



## **School Committee**

### **MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING**

November 7, 2013

**Approved December 5, 2013**

The Chelsea School Committee met on Thursday, November 7, 2013, in the City Council Chambers, City Hall, 500 Broadway, Chelsea.

**Members Present:** Chairman Ed Ells, Vice-Chairman Rosemarie Carlisle, Lucia Colon, Ana Hernandez, Charles Klauder, Lisa Lineweaver, Angel Meza, Carlos Rodriguez, and Jeannette Velez .

**Also Present:** Superintendent of Schools Dr. Mary M. Bourque, Assistant Superintendent Linda Breau, Student Representative Rebeca Torrento and Clerk to the School Committee Barbara Martin.

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

#### **Pledge of Allegiance:**

Mrs. Carlisle called for a moment of silence in memory of former teacher Joseph Seigal.

**School Committee Minutes:** The minutes of the October 3, 2013 School Committee Meeting were unanimously approved.

**Public Comment:** Members of the Chelsea High School Interact Club thanked the School Committee Members for allowing them to take part in the field trip to the United Nations with the Rotary Club. The Interact members also commented on being part of the Silver Line extension announcement and meeting with Governor Patrick.

#### **Report of the Superintendent of Schools:**

**Student Achievement:** Chairman Ells called upon Assistant Superintendent Linda Breau to report on student achievement.

Mrs. Breau discussed the District Indicators of Success.

Indicator 1-Attendance was 95.1% for October, slightly above the target of 95%...

Indicator 2- Annual dropout rate showed that 30 students have withdrawn between July 1, 2013 and October 31, 2013; up nine students from last year to date. A copy of this report is enclosed and forms a part of these minutes.

Indicator 6- Lexile reading levels were down slightly to 19.1%.

Indicator 9- AP courses showed numbers of students taking AP courses is up by 56 students this year.

Indicator 10- Student Mobility is 6.5% year to date

Lastly, Ms. Breau noted that enrollment is up 200 students from last year to date.

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

**Enrollment Report:** Dr. Bourque commended the enrollment report to the record. As of November 5, 2013 the district-wide enrollment was 6, 252 students, including 129 students in out-of-district placements. In addition, there are 5 Chapter 768 students for whom the district has financial responsibility.

<b>Announcements:</b>	11-7 /11-9	Chelsea High School Drama Club production of <i>Our Town</i> .
	11-8-13	Reports cards distributed to Middle Schools and High School.
	11-11-13	Veteran's Day- No School
	11-12-13	Early Release- Pre K to Grade 8
	11-27/ 11-29	Thanksgiving Recess- No School
	11-27	Chelsea/Matignon Football Game

#### **Committee Reports:**

- **Budget & Finance:** Ms. Lineweaver reported that the subcommittee last met on October 16, 2013. A copy of the report is attached and forms a part of these minutes.
- **Curriculum & Instruction:** Ms. Velez reported that the subcommittee last met on October 24, 2013. A copy of the report is attached and forms a part of these minutes.
- **Human Resources:** Mr. Ells reported that the subcommittee met jointly with the Budget & Finance subcommittee on October 16, 2013. A copy of the report is attached and forms a part of these minutes.
- **Student Representative:** Ms. Torrento noted that the Drama Club will be presenting *Our Town* on November 7<sup>th</sup> through the 9<sup>th</sup> at Chelsea High School. She also discussed the involvement of Chelsea High School students at the Silver Line extension announcement.

#### **New Business:**

- Ms. Lineweaver moved to accept the following grant for the 2013-2014 school year: Federal pass through University of Oregon- \$67,952.00

Chairman Ells called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	Y
Rosemarie Carlisle	Y
Edward Ells	Y
Lucia Colon	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Angel Meza	Y

Having nine votes in the affirmative the motion was approved.

- Ms. Lineweaver moved to accept a gift from Carbone Metal Fabricators in the amount of \$1,000.00 for the Browne School field trip expenses for the fifth grade. Chairman Ells called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	Y
Rosemarie Carlisle	Y
Edward Ells	Y
Lucia Colon	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Angel Meza	Y

Having nine votes in the affirmative the motion was approved.

- Ms. Lineweaver moved to accept the donation of three Chromebook computers with a value of \$1,019.08 donated through DonorsChoose.org for Mrs. Hubert's technology project at the Sokolowski Elementary School.  
Chairman Ells called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	Y
Rosemarie Carlisle	Y
Edward Ells	Y
Lucia Colon	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Angel Meza	Y

Having nine votes in the affirmative the motion was approved.

- Ms. Lineweaver moved to extend the Student Bus Contract for Athletic Events and Field Trips with North Shore Shuttle for an additional eighteen months, for a total contract period of four years and six months.  
Chairman Ells called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	Y
Rosemarie Carlisle	Y
Edward Ells	Y
Lucia Colon	Y
Ana Hernandez	Y
Jeanette Velez	Y

Lisa Lineweaver	Y
Angel Meza	Y

Having nine votes in the affirmative the motion was approved.

