



School Committee

MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING

November 1, 2012

Approved 12-6-12

The Chelsea School Committee met on Thursday, November 1, 2012, in the City Council Chambers, City Hall, 500 Broadway, Chelsea.

Members Present: Chairman Lucia Colon, Vice-Chairman Lisa Lineweaver, Rosemarie Carlisle, Ed Ells, Ana Hernandez, Charles Klauder, Angel Meza, Carlos Rodriguez, Jeannette Velez, City Council Delegate Cliff Cunningham and Student Representative Mark Beltran.

Also Present: Superintendent of Schools Dr. Mary M. Bourque, Assistant Superintendent Linda Breau, Assistant Superintendent David Weinberg, Executive Director for Administration and Finance Gerry McCue, Human Resource Director Tina Sullivan, Deputy City Manager Ned Keefe and School Business Manager and Clerk to the School Committee Barbara Martin.

The meeting was called to order at 7:00p.m.

Pledge of Allegiance:

School Committee Minutes: The minutes of the October 4, 2012, School Committee Meeting were unanimously approved.

Under suspension of the rules Mr. Ells made a motion to move to **New Business** to discuss Collective Bargaining Agreements.

- Mr. Ells moved to enter into a collective bargaining agreement covering the period July 1, 2012 through June, 30 2014 between the Chelsea School Committee and the Chelsea Teachers Union Paraprofessional Unit. This agreement was ratification by the Union. Questions and discussion ensued.

Chairman Colon called for a roll call vote.

1	Ana Hernandez	AB
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2	Edward Ells	Y
3	Angel Meza	Y
4	Lucia Colon	Y
5	Lisa Lineweaver	Y
6	Carlos Rodriguez	Y
7	Charles Klauder	Y
8	Rosemarie Carlisle	Y
9	Jeannette Velez	Y
10	Ned Keefe	Y

Having nine votes in the affirmative, with one absent, the motion was approved.

- Mr. Ells moved to enter into a collective bargaining agreement covering the period July 1, 2012 through June, 30 2014 between the Chelsea School Committee and the Chelsea Teachers Union Clerical Unit. This agreement was ratified by the Union. Questions and discussion ensued.

Chairman Colon called for a roll call vote.

1	Ana Hernandez	AB
2	Edward Ells	Y
3	Angel Meza	Y
4	Lucia Colon	Y
5	Lisa Lineweaver	Y
6	Carlos Rodriguez	Y
7	Charles Klauder	Y
8	Rosemarie Carlisle	Y
9	Jeannette Velez	Y
10	Ned Keefe	Y

Having nine votes in the affirmative, with one absent, the motion was approved.

At this time the Committee moved back to the original agenda.

Public Comment: Dr. Bourque called upon Ron Whitehead, Chelsea High School Registrar to discuss the X2 parent portal. Dr Bourque noted that in addition to the parent portal at Chelsea High School, a student portal for the three Middle Schools will be available shortly.

Mr. Whitehead began by explaining the events scheduled to help the parents/guardians register and use the portal. He then demonstrated via live X2 access all the information available to the parent in real time, including attendance, course grades, assignments, progress reports and student transcripts. Questions and discussion ensued.

Ms. Hernandez joined the meeting at this time.

Report of the Superintendent of Schools:

Student Achievement: Dr. Bourque called upon Asst. Superintendent Breau to report on student achievement. Mrs. Breau noted that all members received e-mailed copies of the District Improvement Plan (DIP) and the School Improvement Plans (SIP), but hard copies were available. Mrs. Breau asked for any revisions by November 15, 2012. A vote is planned for the December meeting. Questions and discussion ensued.

Next, Mrs. Breau discussed the District Indicators of Success from October 2012. Indicators 1-Attendance year to date was 95.4%, slightly above the target of 95%. Indicator 2- Annual dropout rate included seven additional students, all with plans unknown.

