



School Committee

DRAFT MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING

June 5, 2014

Approved September 4, 2014

The Chelsea School Committee met on Thursday, June 5, 2014, in the City Council Chambers, City Hall, 500 Broadway, Chelsea.

Members Present: Chairman Jeannette Velez, Ed Ells, Lisa Lineweaver, Ana Hernandez, Charles Klauder, Lucia Henriquez, Shawn O'Regan.

Also Present: Superintendent of Schools Dr. Mary M. Bourque, Assistant Superintendent Linda Breau, Human Resource Director Tina Sullivan Executive Director for Administration and Finance 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 May 1, 2014 School Committee Meeting were unanimously approved.

Special Presentations:

Dr. Bourque announced the 2014 Students of the Year:

Chelsea High School- Sara Arman
Browne Middle School- Fazila Nasimi
Wright Science & Technology Academy- Julia Agostini
Clark Ave Middle School- Diego Romero
Berkowitz Elementary School- Angel Maldonado
Hook Elementary School- Walter Sales Lima
Kelly Elementary School- Ivonny Carrillo
Sokolowski Elementary School- Syann Sorm

Each student was presented with a citation and a book award presented by their teacher or principal and a member of the School Committee.

Next, Dr. Bourque announced the 2014 Retirees:

Donna Covino	Judith LaRosa
Ann Halteman	Beverly Hijazi
Marie Radka	Cathy Surette
Louise McGee	Elza Ramos
Janis Janiak	Ronald Hull
Nancy Fucarile	Barbara Tracey
Marie Hamilton	Susan Castella
Linda Bagdis	Deborah Miller
Carolyn Ricker	Jose Vega
Patricia Tamaro	Elizabeth Barrales
Maria Rivillas	Blanche Miller

Each retiree was presented a citation by a member of the School Committee

At this time Chairman Velez called for a recess to allow audience members to leave if they wished.

Public Comment: None

At this time, under a suspension of the rules, Mr. Ells made a motion to proceed to new business for a late motion.

Mr. Ells moved that the School Committee recommend the appointment of Victoria Crisp to the position of Administrator of Special Education/Pupil Personnel District-wide and that the School Committee authorize the Superintendent to enter into an employment agreement with Ms. Crisp.

Chairman Velez called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	AB
Rosemarie Carlisle	AB
Edward Ells	Y
Lucia Henriquez	Y
Ana Hernandez	Y

Jeanette Velez	Y
Lisa Lineweaver	Y
Shawn O'Regan	Y

Having seven votes in the affirmative the motion was approved.

Student Achievement: Dr. Bourque called upon Assistant Superintendent Linda Breau to report on student achievement. Mrs. Breau discussed the District Indicators of Success from May, 2014.

Indicator 1-Attendance year to date was 94.5%, which is up from last month.

Indicator 2- Annual dropout rate includes thirteen additional students, eight with plans unknown and five enrolling in adult education classes.

Indicator 10-Student Mobility was 16.7% year to date compared to 20.2% last year.

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

Personnel Report: None

Enrollment Report: Dr. Bourque commended the enrollment report to the record. As of June 2, 2014 the district-wide enrollment was 6, 288 students, including 136 students in out-of-district placements. In addition, there are 5 Chapter 768 students for whom the district has financial responsibility.

Dr. Bourque noted that 270 students will graduate from Chelsea High School this year. 160, which is 60% have been accepted into a college, university or other secondary school. Chairman Ells read the long list of schools students were attending. A copy is enclosed and forms a part of these minutes.

Next, Dr. Bourque made the following announcements:

- 6-8 Chelsea High School Graduation - 1:00 p.m.
- 6-19 Last day of school for students
- 6-23 Professional Development Week

Committee Reports:

- **Budget & Finance:** Ms. Lineweaver reported that the subcommittee last met on May 15, 2014. A copy of the report is attached and forms a part of these minutes.
- **Human Resources:** Mr. Ells reported that the subcommittee last on May 8, 2014. Copies of the report are attached and forms a part of these minutes.

- **Curriculum & Instruction:** Ms. Velez reported that the subcommittee last met on May 22, 2014. A copy of the report is attached and forms a part of these minutes.
- **Policy & Procedures:** Ms. Velez reported that the subcommittee last met on May 8, 2014. A copy of the report is attached and forms a part of these minutes.
- **Wellness Committee:** Report form May 7, 2014 was accepted and filed.

Committee member Shawn O'Regan left at this time.

New Business:

Ms. Velez moved to accept the 2014-2015 Parent and Student Handbooks changes for each of the nine schools. On a voice vote the motion was unanimously approved.

Ms. Velez moved to accept the Policy Governing Criminal History Background Record Information. On a voice vote the motion was unanimously approved.