- Ms. Lineweaver moved to approve the following budget transfers:

\$2,880.00 from ELC Computer Software line to System-wide Instructional Computer line, to pay for 5 iPads for Curriculum Support, Online Assessments, and Special Education staff. On a voice vote the motion was approved.

- Ms. Velez moved to approve the home schooling petition of Angelica Alayon for her daughter, Angelina Alvarado grade 5. On a voice vote the motion was approved.
- Mr. Ells moved to amend the salary ranges for School Principals on the Non-Bargaining Salary Schedule, effective July 1, 2013 to implement salary recommendations pursuant to the Collins Center for Public Management's Principal Salary Analysis as follows:

	<u>Minimum</u>	<u>Maximum</u>
Principal-CHS	\$115,000	\$139,000
Principal-Elementary	\$109,000	\$131,000

Chairman Ells called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	Y
Rosemarie Carlisle	Y
Edward Ells	Y
Lucia Colon	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Angel Meza	Y

Having nine votes in the affirmative the motion was approved.

- Consideration and action to accept the recommendation of the Superintendent to approve a one day trip to New York City for Chelsea High School students. On a voice vote the motion was approved.

**Announcements:**

Mrs. Carlisle thanked the Saugus Elks for their donation of 400 dictionaries to the 3<sup>rd</sup> graders at the Mary C Burke Complex.

Ms. Lineweaver noted that she along with Mr. Rodriguez, Ms. Velez, Ms. Colon and Mr. Klauer visited the Browne and Wright Middle Schools on Tuesday, 11-5-13.

**Adjournment:** The meeting adjourned at 8:00 p.m.

**Recorded by**

*Barbara Martin*

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



## **School Committee**

### **DRAFT MINUTES OF THE BUDGET AND FINANCE SUBCOMMITTEE MEETING**

October 16, 2013

The Budget and Finance Subcommittee met on Wednesday, October 16, 2013 in the 3<sup>rd</sup> floor Conference Room, City Hall, 500 Broadway, Chelsea.

**Members Present:** Lucia Colon, Charles Klauder, Subcommittee Chair Lisa Lineweaver  
**Also Present:** Executive Director of Administration and Finance Gerry McCue

**Call to Order:** The meeting was called to order at 7:12 p.m.

**Review of Budget Transfers:** The Committee reviewed the budget transfer requests for the current period. The subcommittee recommends approval of these transfers.

#### **New Business:**

##### **Review of Grants**

The subcommittee reviewed the details of two grants recently received by the school department:

- ✓ \$1,000 from Carbone Sheet Metal to sponsor field trips for students at the Browne School
- ✓ \$1,019.08 from Donors Choose to purchase three Chromebook computers for the Sokolowski School

The subcommittee recommends approval of these grants.

##### **Impacts from Federal Shutdown**

At-Large School Committee representative Angel Meza had previously asked Mr. McCue to brief the sub-committee on potential impacts from the federal shutdown. Mr. McCue reassured the subcommittee that federal funds affecting day-to-day operations are already in the pipeline to keep schools operating with little impact through at least the end of October. The School Lunch program is more directly affected, but since CPS runs that as a revolving fund, again the impact will be minimal unless the shutdown were to be prolonged. Similarly, the roughly 60 employees whose positions are funded through federal grants will be unaffected if a resolution occurs soon; prolonged shutdown would necessitate reconsideration of how to best address those budget gaps with minimal impact on staff and students.

##### **Yellow Bus Wait List Analysis**

Mr. McCue shared data about the number of students on wait lists for yellow-bus transport at the elementary complex. As of mid-September, there are 142 students awaiting open seats on a bus for the early schools and 195 students waiting for a seat on the later run. The greatest portion of those kids are first-graders, due to the large cohort of students now in 1<sup>st</sup> grade; the remaining number are evenly split between 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades, and many are likely new to the district.

The total number of students on the wait list is slightly up from prior years, despite the addition of a bus at the complex, because the large incoming 1<sup>st</sup> grade cohort is much larger than the number of graduating 4<sup>th</sup> graders freeing up bus seats.

The subcommittee directed Mr. McCue to work with principals at the complex to examine the feasibility of adjusting start/end times slightly to allow a third bus run.

#### **Facilities Management Accomplishments for FY2013**

The subcommittee reviewed the summary of Facilities Management Accomplishments during FY2013, which ranged from retrofitting lighting at the ELC and CHS auditorium for expected annual savings of \$34,000; asbestos abatement at Clark Ave; replacement of outdated fire alarm systems, plans to upgrade the exterior lighting, and emergency repairs to the electrical and natural gas conduits at the Burke Complex; and replacing a 17-year-old chiller at the Williams Schools with more energy-efficient unit. The Facilities Management Team estimates that the district's natural gas consumption is approximately 50% lower than our FY08 consumption, which was baseline before system-wide energy-saving measures, and that cumulative efforts since FY09 have resulted in a combined cost-avoidance of over \$880,000. The subcommittee applauded the Facilities Management Team's diligent and innovative efforts and commended their report to the full committee.

