



School Committee

MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING

May 2, 2013

Approved June 6, 2013

The Chelsea School Committee met on Thursday, May 2, 2013, in the City Council Chambers, City Hall, 500 Broadway, Chelsea.

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

Also Present: Superintendent of Schools Dr. Mary M. Bourque, Assistant Superintendent Linda Breau, Human Resource Director Tina Sullivan and School Business Manager and Clerk to the School Committee Barbara Martin.

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

Chairman Ells call for a moment of silence to honor former teacher Arlene Black who passed away recently, Attorney Richard Clayman former School Committee Member and husband of City Clerk Deborah Clayman who passed away on Wednesday and also for the victims of the Marathon Bombings.

Pledge of Allegiance:

School Committee Minutes: The minutes of the April 4, 2013 School Committee Meeting were unanimously approved.

Public Comment: Dr. Bourque called upon, Chelsea High School Science Teacher Irene Mahoney to receive a citation and flowers. Ms. Mahoney was recently named Teacher of the Year by the National Math and Science Initiative.

Report of the Superintendent of Schools:

Student Achievement: Dr. Bourque called upon Assistant Superintendent Linda Breau to report on student achievement. Mrs. Breau discussed the District Indicators of Success from April, 2013.

Indicator 1-Attendance year to date was 93.7%, which is below the previous year to date average of 94.7%.

Indicator 2- Annual dropout rate includes four additional students. All with plans unknown at this time.

Indicator 3- Early Warning Indicators for third quarter are up for the second year in a row at all three levels.

Indicator 4 Less than 8% of CHS students will be retained and less than 10% will fail at least one class in grade 9 and grade 10, which had dipped in the second quarter rose in quarter three to 53% in grade 9 and 57% in grade 10.

Indicator 10-Student Mobility was 18.9% year to date compared to 17.6% last year.

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

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

Enrollment Report: Dr. Bourque commended the enrollment report to the record. As of April 29, 2013 the district-wide enrollment was 6,053 students, including 131 students in out-of-district placements. In addition, there are 6 Chapter 768 students for whom the district has financial responsibility.

Dr. Bourque noted that May is MCAS Month.

Next, Dr. Bourque encouraged all to attend the Intergenerational Literacy Program Graduation on Friday, May 3, 2013 @ 6:30 pm at the Silber Early Learning Center and/or the Kelly Elementary School Musical *Pirates*.

Lastly, Dr. Bourque announced that the Memorial Day Festivities will begin at Welsh Funeral Home Parking Lot @ 8:15 on Monday, May 27, 2013 and proceed to City Hall.

Committee Reports:

- **Budget & Finance:** Ms. Lineweaver reported that the subcommittee last met on April 25, 2013. A copy of the report is attached and forms a part of these minutes.
- **Human Resources:** Chairman Ells reported that the subcommittee last met on May 2, 2013. A copy of the report will be included with the June minutes.
- **Curriculum & Instruction:** Ms. Velez reported that the subcommittee last met on April 25, 2013. A copy of the report is attached and forms a part of these minutes.

New Business:

- Mr. Rodriguez moved to increase the compensation payable to each member of the School Committee to \$9000.00 annually. This compensation change would become effective upon the commencement of the terms of office of the next school committee to be elected for 2014-2015.
Mrs. Carlisle moved to amend the increase to \$7,000.00 annually. Questions and discussion ensued.

Chairman Ells called for a roll call vote, noting that the motion required a 2/3 majority.

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

Having six votes in the affirmative and three members voting no, the motion was approved.

- Mrs. Lineweaver moved to adopt a policy relative to budget transfers following the adoption of the annual school budget.

BUDGET TRANSFER AUTHORITY

After the adoption of the annual school budget, the Superintendent shall transmit budget transfers to the School Committee for approval as needed. Budget transfer approvals are required when budget balances are moved between the following budget categories:

District Administration
Instruction and Assessment
Special Education Administration and Pupil Personnel Services
Benefits/Payroll Adjustments/Insurance
Technology
Facilities Management
Chelsea High School
Eugene Wright Science and Technology Academy
Joseph A. Browne School
Clark Avenue School
Edgar F. Hooks School
William A. Berkowitz School
Frank M. Sokolowski School
George F. Kelly School

John Silber Early Learning Center
Other Educational Programs

Any budget transfers not requiring School Committee approval shall be reported to the School Committee's Budget and Finance sub-committee at the next scheduled sub-committee meeting.