Ms. Lineweaver moved to approve a budget transfer in the amount of \$55,000.00 from Curriculum & Instruction Contracted Services line to the Central Office Contracted Services line.

Chairman Velez called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	AB
Rosemarie Carlisle	AB
Edward Ells	Y
Lucia Henriquez	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Shawn O'Regan	AB

Having six votes in the affirmative the motion was approved.

Ms. Lineweaver moved to accept a grant in the amount of \$500.00 from Eastern Bank to the Kelly School for the new Lego Club.

Chairman Velez called for a roll call vote.

Charles Klauder	Y
Carlos J. Rodriguez	AB
Rosemarie Carlisle	AB
Edward Ells	Y
Lucia Henriquez	Y
Ana Hernandez	Y
Jeanette Velez	Y
Lisa Lineweaver	Y
Shawn O'Regan	AB

Having six votes in the affirmative the motion was approved.

Ms. Henriquez moved that the Committee endorse the Superintendent's decision to administer the PARCC assessment in all Chelsea Public Schools for the 2014-2015 school year. Questions and discussion ensued. On a voice vote the motion was approved.

A motion to accept the recommendation of the Superintendent to approve a one day trip to Fun Town/Splash Town in Saco Maine for the end-of-summer REACH program celebration was unanimously approved on a voice vote.

A motion to accept the recommendation of the Superintendent to approve a three day trip to the National Civic League All America City Award Competition was unanimously approved on a voice vote.

A motion to increase the school lunch prices by five cents was unanimously approved on a voice vote.

Communications:

Accepted and filed a Use of School Property Letter to Massachusetts Migrant Education Program.

Accepted and filed a Use of School Property Letter to CAPIC.

Announcement: Book of the Month: Mr. Klauder donated *An Honest President* by H. Paul Jeffers to a student at Chelsea High School.

Adjournment: The meeting adjourned at 8:45 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

May 15, 2014

The Budget and Finance Subcommittee met on Thursday, May 15, 2014 in the 3rd floor Conference Room, City Hall, 500 Broadway, Chelsea.

Members Present: Subcommittee Chair Lisa Lineweaver, Lucia Colon, Charles Klauder
Also Present: Barbara Martin

Call to Order: The meeting was called to order at 6:11 p.m.

New Business:

Review of Budget Transfers: The subcommittee reviewed the budget transfer requests for the current period. Several require approval of the full committee:

- ✓ Transfer of \$55,000 from the Curriculum and Instruction Department's contracted services line to the Central Office contracted services line to pay Phoenix Charter Academy for tutoring at Chelsea High School.

The subcommittee recommends approval.

Review of Grants: MA General Laws, Chapter 71, Section 37A provides for the acceptance of grants for educational purposes only with the approval of the Chelsea School Committee. The subcommittee considered and recommended approval of a grant of \$500 from Eastern Bank to the Kelly School to support the new Lego Club, which has been initiated through collaboration between teachers, administrators, parents, and Chelsea Public Library. The grant will be used for materials for the club, which meets on the first Tuesday of every month at the Chelsea Public Library. The subcommittee recommends approval.

Capital Plan for Facilities and Technology: The subcommittee reviewed the five-year capital plan for Facilities and Technology, which includes significant strategic outlays for building improvements, replacement of the turf at the Chelsea High field, updating of city-maintained parks on school premises, continued enhancement of schools' technology devices and infrastructure to enable computer-based testing, and phased replacement of aging technology.

Adjournment: The meeting adjourned at 6:32 p.m.

Curriculum and Instruction Sub-Committee Meeting

May 22, 2014

Attendance: Superintendent Bourque, Jeanette Velez, Lucia Henriquez and Charles Klauder

Call to order: 6:00pm

Dr. Bourque shared some information on updates on the PARCC field test and preliminary student and teacher survey data. Lucia Henriquez makes a motion to the School Committee as a whole to endorse the Superintendent's decision to administer the PARCC assessment in all Chelsea Public Schools in the 2014-20145 school year.

Meeting adjourn: 6:30pm

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Human Resources Sub-Committee Meeting

Thursday, May 8, 2014

Attendance: Carlos Rodriguez (Chair), Cheryl Watson, Tina Sullivan, Ed Ells, Ana Hernandez, Mary Bourque and Jeanette Velez

Call to order: 7:00pm

1. **Fingerprinting Policy Review** – A policy was reviewed stating that Crossing Guards and parent volunteers for field trips will not be required to be fingerprinted because they will not be alone with children at any given time. The HR Sub-committee made a motion to accept the policy and to move it to the School Committee as a whole for a vote.
2. **Travel Reimbursement** – Superintendent Bourque wanted to inform the School Committee that because she is the VP for the Massachusetts Association of School Superintendents she does travel far two to three times a month so she will be putting in for mileage for those meetings. Travel reimbursement is part of Dr.Bourque's contract.