Indicator 5- Math MCAS percent advanced or proficient showed Grade 5 decreasing and Grade 6 and Grade 10 increasing.

Indicator 6-SRI results showed 20% of middle school students at a Lexile Level of 955.

Indicator 7- DIBELS Daze for fall was at 8% compared to 1% last year.

Indicator 10-Student Mobility was 9.9% year to date. Year to date a total of 397 students entered the system, while 188 moved out of the district.

A copy of this report is enclosed and forms a part of these minutes.

Dr. Bourque along with Secretary of Education Paul Reville and Deputy Commissioner Alan Ingram visited the Intergenerational Learning Program (ILP) as part of Family Literacy Month. ILP has been in place for twenty-four years and currently has a waiting list of over 400 parents.

At this time Dr. Bourque introduced Mark Beltran as the new Student Delegate to the School Committee. Mark is currently a senior at Chelsea High School.

Lastly, Dr. Bourque presented the Committee with the Chelsea Public Schools Annual Report for the 2011-2012 School Year.

Personnel Report: Dr. Bourque commended the personnel report to the record.

Enrollment Report: Dr. Bourque commended the Enrollment Report to the record. As of October 30, 2012 the district-wide enrollment was 6,064 students, including 114 students in out-of-district placements. In addition, there are 3 Chapter 768 students for whom the district has financial responsibility.

Committee Reports:

- **Budget & Finance:** Ms. Lineweaver reported that the subcommittee last met on October 18, 2012. A copy of the report is attached and forms a part of these minutes.

- **Curriculum and Instruction:** Ms. Lineweaver reported that the subcommittee met on October 25, 2012. A copy of the report is attached and forms a part of these minutes.
- **Human Resources:** Mr. Ells reported that the subcommittee met on September 13, 2012 and October 11, 2012. A copy of the report is attached and forms a part of these minutes.
- **Policy & Procedures:** Ms. Velez reported that the subcommittee met on October 11, 2012. A copy of the report is attached and forms a part of these minutes.

New Business:

- Mr. Ells moved that the School Committee adopt the revised non-bargaining salary schedule. Questions and discussion ensued.

Chairman Colon called for a roll call vote.

1	Ana Hernandez	Y
2	Edward Ells	Y
3	Angel Meza	Y
4	Lucia Colon	Y
5	Lisa Lineweaver	Y
6	Carlos Rodriguez	Y
7	Charles Klauder	Y
8	Rosemarie Carlisle	Y
9	Jeannette Velez	Y

With nine votes in the affirmative the motion passed.

- Mrs. Carlisle moved to approve the Anti-Bullying Policy. Questions and discussion ensued. On a voice vote the motion passed.

Announcements: Dr Bourque made the following announcements:

11-2 First Quarter ends.
 11-8, 11-9 and 11-10 CHS Drama presents *The Diary of Anne Frank*
 11-12 Veterans' Day Celebrated- No school
 11-21, 11-22 and 11-23 Thanksgiving Break
 11-27 No School- Early Learning Center
 Early Release MCB Complex, Clark Ave School and WSTA

The Book of the Month for November –*Open Veins of Latin America* by Eduardo Galeano was presented by Mr. Meza.

Mr. Meza also reminded everyone that Tuesday, November 6, 2012 was Election Day and encouraged all to vote.

Adjournment: The meeting adjourned at 8:10 p.m.

Recorded by

A handwritten signature in cursive script that reads "Barbara A. Martin". The signature is written in black ink and is positioned below the "Recorded by" text.