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.

At this time two late motions were brought to the table.

- Ms. Lineweaver moved to accept the Nellie Mae Education Foundation Grant in the amount of \$450,000.00.

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.

- Mr. Ells moved to accept to Memorandum of Understanding between the Chelsea School Committee and the Chelsea Teacher’s Union regarding Educator Evaluation.

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.

Communications:

Mr. Ells noted that the Chelsea School Committee is considering action to enter into a six year contract with the superintendent of schools.

During recent human resource sub-committee meetings, members have discussed the benefits of utilizing a six year agreement as a tool to support implementation of long term strategy, and to provide consistent senior level leadership in the district. It also discussed

the potential impact of such a move on issues such as succession planning and the relationship between the superintendent and future school committees.

The human resource sub-committee welcomes comments from interested CPS employees and Chelsea residents regarding the possibility of a six year agreement.

Parties are welcome to attend the next human resources sub-committee meeting on Thursday, May 9 at 6:45 p.m. at Chelsea City Hall. Or you may submit comments to the sub-committee via mail (500 Broadway, Chelsea, MA) or e-mail to the Chairman Ed Ells at edells1@verizon.net.

Ms. Hernandez volunteered the Book of the Month for June.

Adjournment: The meeting adjourned at 8:15 p.m.

Recorded by



Barbara A. Martin

Business Manager

Clerk to the Chelsea School Committee



School Committee

DRAFT MINUTES OF THE BUDGET AND FINANCE SUBCOMMITTEE MEETING

April 25, 2013

The Budget and Finance Subcommittee met on Thursday, April 25, 2013 in the 3rd floor Conference Room, City Hall, 500 Broadway, Chelsea.

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

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

Call to Order: The meeting was called to order at 5:33 p.m.

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

New Business:

Net School Spending Report

Ms. Martin presented a comparative analysis of General Fund Budget and Net School Spending as of March 31, 2012 and March 31, 2013. The total funds available as of March 31 of this year were \$69,488,000, of which \$46.2M has already been spent and \$9.4M is encumbered, for a total of 80% spent/encumbered. Both the original allocation, and the amount and percentage used were up slightly from last year. Similarly, Required Net School Spending is up by about \$4M from last year, to \$66,096,000. Of that, 94.2% or \$62.2M is spent or encumbered, which is on-track for this point in the fiscal year.

Audit Findings on the End-of-Year Pupil and Financial Report

Ms. Martin shared the findings of the audit of the annual End-of-Year Pupil and Financial Report that the district is required to file with DESE. The four findings related to minor points of non-compliance with the agreed-upon procedures have all been addressed, and appropriate amendments filed with DESE to correct the findings.

Transfer Policy

Mr. McCue presented a proposed policy adjusting the process of school committee oversight over budget transfers between budget categories (e.g., from a school to a central department or vice versa).

The school committee has authority under state law to appropriate funds for the operation of the school department, and the responsibility to maintain oversight of transfers

between cost centers. In effect, the proposed policy will make major transfers more public by subjecting any budget balance being transferred between budget categories to approval by the full school committee. This will better align policy with the governing legislation and with the practice of other MA districts. The finance committee will continue reviewing minor school-based budget transfers on a monthly basis.

The subcommittee unanimously voted to recommend the policy for approval by the full school committee at its May 2nd meeting.

Adjournment: The meeting adjourned at 6:04 p.m. The next meeting will be held on Thursday, May 16, 2013 at 5:30 pm in the 3rd floor conference room. Topics will include an update on the FY14 budget.

School Committee

MINUTES OF THE CURRICULUM AND INSTRUCTION SUBCOMMITTEE MEETING

April 25, 2013

The Curriculum and Instruction Subcommittee met on Thursday, April 25, 2013 in the office of Assistant Superintendent Linda Breau, City Hall, 500 Broadway, Chelsea.

Members Present: Lisa Lineweaver, Angel Meza, and Charles Klauder

Also Present: Superintendent of Schools Dr. Mary Bourque, and Assistant Superintendent Linda Breau.