Meeting adjourn: 7:30pm

Policy & Procedures Sub-Committee Meeting

Thursday, May 8, 2014

Attendance: Tina Sullivan, Cheryl Watson, Dr. Bourque, Jeanette Velez, Ana Hernandez, Carlos Rodriguez, Nancy

Call to order: 6:15pm

Cheryl Watson and Tina Sullivan came to update us on the new State regulations on fingerprinting. According to the State, fingerprints are good for 7 years. Tina Sullivan and Cheryl Watson recommended that we put a policy that we "may" ask a potential employee to get re finger printed if there has been a lapse in their service. It was also recommended that Crossing Guards and volunteers for field trips will not be required to get finger printed since they will not be alone with children but they will still get a CORI. Jeanette made a motion to move this information to the HR subcommittee for further review.

Student handbooks were updated to reflect new dates and new faculty / staff for the 2014-2015 school year. The State had made changes to the Bullying and Discipline policy after our handbooks were printed for the 203-2014 school year. These new policies were given to parents as an addition this past fall but will be part of the handbook for this upcoming school year. Ana Hernandez made a recommendation to accept the changes to the student handbook and move it to the School Committee as a whole for a vote.

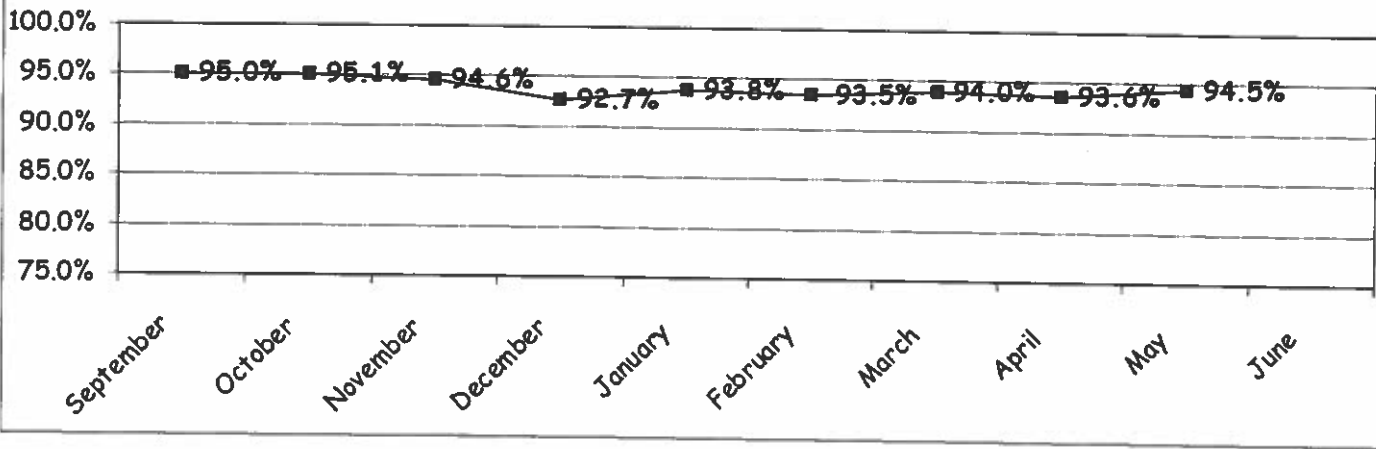
Meeting adjourn: 6:55pm

Indicators for Success May 2014

**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	Month	YTD	Month
Grade 1	94.7%	96.1%	95.4%	94.5%	93.9%	94.8%	94.5%	94.8%	95.5%	95.0%	
Grade 2	96.7%	96.8%	96.1%	95.3%	95.5%	94.9%	95.9%	96.1%	96.2%	96.0%	
Grade 3	96.6%	96.8%	96.0%	94.6%	95.4%	94.9%	96.0%	95.8%	96.5%	95.9%	
Grade 4	96.4%	97.0%	96.5%	94.9%	95.3%	95.6%	96.1%	95.6%	96.6%	96.1%	
Grade 5	96.7%	97.1%	97.2%	95.4%	95.9%	94.7%	96.1%	95.3%	95.9%	96.1%	
Grade 6	96.0%	96.5%	95.7%	93.8%	94.9%	95.0%	94.5%	94.6%	94.8%	95.1%	
Grade 7	96.0%	96.2%	95.2%	93.7%	95.9%	95.2%	95.3%	93.1%	94.7%	95.1%	
Grade 8	95.7%	95.6%	95.1%	93.2%	95.1%	93.8%	94.3%	94.2%	94.8%	94.8%	
Grade 9	91.8%	90.3%	91.7%	89.0%	91.3%	89.9%	92.1%	90.8%	91.1%	91.1%	
Grade 10	93.0%	92.4%	92.0%	89.7%	92.1%	91.0%	91.3%	90.6%	91.3%	91.6%	
Grade 11	91.8%	90.7%	89.8%	87.6%	89.0%	89.1%	90.5%	87.7%	89.8%	89.8%	
Grade 12	91.6%	90.3%	90.7%	88.0%	89.7%	90.8%	91.0%	89.4%	94.2%	90.5%	
Post-Graduate	88.1%	95.2%	89.4%	96.7%	94.6%	92.5%	98.4%	100.0%	100.0%	94.3%	
Kindergarten	94.7%	95.3%	94.0%	91.0%	92.4%	92.4%	92.1%	93.3%	93.8%	93.1%	
Grade PreK	95.8%	95.0%	94.9%	92.1%	93.6%	94.1%	93.0%	93.3%	94.2%	93.9%	
District Total	95.0%	95.1%	94.6%	92.7%	93.8%	93.5%	94.0%	93.6%	94.5%	94.1%	

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	2013-2014
Oct. 1 st Enrollment	5638	5570	5692	5896	6118
