



## School Committee

### MINUTES OF THE CHELSEA SCHOOL COMMITTEE MEETING

September 6, 2012

**Approved October 4, 2012**

The Chelsea School Committee met on Thursday, September 6, 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 and City Council Delegate Cliff Cunningham.

**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 Resources Director Tina Sullivan, City Manager Jay Ash 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:**

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

- 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 covering represented teachers. This approval is pending ratification by the Union. 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
10	Jay Ash	Y

Having ten votes in the affirmative, the motion was approved.

- Mr. Ells moved to enter into a Memorandum of Understanding (MOU) on Educator Evaluation covering the period July 1, 2012-June 30, 2013 between the Chelsea School Committee and the Chelsea Teachers Union covering represented teachers. The MOU was approved by the Chelsea Teacher's Union on June 22, 2012. 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	AB
9	Jeannette Velez	Y

Having eight votes in the affirmative and one absent the motion was approved.

- Mr. Ells moved to enter into a Memorandum of Understanding (MOU) on Educator Evaluation covering the period July 1, 2012-June 30, 2013 between the Chelsea School Committee and the Chelsea Administrator's Association. The MOU was approved by the Chelsea Administrator's Association on May 29, 2012. 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	AB
9	Jeannette Velez	Y

Having eight votes in the affirmative and one absent the motion was approved.

At this time the Committee moved back to the original agenda

**School Committee Minutes:** The minutes of the June 7, 2012, School Committee Meeting were unanimously approved.

**Public Comment:** None

**Report of the Superintendent of Schools:** Dr. Bourque noted that the preliminary MCAS results were received but she was not able to discuss the results until the DESE embargo is lifted.

**Student Achievement:** Dr. Bourque called upon Asst. Superintendent Breau to report on student achievement. Mrs. Breau reviewed the updated graduation data as of September 1, 2012. Of 265 seniors, 234 students, 88.3% received a full diploma. Questions and discussion ensued. A copy of this report is enclosed and forms a part of these minutes.

Next Mrs. Breau discussed the District Indicators of Success from June, 2012. Indicators 1, 3e, and 8 were at or above target. The results of indicator 5 (MCAS) will be available at a later date. Questions and discussion ensued. A copy of this report is enclosed and forms a part of these minutes.

Lastly, Mrs. Breau reported on the new state tracking system for student achievement; Progress and Performance Index (PPI), which replaces AYP. Mrs. Breau noted the addition of a new student group known as high need students. The group includes students with disabilities, English language learners, and economically disadvantaged students (those eligible for free and reduced lunch). Questions and discussion ensued. A copy of the power point presentation is enclosed and forms a part of these minutes.

Dr. Bourque reported on the successful opening of school on August 29<sup>th</sup> for grades 1 through 12 and on September 5, 2012 for the Early Learning Center.

Dr. Bourque encouraged parents and the community to log into the Chelsea Public Schools website [chelsea.schools.com](http://chelsea.schools.com), to keep updated on what is happening throughout the district.

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

**Enrollment Report:** Dr. Bourque commended the Enrollment Report to the record. As of September 4, 2012 the district-wide enrollment was 6,001 students, including 119

students in out-of-district placements. In addition, there are 2 Chapter 768 students for whom the district has financial responsibility.

**Committee Reports:**

- **Budget & Finance:** Ms. Lineweaver reported that the subcommittee last met on August 23, 2012. A copy of the report is attached and forms a part of these minutes.
- **Curriculum and Instruction:** Ms. Velez reported that the subcommittee met on August 30, 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 July 16, 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 August 16, 2012. A copy of the report is attached and forms a part of these minutes.

**New Business:**

- Mrs. Carlisle moved to accept the changes to the Rules and Regulations of the Chelsea School Committee. Mr. Ells made a motion under suspension of the rules to vote on the changes tonight rather than table the motion for the next meeting. 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 accept the Fresh Fruit and Vegetable Grant from the Massachusetts Department of Elementary & Secondary Education in the amount of \$30,000.00.