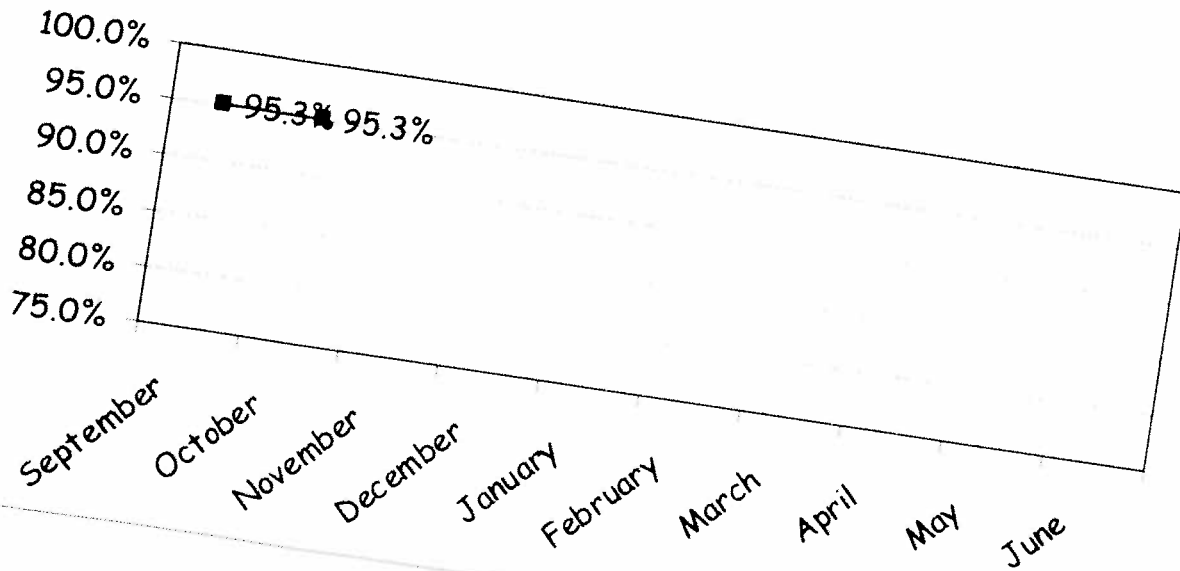
Barbara A. Martin
Business Manager
Clerk to the Chelsea School Committee

Indicators for Success October 2012

Indicator 1: District-wide daily students' attendance rate will be 95%
(Report monthly)

	Sept	October		November	December	January	February	March	April	May	June
	Month	MTD	YTD								
Grade 1	96.0%	96.4%	96.2%								
Grade 2	96.6%	96.6%	96.6%								
Grade 3	96.4%	96.6%	96.5%								
Grade 4	96.5%	95.9%	96.2%								
Grade 5	94.0%	96.7%	95.2%								
Grade 6	96.7%	96.8%	96.7%								
Grade 7	96.8%	96.8%	96.8%								
Grade 8	95.9%	96.4%	96.1%								
Grade 9	92.5%	91.6%	92.1%								
Grade 10	92.7%	92.2%	92.7%								
Grade 11	93.8%	93.0%	93.5%								
Grade 12	93.1%	93.2%	93.3%								
Post-Graduate	93.6%	87.8%	91.3%								
Kindergarten	95.3%	94.8%	95.1%								
Grade PreK	95.9%	95.4%	95.7%								
District Total	95.3%	95.3%	95.4%								

District Attendance Percentage



Indicator 9. 50% of Chelsea High School students in AP courses will attain a 3, 4, or 5. 2011 Goal 50%

(Report yearly)

	2008-2009	2009-2010	2010-2011	2011-2012	2012-13
Enrolled in AP Courses	192	227	252	301	340
AP tests taken	192	237	244	288	
# of Students scored a 3, 4, or 5	90	97	78	98	
% of Students scored a 3, 4, or 5	47%	41%	32%	34%	

Indicator 10. Student Mobility - Monthly transfers into and out from the school system after the first day of school

	Sept 30		Oct.		Nov.		Dec		Jan		Feb		March		April		May		June		TOTAL
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
ELC (K only)	32	6	15	6																	59
Elementary	89	36	18	8																	151
Middle School	81	53	21	13																	168
High School	117	50	24	16																	207
District Total	319	145	78	43																	585

*District-wide mobility rate (sum of transfers in and transfers out divided by October 1st enrollment (5911)) is 9.9% year to date.