# of Drop-Outs	111	80	120	89	83
Drop-Out %	1.97%	1.44%	2.11%	1.51%	1.36%

Chelsea Enrollment as of 10/1/2013

CHS Programmatic Breakdown this year to date

CHS Enrollment	Regular Ed Students	Sped Students	ELL Students
Oct. 1 st Enrollment**	1004	140	266
# of Drop-Outs	50	6	27
Drop-Out %	5.0%	4.3%	10.2%

CHS enrollment as of 10/1/2013

4/26/2014-5/31/2014

- 13 students have withdrawn
- 8 Plans Unknown, 5 to Adult Ed Programs
- LEP = 5, Regular=7, Alternative = 1
- Grade 9 = 8
- Grade 10 = 1
- Grade 11 = 3
- Grade 12 = 1

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	2013-14 Q1	2013-14 Q2	2013-14 Q3
Elementary	8.11%	3.3%	6.4%	4.0%	4.8%	6.9%
Middle	3.86%	5.9%	5.8%	3.8%	7.0%	6.2%
High School	5.63%	6.1%	5.0%	4.4%	3.6%	4.6%

Data as of May 31, 2014

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%).
- In 2013-2014 412 Grade 9 students - 77 retained (18.7%) and 342 Grade 10 students - 58 retained (16.9%).

Quarter 1 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	448	90	53	55	52	56%
10	351	65	46	34	38	52%

Quarter 2 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	460	95	87	47	22	55%
10	357	87	44	20	22	49%

Quarter 3 Grades

Grade	Total # of students	1 failing grade	2 failing grades	3 failing grades	4+ failing grades	Total %
9	462	88	74	73	59	64%
10	352	58	49	37	65	59%

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	2012-13 Adv&Prof Pct
Grade 5	30%	28%	25%	42%	35%	31%
Grade 6	38%	35%	37%	37%	47%	32%
Grade 10	44%	43%	39%	51%	54%	57%

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%	42%
2013-2014	23.6%	26.1%	

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%	40%
2013-2014	7%	22%	

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	10%	9%	81%
2014			

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

	2008-2009	2009-2010	2010-2011	2011-2012	2012-13	2013-14
Enrolled in AP Courses	192	227	252	301	340	396
AP tests taken	192	237	244	288	340	
# of Students scored a 3, 4, or 5	90	97	78	98	114	
% of Students scored a 3, 4, or 5	47%	41%	32%	34%	34%	

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

	Sept 30		Oct 31		Nov 30		Dec 31		Jan 31		Feb 28		March 31		April 25		May 31		TOTAL	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out		
ELC (K only)	16	7	6	11	7	5	4	7	1	3	7	7	9	9	3	1	6	1		116
Elementary	51	25	9	18	13	13	7	10	16	8	14	14	13	14	10	6	9	7		263
Middle School	31	29	17	10	11	8	9	13	27	7	6	10	19	3	10	4	14	5		222
High School	63	55	25	24	9	23	8	15	31	11	23	29	27	20	12	7	18	24		423
District Total	161	116	57	63	40	49	28	45	75	29	50	60	68	46	35	18	47	37		1024

*District-wide mobility rate (sum of transfers in and transfers out divided by estimated October 1st enrollment (6118)) is 16.7% 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	2013
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	20.6