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.

- Ms. Lineweaver moves to accept donations from the following companies for the annual Back to School Celebration.

Chelsea Rotary           \$500.00  
La Alianza Hispania    200.00

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.

- Consideration & Action to approve home school petition from Mr. & Mrs. Michael Gasper to home school their son, Michael who will be entering second grade.

On a voice vote the motion was approved.

- Consideration and action to accept the recommendation of the Superintendent to approve a day trip to Cape Elizabeth High School, Cape Elizabeth ME, for Chelsea High School students to compete in the North Shore Science League competition.

On a voice vote the motion was approved.

**Communications:** Accepted and filed the Massachusetts School Building Authority (MSBA) letter regarding enrollment projections for Clark Ave Middle School.

**Announcements:**

- Mrs. Carlisle thanked Mrs. Geraci and Mr. Sullivan for working to provide the crossing guards with hand held stop signs. Mrs. Carlisle noted that they are used in neighboring communities and add to the safety of both the students and the crossing guards.
- Mr. McCue reported that in response to the Head Injury Policy, new concussion resistant helmets were purchased for the varsity football team. Funds from sports fees and gate receipts were used to purchase the helmets.
- Ms Colon reminded everyone that the Taste of Chelsea will be held on September 10, 2012 at 62 Broadway, Chelsea.

**Adjournment:** The meeting adjourned at 8:30 p.m.

**Recorded by**



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

Chelsea Public Schools  
Senior Graduation Data  
as of September 1, 2012

Senior Graduation Data  
As of Sept 1, 2012

Description (use inclusion code (CHS-CRAB) & Out Placement)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017				
Number of Seniors In Class	181	226	223	273	279	277	266	267	266	267	267	266	267	266				
Number of Seniors with "Competency Determination"	156	86.19	200	88.50	206	92.38	261	95.60	272	97.49	272	98.19	232	90.83	247	92.60	239	90.2
Number of Seniors Receiving a Full Diploma	149	82.32	191	84.51	199	89.24	230	84.26	237	84.95	236	86.20	222	86.72	217	81.30	234	88.3
Number of Seniors Receiving "Certificate of Attainment"	14	7.73	7	3.10	6	2.69	2	0.73	1	0.36	4	1.44	9	3.52	9	3.37	10	3.77
Number of Seniors Receiving "Certificate of Attendance"	5	2.76	5	2.21	5	2.24	4	1.47	6	2.15	1	0.36	4	1.56	9	3.37	3	1.13
Number of Seniors Passing MCAS Not Meeting Local Requirements	7	3.87	10	4.42	8	3.59	30	10.99	35	12.54	35	12.64	10	3.91	31	11.61	5	1.89
Number of Seniors Not Passing MCAS, and Not Meeting Local Requirements	6	3.31	13	5.75	6	2.69	7	2.58	0	0.00	0	0.00	12	4.69	1	0.37	13	4.91
Number of "MCAS Appeals" Submitted to Commissioner for Review	7		10		12		8		3		6		6		6		0	
Number of "MCAS Appeals" Granted "Competency" by Commissioner	5	71.43	8	80.00	11	91.67	7	87.50	2	66.67	6	100.00	TBA		TBA			
Percent of Senior Class Graduating	168	92.82	203	89.82	210	94.17	238	86.45	244	87.46	241	87.00	235	91.80	235	88.01	247	93.2

As of Sept 1, 2012

# Progress and Performance Index (PPI)

Chelsea School Committee  
September 6, 2012

## What is PPI?

- The measure now being used to track student achievement. (replacing AYP)
- 100 point index assigned to districts, schools and student groups based on their achievement
- Each district and school will receive an annual PPI and a cumulative PPI.



