



## School Committee

### MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING

March 22, 2012

**Approved April 26, 2012**

The Chelsea School Committee met on Thursday, March 22, 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 and Jeannette Velez.

**Also Present:** Superintendent of Schools Dr. Mary M. Bourque, Executive Director for Administration & Finance Gerry McCue, Assistant Superintendent Linda Breau, Assistant Superintendent David Weinberg, Student Representative Joshua Alvers and School Business Manager and Clerk to the School Committee Barbara Martin.

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

Minutes of the February 16, 2012 meeting were approved.

**Public Comment:** None

#### **Superintendent's Report:**

**Student Achievement:** Dr. Bourque called upon Assistant Superintendent Linda Breau to report on student achievement. Mrs. Breau reviewed the District Benchmarks of Success. Noting the following:

- Indicator 1, attendance year to date increased to 94.6% compared to 94.3% last year-to-date.
- Indicator 2, dropout rate up by fifteen students, to a total of ninety-four. Of that number four have returned to school, forty-six are enrolled in adult education programs. Twenty-one of the remaining forty-four have been in contract with school administrators.

A copy of the report is attached and forms a part of these minutes. Questions and discussion ensued.

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

**Enrollment Report:** Dr. Bourque commended the enrollment report to the record.

**Calendar Reminders:** Dr. Bourque noted the following:

March 22-24 District Art Show- Williams Band Room  
March 29-31 Drama Club Musical- Ragtime- Chelsea High School – 7:00 p.m.  
March 30 Family Fun Night- Sokolowski Elementary School  
April 6 Good Friday- No School  
April 13-20 Spring Break- No School

**Committee Reports:**

- Budget & Finance – Ms. Lineweaver reported that the subcommittee met on March 6, 2012. A copy of the reports is attached and form a part of these minutes.
- Policy & Procedures- Mrs. Carlisle reported that the subcommittee met on March 12, 2012. A copy of the report is attached and forms a part of these minutes.
- Curriculum & Instruction- Ms. Velez reported that the subcommittee met on March 14, 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 February 21, 2012. The minutes were amended to include the correct name of Charles Klauder. A copy of the report is attached and forms a part of these minutes. Mr. Ells also noted that Committee received a copy of Dr. Bourque’s –Superintendent Rubric, which would be discussed at the March 26, 2012 Human Resources Subcommittee meeting. A copy of the rubric is attached and forms a part of these minutes
- Student Representative Joshua Alvers reported the following:  
Spring Sports are underway.  
Chelsea High School Drama Club will be performing the musical Ragtime next week-end.  
Chelsea High Administrators are working with students to have 100% MCAS participation.  
The Student Advisory Council is empathizing respect during the month of April.

**New Business:**

- Mr. Ells moved to amend the non-bargaining salary and wage schedule as follows: For student workers, amend minimum hourly rate to reflect \$8.20/hour. Mr. Ells noted that there was a typo in the original schedule approved at the February 16, 2012 meeting.  
Chairman Colon called for a voice vote. The motion carried unanimously.

- Mr. Ells moved to approve the contract for Anthony Bent as the School Committee’s lead negotiator for upcoming bargaining sessions. 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

Having nine votes in the affirmative the motion was approved.

- Mrs. Carlisle moved to approve the school calendar for the 2012-2013 school. 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

Having nine votes in the affirmative the motion was approved.

- Mrs. Carlisle moved to endorse the Memorandum of Understanding (MOU) between MGH Chelsea and the Chelsea Public School.  
Dr. Bourque explained that this is not how the MOU will be handled in the future, but MGH was under a deadline to apply for a grant. School Committee Attorney Cheryl Watson reviewed the MOU and recommended that Chelsea High School Principal Joseph Mullaney sign the MOU since the signatory for MGH was Dr. Bourque’s sister. Questions and discussion ensued.  
Under suspension of the rules the Committee endorsed the MOU.
- Mrs. Carlisle moved to forgo School Choice for the 2012-013 school year. 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

Having nine votes in the affirmative the motion was approved.