Call to Order: The meeting was called to order at ~6:19 p.m.

Agenda Item 1 **The Five District Partnership:**

Superintendent Bourque provided handouts to the Committee including the Memorandum of Understanding, Preliminary Budget FY2012 & FY2014, 5DP Executive Administrator Candidate Profile, Resume of Cove Davis, Hiring Announcement, Initial Work Plan, ANET Transition plan, Qualifications and Requirements document, and 5DP PowerPoint.

Superintendent Bourque reviewed the materials provided and answered questions. Concern regarding management oversight and budgetary oversight as well as role of individual School Committee's was raised and will require some further review. General management will be via by-monthly meetings of the 5 participating Superintendents. Question regarding sharing of effort between the districts and plans to further leverage the additional resources that this shared structure brings. Malden will take lead on I3 Grant regarding Pathway to Brilliance. Everett has much greater investment with Edwin and can help other districts as this software becomes more mature and is more broadly implemented. State funding is over three years with 75k the first year and smaller grants for the second and third years. Some background on Cove's past work in Chelsea in other education positions she has held. ANET has been working on the Transition process planning. Request that Cove visit C&I Sub Committee with tentative date of June 27th to provide update on progress and planning. She will be working from the Title 1 office until September when she will move into space in City Hall.

Agenda Item 2 **Summer School Program:**

Assistant Superintendent Breau provided schedule and UBD program improvement plan for the 2013 summer school. There is a move help students who are struggling rather than just failing students. Credit recovery will be possible via Plato for High School students. Currently reviewing at Odyssey for Middle School credit recovery. Targeted tier II and tier III instruction. Summer School is scheduled for 16 days in the Month of July.

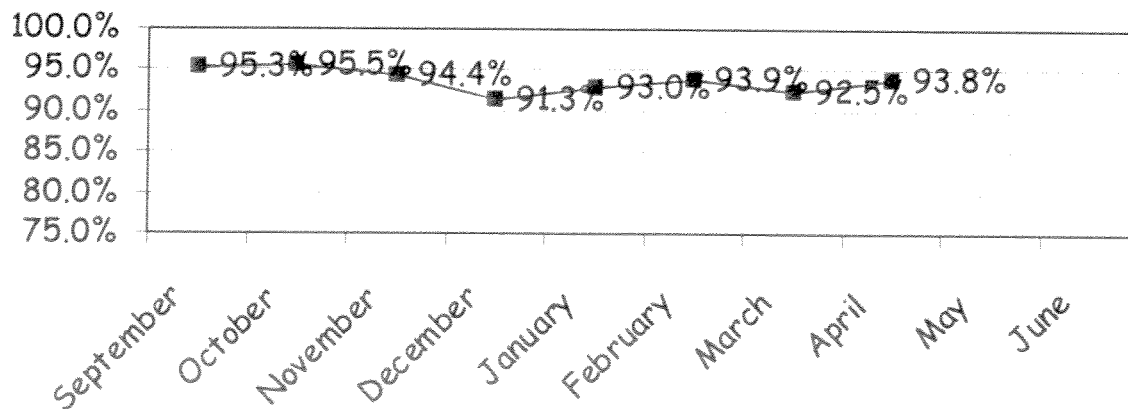
Meeting adjourned at 7:07pm with next meeting tentatively scheduled for May 23rd at 6pm.