## Indicators that Comprise PPI

(up to 7)

- 
- ELA Achievement (CPI)
  - Math Achievement (CPI)
  - Science Achievement (CPI)
  - ELA Growth/Improvement (median SGP)
  - Math Growth/Improvement (median SGP)
  - Cohort Graduation Rate (HS only)
  - Annual Dropout Rate (HS only)
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## Point Index

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- For each indicator a district, school or subgroup earns points based on progress made from one year to the next as follows:
    - Above target = 100 points
    - On target = 75 points
    - Improved below target = 50 points
    - No change = 25 points
    - Decline = 0 points
-

## Cumulative PPI (4 years of data)

Year	Annual PPI	Multiplier	Points
2012	90	4	360
2011	80	3	240
2010	60	2	120
2009	70	<u>1</u>	<u>70</u>
	total	10	790

Cumulative PPI (total divided by # of multipliers)  
 $790/10 = 79$

## Classifying of Schools

- A school is classified into Level 1 if the aggregate *and* high needs subgroup cumulative PPIs are 75 or higher *and* MCAS participation rate in 95% or greater.
- If either the aggregate or high need subgroup fall below 75, the school falls to Level 2

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# Questions

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**2011-2016  
District Indicators of Success**

		June 2011	June 2012 Target	June 2012 Actual	June 2013 Target	June 2014 Target	June 2015 Target	June 2016 Target
1	District-wide Daily Students' Attendance Rate will be 95%	94.4	94.5	<b>94.5</b>	94.6	94.7	94.9	95
2	District Annual Dropout Rate will not exceed 3%	5.8%	5.2%	<b>9.2%</b> <sup>1</sup>	4.6%	4.0%	3.5%	3%
3	High Risk Students (using Early Warning Indicator) will decrease 2% per year.	(e) 8.1%	7%	<b>3.3%</b>	5%	3%	1%	0%
		(m) 3.9%	3%	<b>5.9%</b>	2%	1%	0%	0%
		(h) 5.6%	5%	<b>6.1%</b>	3%	1%	0%	0%
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; currently those numbers are 17% and 25% respectively.	10.8	10.2	<b>13.5%</b>	9.7	9.1	8.6	8
		45.5%	35%	<b>38.1%</b>	25%	20%	15%	10%
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.	(5) 42%	44%		46%	48%	50%	52%
		(6) 36%	37%		39%	41%	43%	45%
		(10) 42%	44%		46%	48%	50%	52%
6	80% of middle school students will read at a Lexile level of 955 or higher by the end of Grade 7.	n/a	39%	<b>38%</b>	49%	60%	70%	80%
7	80% of elementary students will score a 24 or higher on the DIBELS Daze by the end of Grade 4.	n/a	39%	<b>35%</b>	49%	60%	70%	80%
8	95% or more of Kindergarten students will score in the "Proficient" or "In Process" range on the Phonemic Segmentation Fluency DIBELS subtest	85%	87%	<b>92%</b>	89%	91%	93%	95%
9	60% of all CHS students in AP courses will attain a 3, 4, or 5.	32%	37.5%	<b>34%</b>	43.2%	48.8%	54.4%	60%

<sup>1</sup>9.2% is preliminary rate. No official information has been released from DESE which will include GED recipients and returned dropouts. (After Oct. 1)



## School Committee

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

August 23, 2012

The Budget and Finance Subcommittee met on Thursday, August 23, 2012 in the 3<sup>rd</sup> floor Conference Room, City Hall, 500 Broadway, Chelsea.

**Members Present:** Chairman Lisa Lineweaver, Lucia Colon, Ed Ells

**Also Present:** Executive Director for Administration and Finance Gerald McCue

**Call to Order:** The meeting was called to order at 6:10 p.m.

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

#### **New Business:**

##### ***Review and discussion of preliminary audit on student activity funds***

The committee reviewed and discussed the preliminary audit of student activity funds at three schools (CHS, Wright Middle, and Kelly Elementary). Mr. McCue described past and present policy and practice governing the collection, management, and disbursement of student activity funds, such as field trip fees, club accounts, sports fees, and vending machine income.

The subcommittee members recommended that Mr. McCue ask the school department's new auditing firm to review the management findings report this fall and advise on any needed changes to policy or practice, and requested that the business office draft a policy about disbursement of class funds after classes graduate from Chelsea High School for school committee review.

