023 - June 2024	Grade specific pamphlets on what is taught at each grade level were distributed to families at Curriculum Night in Jan. 2023 as well as developmental info by age from Mrs. Winslow
Support the Principal in establishing strategic partnerships with community organizations, members, and businesses	<ul style="list-style-type: none"> <li>• Calendar and agendas of Leadership Meetings, School Council, and TCSFG meetings</li> </ul>	September 2023- June 2024	In progress - some examples include the NEED Collaborative, Castle Hill, Wellfleet and Provincetown schools, NOAA Ocean Guardian program, Nicole Cormier, RD, LDN.
Increase opportunities for families to engage in school-sponsored events	<ul style="list-style-type: none"> <li>• Attendance data</li> </ul>	September 2023- June 2024	Over a third of our student population attended Curriculum Night with their families. Supported TCSFG with Holiday Hoopla and Movie Night. Pasta Party is up next!
Supports and empowers the Principal and staff to engage in regular, two-way, culturally responsive	<ul style="list-style-type: none"> <li>• Regular participation in the Assisting Children and Teachers (ACT) team</li> <li>• Data and</li> </ul>	September 2023- June 2024	In progress - pursuing a data platform that will work with our Student Info System to collate all of our student data

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communications with families about student learning and performance	reports from families following report card conferences in October and March <ul style="list-style-type: none"> <li>Weekly updates</li> </ul>		into one place where we can easily view individual student data including academic achievement, social emotional learning, attendance, and behavior.
Partner with Provincetown and Wellfleet schools to provide enriching after school activities and other opportunities to blend our students	<ul style="list-style-type: none"> <li>Offerings</li> <li>Attendance data</li> </ul>	September 2023-June 2024	A successful AS activity took place in the fall with some Wellfleet students participating. Offered a new activity for the second session and sent invites.

#### District Improvement Goal #4 - Professional Culture

**Goal** - The Superintendent will promote success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.

**Impact:** By improving structures and processes to focus on learning, efficiency, and outcomes in collaboration with the staff and the School Council, a School Improvement Plan for the next three years with a clearly defined set of goals aligning to the district strategy will be developed and implemented to promote success for all students.

**Addresses Focus Indicators:** I-A (Curriculum); I-B (Instruction); I-C-2 (Quality of effort & work), I-D-1 (Educator goals); I-D-3 (Observations and feedback), I-E-1 (Data-informed decision making), I-E-2 (Plans and goals), I-F (Student learning), III-A-2 (Community and stakeholder engagement), IV-A-1 (Commitment to high standards), IV-A-2 (Mission and core values), IV-A-3 (Meetings), IV-D-1 (Continuous learning of staff), IV-D-2 (Continuous learning of administrators), IV-E-1 (Shared vision), IV-F-2 (Consensus building)

Actions	Benchmarks/Evidence	Timeline	Progress as of 1/23/24
Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds,	<ul style="list-style-type: none"> <li>Participation in policy subcommittee</li> <li>Policies and practices reviewed through an equity lens</li> <li>Completion of</li> </ul>	<ul style="list-style-type: none"> <li>2022-23 and 2023-24 school years</li> <li>June 2024</li> </ul>	In progress - <ul style="list-style-type: none"> <li>Policy subcommittee to meet in Feb.</li> <li>Scheduling Dr. Wornum to return Feb.-June 2024</li> <li>Communication</li> </ul>

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identities, strengths, and challenges are respected.	<ul style="list-style-type: none"> <li>the policy handbook</li> <li>Communication of changes to staff</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing, as changes are made and approved</li> </ul>	to staff follows completion of policy book.
Create a School Improvement Plan with a clearly defined set of goals aligning to the Strategy of District Improvement with actionable steps and timelines for completion.	<ul style="list-style-type: none"> <li>SIP document recommended by School Council and approved by the School Committee</li> <li>Progress reports</li> </ul>	September 2023-June 2024	In progress - the draft SIP was presented to the School Council in Jan. 2024. Next review in Feb. 2024 then will be brought to the school committee for input and approval.
Provide professional development on culturally responsive best practices based on research	<ul style="list-style-type: none"> <li>Agendas and notes</li> </ul>	September 2023-June 2024	6-hour PD presented by Dr. Wornum on Case studies for implementing and refining our skills to take place Feb.-June 2024.
Examine and update various structures including the tuition agreements and union/non-union contracts to support the most effective use of resources.	<ul style="list-style-type: none"> <li>Agreed upon contracts for all union and non-union staff</li> <li>Signed Tuition Agreement with NRSD</li> </ul>	October - June 2023	Nauset tuition agreement negotiated, finalized and approved. In progress - Unit A and Ed. Assts. Contract in negotiations. Next up will be the AFSCME contract.