- Ms. Lineweaver moved to approve the proposed school budget for FY2013 in the amount of \$66,719,586.00.  
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

Having nine votes in the affirmative the motion was approved.

- Mrs. Carlisle moved to draft and support a resolution against Global Petroleum's expansion project. Questions and discussion ensued.  
Chairman Colon called for a voice vote. The motion carried unanimously.
- Mrs. Carlisle moved to congratulate the members of the Chelsea High School Science Club for taking part in the Massachusetts Regional Science Bowl Competition at the University of Lowell.  
Chairman Colon called for a voice vote. The motion carried unanimously.

**Communications:**

- Dr. Bourque read a communication from Gerald Lewis Chelsea's representative to the Shore Collaborative Board.

- **Book of the Month:** Ms. Hernandez donated *The Help* by Katherine Stockett to Chelsea High School. Ms. Lineweaver donated *The Invention of Hugo Cabrett* by Brian Selznick to the Mary C. Burke Elementary Complex.

**Adjournment:** The meeting adjourned at 7:55 p.m.

**Recorded by**

A handwritten signature in cursive script that reads "Barbara A. Martin".

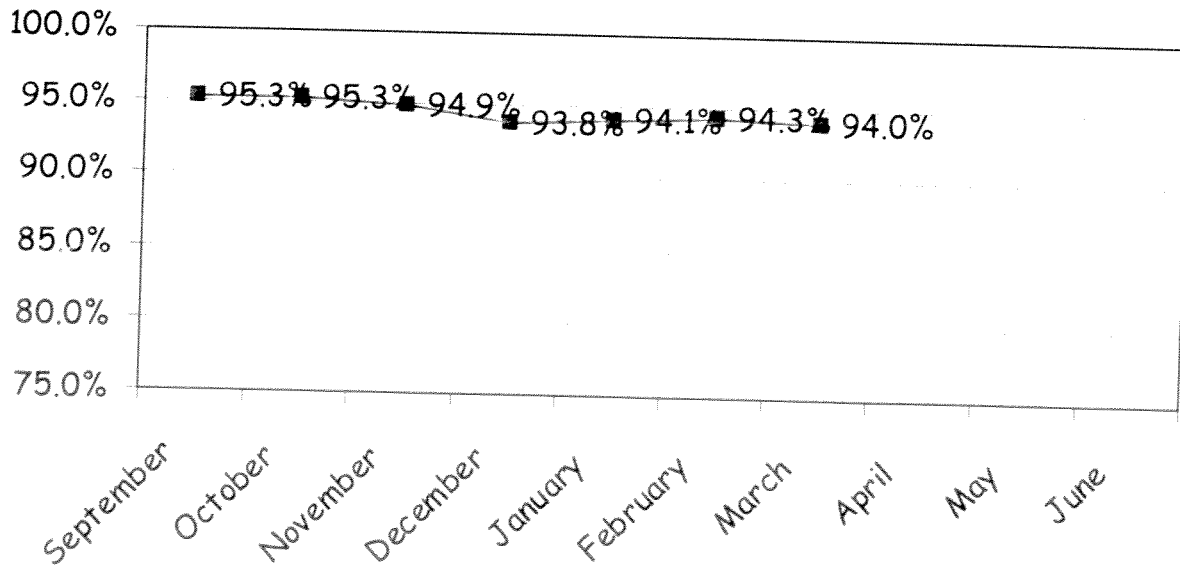
**Barbara A. Martin**  
**Business Manager**  
**Clerk to the Chelsea School Committee**