##### ***Bus assignments and new crossing guard posts***

Mr. McCue presented the revised bus stop and crossing guard locations and schedules for the start of the school year.

##### ***Facilities Management Accomplishments***

Each year the CPS Facilities Management Department submits a summary of their major investments and accomplishments. Highlights of this year's report include:

- Retrofitting fluorescent lights at the MCB Complex and CHS, which are projected to save more than \$47,000 a year in energy costs
- Updating the HVAC system at the MCB Complex with variable speed drives, yielding cost savings of \$19,000 a year

- Installing remote controls and actively managing boiler operation at Clark Ave School, which resulted in a 40% reduction in fuel use and saved over \$40,000
- Overall reduction in use of 900,000 kWh of electricity and 87,000 therms of natural gas from FY11 to FY12, resulting in energy-avoidance savings of more than \$290,000.
- “Our cumulative efforts since [the school department’s] energy efficiency endeavors began in FY09 have resulted in a combined cost avoidance ... of over \$800,000 for FY12 compared with FY08.”

The subcommittee requested Mr. McCue convey their appreciation to the facilities maintenance department for their proactive efforts to reduce resource and energy consumption and save money!

#### ***Update on Clark Avenue School Project***

Mr. McCue updated the subcommittee on the Massachusetts School Building Authority’s recent approval of CPS’s application for a major repair at the Clark Avenue School.

The next phase of the project is to form a design team this fall, which will undertake a feasibility study examining whether a major repair/renovation or a new school will in fact be more appropriate given the state of the physical building, enrollment projections, and other contextual factors. With a fairly aggressive timeline for forming the design team, Mr. McCue speculated that a plan with schematics could be completed by June 2014. 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.

#### ***Update on On-Line Payment Option for ELC Tuition and Other Revolving Funds***

Mr. McCue reported that the online application that will allow parents to pay tuition, fees, and lunch payments on-line using a secure system. Training of staff at the PIC and ELC is underway, so in the coming weeks the system will allow one-stop payment of everything from after-school fees at the ELC to athletic fees at the high school!

#### **Future Business**

##### ***Proposed budget design***

At the next meeting of the Budget and Finance Subcommittee, Mr. McCue and Business Manager Barbara Martin will introduce a streamlined budget design proposed for use this year, which will ask principals to articulate a more explicit rationale linking a school’s budget allocation with the priority areas of its improvement plan. Other proposed changes will include a new transfer policy to increase School Committee oversight of major budget transfers.

**Adjournment:** The meeting adjourned at 7:25 p.m. The next meeting will be held on September 20, 2012 at 6:00 pm in the 3<sup>rd</sup> floor conference room.

## **Minutes of the Curriculum and Instruction Subcommittee Meeting**

August 30, 2012

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The meeting was called to order at 6:00.

***In attendance:*** School Committee members Jeannette Velez (chair), Lisa Lineweaver, and Angel Meza; CPS administrators Dave Weinberg and Linda Breau.

The meeting's objectives were:

- To establish norms for the committee's work this school year
- To review pending home-school applications and discuss next steps on two out-of-compliance
- To generate a proposed slate of topics for the subcommittee and the full School Committee this fall

The subcommittee decided to continue using the group's established norms:

- Understand we all have the best intentions
- Be mindful of our varying levels of experience
- Have a safe, multi-lingual and multi-cultural space
- Respect others' thoughts and opinions
- Stay on track and on task
- If a majority is here, we start

The committee reviewed a petition to home school from the Gaspar family. Mr. Weinberg shared the family's application and artifacts from the student's prior year of home learning, and affirmed that the application meets the full criteria. The subcommittee recommended to Gaspar Family's application for approval at the next meeting of the School Committee. Mr. Weinberg also updated the subcommittee on the status of two home-schooling families who have failed to turn in end-of-year standardized testing data as required in their home-schooling application.