#### **Consideration to Extend Contract for Student Bus Transportation Services for Athletic Events and Field Trips**

North Shore Shuttle has provided bus transport for athletic events and field trips. The current contract expires in December 2013. The subcommittee recommends extending the contract for an additional 18 months at the current rate so the extended contract would expire in August 2015 rather than in the middle of the current school year.

**Adjournment:** The meeting adjourned at 7:52 p.m. The subcommittee's next meeting will be held on November 7, 2013 at 6:00 p.m. in the third-floor conference room.





## **School Committee**

### **DRAFT MINUTES OF THE CURRICULUM & INSTRUCTION SUBCOMMITTEE MEETING**

October 24, 2013

The Curriculum & Instruction Subcommittee met on Thursday, October 24, 2013 in Room 222 at City Hall, 500 Broadway, Chelsea.

**Members Present:** Lucia Colon, Charles Klauder, Lisa Lineweaver, Angel Meza

**Also Present:** Assistant Superintendent Linda Breau, STEM coordinator Sarah Kent

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

#### **Home Schooling Petition**

The committee reviewed a petition from the Alayon family to home-school their 5<sup>th</sup> grade daughter Angelica. The petition meets all four approval factors and the subcommittee recommends the petition for approval.

#### **Explanation of the Understanding By Design Curriculum Design Framework –**

STEM coordinator Sarah Kent 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 in its second year as one of the district's priorities. Ms. Kent explained a few key concepts about UBD, with examples:

- In the “backwards design” approach, teachers “begin with the end in mind,” by identifying the desired results and key goals for student learning. They name understandings to “transfer” beyond the unit, craft essential questions to frame the learning, and prioritize what knowledge and skills to teach explicitly. In the second stage, they agree what will serve as evidence of student learning. Finally, they create a learning plan by designing activities and experiences that will help students acquire knowledge, make meaning, and transfer it to new contexts.
- This approach is building teachers' common language for how to plan rich curriculum and instruction to ensure that more students master the rigorous Common Core Standards.
- In addition to planning what and how to teach, the UBD approach also supports teachers' planning how to assess students' mastery of not only the lower-level objectives (knowledge and skills) but also the more enduring understandings and meanings.

The UbD unit plans being developed by teacher teams in Chelsea are being reviewed by other teachers for alignment to the standards and of good quality, then shared with other

teachers in the Five District Partnership. Within that common unit design, individual teachers continue to develop their own daily lesson plans to help their students meet those goals. Many school teams are using common performance tasks, then developing rubrics and using a structured looking-at-student-work protocol to calibrate their evaluation of students' degree of mastery. In addition, they are also assessing students with formative tests to ensure that students have experience transferring their understanding from a more authentic performance to a rigorous testing format.

Ms. Kent and Ms. Breau reflected that this process has been promoting teamwork, with most teachers coming to realize that collaboration is both easier and results in a better end product.

The long-term vision of the 5DP is that as teams in all five member districts contribute units, that teachers will be able to access a library of quality unit plans.

**Adjournment:** The meeting adjourned at 7:06 p.m. The next meeting will be held on Thursday, December 5, 2013 at 6:00 pm (before the full committee meeting) in room 219 in City Hall. *Please note that this is not the regular week for this subcommittee, due to the Thanksgiving holiday.*

## HUMAN RESOURCES SUB-COMMITTEE

### MEETING MINUTES

A joint meeting of the meeting of the Budget & Finance and Human Resources Sub-Committee was held on Wednesday, October 16, 2013 at 6:00 p.m. at Chelsea City Hall. Present were Ed Ells, Rosemarie Carlisle, Carlos Rodriguez, Lucia Colon, and Lisa Lineweaver, along with Gerry McCue and Dr. Mary Bourque.

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

Purpose of meeting was to review a proposal for School Principal Salaries as they relate to the CPS Non-Bargaining Salary Schedule. This review was conducted as a result of findings in a classification review of non-union positions conducted by the Collins Center of UMass Boston. ~~That review addressed such~~ issues as job duties and responsibilities, the external market, internal equity, and market pay vs. actual pay.

Gerry McCue reviewed the details of the classification review and recommendations. Overall recommendations included: reducing the size of the pay range for principals; establish a pay range for High School principals from \$115,500 to \$139,000 and for Elementary Principals from \$109,000 to \$131,000 (both 20% spread/range).

More specific recommendations: set the minimum difference between Principal's per diem salaries and Assistant Principal's per diem salaries at 10% for high school and 5% for elementary to avoid salary compression (adjust annually as required); principals are eligible to increase this differential with each year of proficient performance as determined by the Superintendent of Schools, up to a maximum of 20% for high school and 15% for elementary; and all elements of the salary schedule shall be reviewed against the average principals' salaries for surrounding districts at least every three years. The target CPS salary shall be within 3% of the average principals' salary for the comparison districts.

Full proposal will be presented for adoption at a future School Committee meeting.

Meeting adjourned at approximately 7:00 p.m.