## Indicators for Success March 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	Month	Month	Month	Month	Month	MTD	YTD	Month	Month	
Grade 1	96.8%	95.8%	96.4%	95.6%	94.7%	95.1%	95.1%	95.7%			
Grade 2	96.7%	96.8%	96.9%	95.2%	95.6%	95.8%	95.7%	96.2%			
Grade 3	97.1%	97.2%	96.7%	95.7%	95.2%	96.0%	95.3%	96.2%			
Grade 4	97.1%	96.9%	97.3%	96.2%	96.4%	96.2%	96.9%	96.7%			
Grade 5	96.6%	97.2%	97.1%	95.7%	95.9%	95.9%	96.0%	96.4%			
Grade 6	96.9%	97.2%	96.6%	96.2%	96.0%	96.1%	96.5%	96.5%			
Grade 7	96.7%	96.7%	95.5%	95.0%	94.8%	94.8%	95.5%	95.7%			
Grade 8	95.1%	95.3%	95.1%	93.9%	94.7%	94.9%	94.4%	94.8%			
Grade 9	92.0%	91.9%	91.1%	89.7%	91.5%	90.4%	89.6%	91.0%			
Grade 10	91.1%	91.5%	90.9%	90.0%	90.8%	90.6%	90.1%	90.8%			
Grade 11	91.1%	91.3%	91.1%	89.3%	90.5%	89.1%	89.6%	90.5%			
Grade 12	92.0%	92.2%	90.1%	90.4%	89.7%	89.8%	88.8%	90.5%			
Post-Graduate	77.4%	95.5%	90.5%	89.1%	95.5%	93.8%	90.5%	88.4%			
Kindergarten	96.3%	95.1%	95.0%	93.2%	93.8%	93.4%	94.0%	94.4%			
Grade PreK	94.5%	95.0%	94.2%	93.7%	93.9%	94.5%	95.4%	94.3%			
District Total	95.3%	95.3%	94.9%	93.8%	94.1%	94.0%	94.1%	94.6%			

### District Attendance Percentage



**Indicator 2. District annual dropout rate will not exceed 3%.  
(Report annually)**

**Data for each year is period to date**

	2009-2010	2010-2011	2011-2012
Oct. 1 <sup>st</sup> Enrollment	5638	5570	5692
# of Drop-Outs	86	54	94
Drop-Out %	1.53	0.97	1.65

**2/11/2012-3/14/2012**

- 15 students have withdrawn or been dis-enrolled
- 9 Plans Unknown
- 6 to Adult Ed Programs
- Regular Ed = 11, Sped = 3, LEP = 0, Alternative = 1
- Grade 9 = 4
- Grade 10 = 3
- Grade 11 = 3
- Grade 12 = 5

Total	Returned	Adult Ed	Unknown	Have Contact
94	4	46	44	21***

\*\*\*CPS still has contact with these 21 students for counseling and support services but still at this time remain with future plans unknown.

**Indicator 3. Using the Early Warning Indicators, students identified at-risk for dropping out at all levels, elementary, middle and high school, will decrease at least .5% each quarter or 2% per year.  
(Report quarterly)**

*Early Warning Indicators - % at High Risk*

Grade Level	2010-11	2011-12 Q1	2011-12 Q2
Elementary	8.11%	3.17%	3.8%
Middle	3.86%	3.32%	4.3%
High School	5.63%	4.7%	5.3%

**Indicator 4. Less than 8% of CHS students will be retained and less than 10% will fail at least one class in grades 9 and 10.**

- In 2010-2011, 146 students were retained (divided by CHS Oct. 1 enrollment of 1,353) for a retention rate of 10.8%.
- In 2010-2011, there were 795 ninth and tenth graders who received a final grade in a core course. 362 of them failed at least one course (45.5%).