Indicators for Success April 2013

**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	Month	Month	YTD		
Grade 1	96.0%	96.5%	95.6%	91.2%	94.1%	95.7%	93.5%	95.4%	94.7%		
Grade 2	96.6%	96.8%	96.1%	91.5%	94.9%	95.8%	93.5%	95.7%	95.1%		
Grade 3	96.4%	96.8%	95.8%	93.1%	95.1%	96.3%	94.6%	95.9%	95.5%		
Grade 4	96.5%	96.0%	96.0%	94.6%	95.2%	96.1%	94.6%	96.5%	95.6%		
Grade 5	94.0%	97.1%	96.6%	94.3%	94.8%	95.9%	94.3%	96.7%	95.4%		
Grade 6	96.7%	97.0%	96.7%	93.4%	95.2%	95.6%	94.3%	95.9%	95.6%		
Grade 7	96.8%	97.1%	95.7%	93.7%	94.4%	94.8%	94.7%	95.5%	95.4%		
Grade 8	95.9%	96.7%	95.2%	92.9%	93.6%	94.2%	92.7%	93.8%	94.5%		
Grade 9	92.5%	91.6%	90.0%	86.9%	89.6%	89.2%	88.9%	90.1%	89.6%		
Grade 10	92.7%	92.1%	90.1%	87.5%	90.1%	89.9%	90.1%	90.8%	90.4%		
Grade 11	93.8%	92.8%	91.2%	88.6%	89.4%	89.5%	90.3%	89.6%	90.7%		
Grade 12	93.1%	93.2%	92.1%	88.7%	90.1%	87.9%	88.4%	87.6%	90.0%		
Post-Graduate	93.6%	88.8%	68.9%	87.8%	84.4%	93.2%	78.1%	89.3%	87.0%		
Kindergarten	95.3%	95.3%	93.5%	89.0%	90.8%	93.2%	89.6%	92.8%	92.3%		
Grade PreK	95.9%	95.8%	94.0%	90.6%	91.8%	94.2%	93.0%	93.1%	93.4%		
District Total	95.3%	95.5%	94.4%	91.3%	93.0%	93.9%	92.5%	93.8%	93.7%		

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	2012-2013
Oct. 1 st Enrollment	5638	5570	5692	5896
# of Drop-Outs	96	62	101	78
Drop-Out %	1.70%	1.11%	1.77%	1.32%

CHS Programmatic Breakdown this year to date

CHS Enrollment	Regular Ed Students	Sped Students	ELL Students
Oct. 1 st Enrollment**	1372	142	225
# of Drop-Outs	49	12	17
Drop-Out %	3.6%	8.5%	7.6%

** DESE CHS enrollment as of 10/1/2013

4/1/2013-4/30/2013

- 4 students have withdrawn
- 4 Plans Unknown
- Regular Ed = 3, SpEd = 1
- Grade 9 = 1
- Grade 10 = 1
- Grade 12 = 2

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.

Early Warning Indicators - % at High Risk

Grade Level	2010-11	2011-12	2012-13 Q1	2012-13 Q2	2012-13 Q3
Elementary	8.11%	3.3%	4.3%	7.5%	8.4%
Middle	3.86%	5.9%	4.4%	6.0%	7.1%
High School	5.63%	6.1%	5.0%	4.4%	5.6%

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%).
- In 2011-2012 369 Grade 9 students - 86 retained (23%) and 360 Grade 10 students - 73 retained (20%).
- In 2012-2013 413 Grade 9 students - 56 retained (13.6%) and 363 Grade 10 students - 43 retained (11.8%).

Quarter 1 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	413	62	35	29	68	47%
10	358	62	43	37	57	56%

Quarter 2 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	407	66	44	26	50	46%
10	343	50	47	34	45	51%

Quarter 3 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	412	60	42	47	71	53%
10	344	56	36	42	62	57%

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)

Grade Level	2007-08 Adv&Prof Pct	2008-09 Adv&Prof Pct	2009-10 Adv&Prof Pct	2010-11 Adv&Prof Pct	2011-12 Adv&Prof Pct
Grade 5	30%	28%	25%	42%	35%
Grade 6	38%	35%	37%	37%	47%
Grade 10	44%	43%	39%	51%	54%

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)

Year	Fall	Winter	Spring
2011-2012	26.3%	25%	38%
2012-2013	20%	35%	

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)

Year	Fall	Winter	Spring
2011-2012	1%	22%	35%
2012-2013	8%	23%	

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)

	At risk	Some risk	Low Risk
2012	9%	11%	81%
2013			

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	6	3	3	4	5	3	3	2	3	7	4	4					106
Elementary	89	36	18	8	18	8	10	13	12	10	7	7	8	12	12	9					277
Middle School	81	53	21	13	23	14	13	5	10	20	14	4	6	9	5	7					298
High School	117	50	24	16	21	28	14	17	22	25	18	9	22	22	15	14					434
District Total	319	145	78	43	68	53	40	39	49	58	42	22	39	50	36	34					1115

*District-wide mobility rate (sum of transfers in and transfers out divided by October 1st enrollment (5896)) is 18.9% 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