Student Mobility Rate September 1 - June 30 (10-month calculation)

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Rate	30.0	32.0	32.4	33.7	33.5	23.9	36.0	28.6	37.5	23.6	32.0	28.5	25.0	24.8	17.0	20.0	17.6



School Committee

DRAFT MINUTES OF THE BUDGET AND FINANCE SUBCOMMITTEE MEETING

October 18, 2012

The Budget and Finance Subcommittee met on Thursday, October 18, 2012 in the 3rd floor Conference Room, City Hall, 500 Broadway, Chelsea.

Members Present: Subcommittee Chair Lisa Lineweaver, Edward Ells, Charles Klauder, Angel Meza

Also Present: Executive Director for Administration and Finance Gerald McCue, Business Manager Barbara Martin

Call to Order: The meeting was called to order at 6:05 p.m.

Transfer Requests: The Committee reviewed the requests for the current period.

New Business:

New Salary Schedules

Mr. McCue presented the proposed new salary schedules for the clerical, paraprofessional, and non-bargaining units. These units generally saw a 2.5% increase, in line with the increases in the teachers' contract. Mr. McCue explained the rationale for the few changes that were exceptions to this generality, and answered questions, noting that these changes to the salary schedule fall within the approved budget.

New Budget Format Update

Mr. McCue shared an updated draft of a streamlined budget design school committee members will receive this year. The format will embed some budget tables in the context of narrative explaining the strategic justification for discretionary budget allocations. Feedback from the committee was warm.

Update on Clark Avenue School Project

Mr. McCue updated the subcommittee on the Clark Avenue School Project. An oversight in the advertisement process by the city's purchase manager required that the request for proposals be re-posted. That re-starts the whole process, setting back the timeline by several months.

Members of the public interested in following the process can attend the open meetings of the School Building Committee for the Clark Avenue School, which comprises a diverse group of school and community stakeholders.

Future Business

Budget schedule, including scheduling public-engagement process

Adjournment: The meeting adjourned at 7:06 p.m. The next meeting will be held on November 15, 2012 at 6:00 pm in the 3rd floor conference room.



School Committee

DRAFT MINUTES OF THE CURRICULUM & INSTRUCTION SUBCOMMITTEE MEETING

October 25, 2012

The Curriculum & Instruction Subcommittee met on Thursday, October 25, 2012 in Room 222 at City Hall, 500 Broadway, Chelsea.

Members Present: Lisa Lineweaver, Charles Klauder, Angel Meza

Also Present: Assistant Superintendents Linda Breau and Dave Weinberg

Call to Order: The meeting was called to order at 6:15 p.m.

Update on District PD Day – Assistant Superintendent Breau updated the subcommittee about the district-wide professional development day on October 15, 2012. Some professionals – such as school nurses – met together for training, but the majority of the day’s professional development was school-based, planned by the school leadership team to align with and promote the school and district priorities.

Explanation of the Understanding By Design Curriculum Design Framework – Assistant Superintendent Dave Weinberg gave the subcommittee a mini-professional development about the district’s approach for curriculum design, Understanding by Design (UBD). The skilful implementation of UBD planning is one of the district’s priorities this school year. Mr. Weinberg explained a few key concepts about UBD, with examples:

- In the UBD approach, teachers start by “unpacking” a standard to define key goals for student learning, understandings to “transfer” beyond the unit, knowledge and skills to teach explicitly, and essential questions to frame the learning.
- This approach is building teachers’ common language for how to plan rich curriculum and instruction to ensure that more students master the rigorous new Common Core Standards.
- In addition to planning what and how to teach, the UBD approach also supports teachers’ planning how to assess students’ progress on not only the lower-level objectives but also the more enduring concepts and understandings.