**Quarter 1**

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4 failing grades	Total %
9	376	49	40	22	38	40%
10	390	60	40	50	68	56%

**Quarter 2**

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4 failing grades	Total %
9	374	58	38	41	52	51%
10	376	48	56	53	95	67%

**(Report quarterly on grades and annually on retention)**

**Indicator 5. The percentage of students in grades 5, 6 and 10 who score advanced or proficient on Math MCAS will increase by 2% or more each year. (Report yearly)**



**Indicator 6. 80% of middle school students will read at a Lexile level of 955 or higher by the end of Grade 7.**

**(Report on 3 times per year with SRI results)**

<b>Year</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>2011-2012</b>	<b>26.3%</b>	<b>25%</b>	

**Indicator 7. 80% of elementary students will score a 24 or higher on the DIBELS Daze by the end of Grade 4.**

**(Report on DIBELS 3 times per year)**

<b>Year</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>2011-2012</b>	<b>1%</b>	<b>22%</b>	

**Indicator 8. By June of each school year, 95% or more of Kindergarten students will score in the "Proficient" or "In Process" range on the Phonemic Segmentation Fluency DIBELS subtest (less than 5% will be identified as "at-risk" in Phonemic Segmentation Fluency).**

**(Progress monitored every 3-4 weeks)**

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

**(Report yearly)**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>
Enrolled in AP Courses	192	227	252	301
AP tests taken	192	237	244	
# of Students scored a 3, 4, or 5	90	97	78	
% of Students scored a 3, 4, or 5	47%	41%	32%	

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

	Sept		Oct. 24		Nov. 14		Dec 12		Jan 19		Feb 10		March 13		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)	26	3	15	5	4	2	6	1	6	4	3	2	6	3							86
Elementary	30	22	14	11	8	7	14	13	14	11	8	8	17	8							185
Middle School	39	23	26	17	11	3	13	15	11	6	13	9	19	7							212
High School	58	40	33	31	17	16	18	17	23	16	24	32	14	22							361
District Total	153	88	88	64	40	28	51	46	54	37	48	51	56	40							844

\*District-wide mobility rate (sum of transfers in and transfers out divided by October 1<sup>st</sup> enrollment (5692)) is 14.8% 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
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



## **School Committee**

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

March 6, 2012

The Budget and Finance Subcommittee met on Tuesday, March 6, 2012 in the 3<sup>rd</sup> floor Conference Room, City Hall, 500 Broadway, Chelsea.

**Members Present:** Lucia Colon, and Charles Klauder

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

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

**Minutes -** The minutes of the January 26, 2012 meeting were approved.

**Transfer Requests –** The Committee reviewed the requests for the current period.

**New Business-** Gerry McCue reviewed the 2012-2013 Budget Presentation that he will present at the Public Hearing on March 15, 2012.

**Adjournment-** The meeting adjourned at 7:03 p.m.

# Policy & Procedure Sub- Committee Meeting

**March 12, 2012**

In attendance: Rosemarie Carlisle (P&P Chair), Superintendent Bourque, Jeanette Velez, Carlos Rodriguez and Ana Hernandez

Call to order 6:08pm

1. School calendar for 2012-2013 was reviewed. There is also 4 proposed early dismissal days for the 2012-2013 school year. This will allow for Professional Development for the teachers and also one of the early release days will be used for Parent Teacher Conferences. Early dismissal days will reflect on the school calendar to give parents enough time to plan accordingly.
2. Policies and Procedures Subcommittee motion for the Chelsea School Committee to draft a and subsequently support a resolution against Global Petroleum's expansion project to bring 20 railcars of ethanol through Revere, Chelsea, and East Boston known within the Department of Environmental Protection: Waterways License Application # W11-3342 of Global Petroleum, Chelsea River, Revere, Suffolk County.

The resolution once drafted and voted on in the affirmative will be sent to

Mr. David Slagle  
MassDEP- WRP  
One Winter St 5<sup>th</sup> Floor  
Boston, MA 02108

# Minutes of the Curriculum and Instruction Subcommittee Meeting

March 14, 2012

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The meeting was called to order at 6:00.