**The committee generated a proposed slate of presentations to the full school committee, including:**

- The shift from AYP to PPI***
- 2012 MCAS Performance*** – how did we do, and what do we think it means?
- "UBD 101"*** – walk us through the framework with artifacts to help bring it into focus (how does it look when units and lessons are developed around enduring understandings? How do teacher-developed authentic assessments really assess the important skills and understandings?)
- Summer School*** – what changed, what it meant for the students' experience, and what the data shows

**The committee generated a proposed slate of presentations and topics for the subcommittee:**

- Project Challenge
- Special Education improvement grant – update

- c. Foreign language instruction in the middle schools? Bridge Caminos to HS to support acquisition/maintenance of second/additional language
- d. Common Core Curriculum Shifts
- e. New Educator Evaluation System – implications, how it's going
- f. RETELL initiative – what CPS is doing to meet the new requirements for SEI endorsement for all teachers
- g. Middle-school topics – (ask principals for ideas)
- h. Elementary-school topics – (ask principals for ideas)

The group met its objectives, and the meeting adjourned at 6:49.

The C&I Sub-committee's next meeting will be Thursday, September 27<sup>th</sup> at 6:00 p.m. in Linda Breau's office.

### **Draft Agenda for September**

- Icebreaker (10 min)
- Review Norms (2 min)
- Teacher and Student Recognition (3 min)
- Update on home-school families (10 min)
- ***Additional topic from list above*** (40-60 min)
- Review norms and Plus/Deltas (5 min)



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**HUMAN RESOURCE SUB-COMMITTEE  
MINUTES**

The Human Resource Sub-committee met on Monday, July 16, 2012 at 6 p.m. at Chelsea City Hall. Present were Dr. Bourque, Tina Sullivan, Edward Ells, Ana Hernandez, Rosemarie Carlisle and Lucia Colon. Meeting was called to order at 6:07 p.m.

Dr. Bourque provided a brief update on negotiations with the Chelsea Teacher's Union, noting that a tentative agreement had been reached. Ratification vote was not expected until school is back in session. Dr. Bourque also informed us that the CTU and the school department had agreed to an MOA for the Teacher Evaluation process based on DESE standards.

Tina Sullivan informed the members of the resignation of an assistant principal at the Kelly School.

Dr. Bourque also presented to the members some evidence that she had gathered in response to requests from the School Committee that arose during her mid-year review process.

The information related to a variety of indicators that she will be reviewed on during the year end review process: samples of evaluations completed; non traditional data; social and emotional needs of students; community engagement surveys; two way communication; and culturally proficient communication.

Meeting adjourned at 6:35 p.m.

Policy & Procedure Sub-Committee Meeting  
August 16, 2012

Attendance: Superintendent Dr. Bourque, Jeanette Velez, Angel Meza, Gerry McCue, Carlos Rodriguez and Lucia Colon.

Meeting was called to order at 5:40pm. The first item on the agenda was to review the revised School Committee Rules and Regulations. The Policy & Procedure Sub-Committee makes a motion to move to adopt the changes to the Rules & Regulations of the Chelsea School Committee Handbook.

For informational purposes the Policy and Procedure Sub-Committee was given a copy of the School Health program updated policies. Parents will receive this information also.

This year there is a revised policy in the Administration of Medications on field trips. This policy was adopted in accordance with the Board of Health. If a student needs medication on a field trip and the parent is not able to attend the nurse will determine if it is appropriate to delegate authority to another person to administer the medication. The nurse will then train the person. Parents will have to sign a permission slip acknowledging that a registered nurse will not be administering the medication on the field trip. Mr. Meza makes a motion to recommend the vote of the School Committee to adopt the revised Administration of Medications on Field Trip Policy

The P&P sub-committee also reviewed the revised Student Registration-Residency status and appeals procedure for students residing on the Chelsea/Revere or Chelsea/Everett line. The policy was reviewed also by Cheryl Watson. The P&P moves to recommend to adopt the new revised policy.

Meeting Adjourn @ 6:20pm.