The roll-out of UBD planning began last year and has been the focus of the June and October professional development. Some continued work and professional development will focus on how to assess performance on higher-order thinking skills; designing learning tasks that can also generate formative “data” about student learning; developing

and calibrating rubrics to assess performance. Teachers are sharing and collaborating on the units they create using the BetterLesson.com platform, where they can post plans, teaching materials, and commentary about how they've adapted plans to meet the needs of their students.

Adjournment: The meeting adjourned at 7:06 p.m. The next meeting will be held on November 29, 2012 at 6:00 pm in room 219 in City Hall.

HUMAN RESOURCES SUB-COMMITTEE

MEETING MINUTES

A meeting of the HR Sub-Committee was held on September 13, 2012, in the Superintendent's Office at City Hall.

The Meeting was called to order at 6:45 p.m. Present were Dr. Bourque, Carlos Rodriguez, Tina Sullivan, Edward Ells and Rosemarie Carlisle.

Dr. Bourque updated the Committee on personal time carried forward based on her provisions in her contract.

Dr. Bourque began discussion on her summative year-end review and plans for self-assessment and goal setting for the current school year.

Committee members agreed to provide members with a year-end evaluation to complete to prepare for Dr. Bourque's year-end appraisal.

Dr. Bourque also discussed preliminary goals for this school year would be based on the three main items under the Strategic Plan.

Dr. Bourque also shared a letter from CTU President Mary Ferriter regarding her leave of absence and the appointment of Gail Giambusso as Acting President.

Ms. Sullivan informed the Committee that the CTU ratified the contract last week by a vote of 76-2-1. She also said the next contracts to be negotiated are the CAA and AFSCME in October.

Meeting adjourned at 7:25 p.m.

HUMAN RESOURCE SUB-COMMITTEE

MEETING MINUTES

A meeting of the HR Sub-Committee was held on October 12, 2012 at Chelsea City Hall. Present were Ed Ells, Carlos Rodriguez, Ana Hernandez, Lucia Colon, Rosemarie Carlisle, Dr. Bourque, Tina Sullivan, and Gerry McCue.

Meeting called to order at 6:50 p.m.

Tina Sullivan provided update on amendments to the CBA for the Paraprofessional and the Clerical Unit – providing an across the board 2.5% increase to wages. These amendments were agreed to recently between the respective unions and the School Department.

For pending negotiations, initial meeting with CAA was held to establish ground rules and negotiation dates which are set for Oct 22, 29 and November 5 and 26th. (Chelsea High).

Also starting Monday, October 15, negotiations begin for Cafeteria, Security and Custodians.

Gerry McCue reviewed the schedule for the non-bargaining unit salary ranges.

Proposal is to increase ranges of the min. and max. of the salary ranges for salaried employees by 2.5%, effective July 1, 2012. Similar increases were proposed for hourly positions.

The members of the sub-committee present voted unanimously to recommend adoption of the addendums to the Paraprofessional and the Clerical Units CBA's, and the non-bargaining unit salary range schedule.

Dr. Bourque requested the sub-committee go into Executive Session in order for her to discuss a personnel issue.

Vote to go into Executive Session to “discuss complaints brought against a public officer, employee or staff member, or individual,” was made by Ed Ells and passed unanimously by members present.

Executive Session began at 7:15 p.m. It ended at 7:50 p.m.

No further business, meeting adjourned at 7:52 p.m.

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Policy & Procedures Sub-Committee Meeting

Thursday, October 11, 2012

In Attendance: Rosemarie Carlisle (Chair), Jeanette Velez, Carlos Rodriguez & Superintendent Bourque

Meeting started at 5:42pm. The Bullying plan was revised for the 2012-2013 school year. It has been posted in the Chelsea Public School website. The Policy & Procedure sub-committee makes a motion to accept the revised Bullying Plan.

Adjourn: 5:49pm