**In attendance:** Lucia Colon, Lisa Lineweaver, Angel Meza, Charles Klauder; Dave Weinberg, Linda Breau

The meeting's objectives were:

- To continue deepening the sub-committee's understanding of what Chelsea High School is doing regarding the course failure rate data in grades 9 and 10
- To review the application for the School Improvement Grant (Title G)

### ***Examination of Course-Grade Data from CHS***

At the last meeting, Dave Weinberg presented detailed, disaggregated data about Quarter 1 grades from CHS. Quarter 2 grades are currently being analyzed by the 9<sup>th</sup> and 10<sup>th</sup> grade PLC teams, and the sub-committee requested the opportunity to meet with representatives from the HS to help us learn from the PLCs' analysis and insights.

### **CHS School Redesign Grant**

The Chelsea High School's year-three school improvement grant is due to the state on March 15<sup>th</sup>. Dave Weinberg summarized a few highlights of the work proposed, and will forward full copies of the proposal to the subcommittee. Members agreed to read it in advance of the next meeting and forward discussion questions to Linda Breau.

The group met these objectives. The meeting adjourned at 7:15.

The C&I Sub-committee's next meeting will be Wednesday, April 18<sup>th</sup> at 6:00 p.m.

### **Proposed Agenda for April 18**

- Icebreaker (5-10 min)
- Review Norms (2 min)
- Teacher and Student Recognition (3 min if needed)
- Examine CHS SIG Redesign Grant (15 min)
- Update from G9-10 PLCs' work with quarter 2 grade data and things they're doing to address (30-45 min)
- Review norms and Plus/Deltas (5 min)

### **Future Agenda Topics for Later This Spring:**

- Overview of "what teachers and students are working on the rest of the year."
- Overview Common Core State Standards and CPS efforts to re-align
- Project Challenge
- Special Education improvement grant -- update
- DSAC grant - supporting PD for Level 3 schools - planned PD initiatives

3. A Memorandum of Understanding between MGH Chelsea and Chelsea Public Schools had to be reviewed and signed by March 7, 2012 due to a grant that MGH was receiving. Joseph Mullaney the Principal of Chelsea High School signed the MOU. Superintendent Bourque did not sign due to conflict of interest. The Interim Director at the MGH Community Associates is Superintendent Bourque's sister. P&P is asking the School Committee for a resolution to endorse the MOU.
4. A review was done of the Emergency Response policy and procedures
  - a. Modify Lock Down – delay dismissal
  - b. Full Lock Down – no one in or out of the buildings.
  - c. Shelter & Place – students hide in case of an armed person in the building.

Meeting Adjourn at 6:55pm

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**Human Resources Sub-Committee**  
**Meeting Minutes**

A meeting of the HR Sub-Committee was held on Tuesday, February 21, 2012 in the Office of the Superintendent. The meeting was called to order at approximately 6:05 p.m. Present were Dr. Mary Bourque, Tina Sullivan, Edward Ells, Anna Hernandez, Chelsea Klauder, and Carlos Rodriguez.

Ms. Sullivan updated the sub-committee on the change in health insurance plans for school department (and city) employees, effective May 1, 2012. The new, single insurance vendor that everyone would be included in is Harvard Pilgrim Health Care, at an 80-20 split.

Dr. Bourque's update focused on the aligning the Superintendent's Evaluation Tool with the final regulations from DESE. Members were provided with the recommendations for the Superintendent Tool and asked to compare them to the current evaluation tool that we approved in 2011. Dr. Bourque's plans would be to make the next sub-committee meeting on March 5 a working session to agree to any modifications to the current evaluation tool for the superintendent, to agree on the tool for the 2012-2013 school year, and to agree on a mid-year review process for the superintendent for 2012.

Dr. Bourque also reported that she would be meeting with Tony Bent, the School Committee's lead negotiator for upcoming collective bargaining sessions, on some preliminary items. The sub-committee also expects to have a contract for Mr. Bent available at the next meeting.

Finally, it was mentioned that the CHS graduation would be on Sunday, June 3, 2012.

Meeting adjourned at 7 p.m.