SCHOOL COMMITTEE

OFFICIAL REPORT

Regular Meeting **September 3, 2013**

Called for 6:00 PM in the Dr. Henrietta S. Attles Meeting Room, Cambridge Rindge and Latin School, 459 Broadway, Cambridge for the purpose of discussing any and all business that may properly come before the Committee.

Members Present: Mr. Fantini, Mr. Harding ~~ABSENT~~, Mr. McGovern, Ms. Nolan, Mr. Osborne, Ms. Turkel, Mayor Davis

Mayor Davis in the Chair.

Also Present: Student School Committee Members Lucy Sternbach ~~ABSENT~~ and Emily Gray

A quorum of the School Committee being present, the Chair called the meeting to order at 6:10 PM.

1. Public Comment:

On a motion by Mr. McGovern, seconded by Ms. Nolan, it was voted to suspend the Rules to allow public comment on an item not on the Agenda. The Rules having been suspended for the purpose stated, the following individual was heard:

- Vered Ben Anat, Clay Street, re Algebra I in 8th grade

On a motion by Mr. McGovern, seconded by Ms. Turkel, it was voted to close public comment.

2. Student School Committee Report:

Ms. Gray reported that freshmen orientation was held during the first half of the day (first day of the school year); the class of 2017 was introduced; school policies were reviewed, freshmen were given tours of the building, and sports have started.

3. Presentation of the Records for Approval:

The Minutes of the July 30, 2013 Regular Meeting were placed on the Calendar.

4. Reconsiderations: None

5. Unfinished Business/Calendar:

On a motion by Ms. Turkel, seconded by Mr. McGovern, it was voted to remove **C13-180** from the Calendar for discussion. Discussion took place re the implementation of the policy. The Superintendent was heard. The item was returned to the Calendar:

Motion by Mr. McGovern and Ms. Turkel that the Field Trip Policy be amended as indicated below. And further, that policy guidelines, amended to reflect how this change will be implemented, be in place for the 2013/14 school year. July 30, 2013

FIELD TRIP POLICY

The Cambridge School Committee recognizes that first-hand experiences provided

by field trips and school-sponsored trips are a most effective and worthwhile means of learning; therefore, the Cambridge School Committee encourages that field trips and school-sponsored trips of significant educational value, which are related to the total school program and curriculum, be encouraged under guidelines established by the Superintendent of Schools.

The guidelines established by the Superintendent of Schools shall address the process for screening, evaluating and approving field trips and school-sponsored trips in order to ensure that all reasonable steps are taken for the safety of the participants. Additionally, the guidelines should require the prior approval of all field trips or school-sponsored trips by the principal and the prior approval by the Superintendent of Schools and/or his/her designee of all overnight and out-of-state or out-of-country trips. Furthermore, the guidelines shall establish procedures to assure that: (i) all students have parental permission for trips; (ii) all trips are properly supervised, (iii) all safety precautions are observed, and (iv) all trips contribute substantially to the educational program. Field trips and school-sponsored trips shall not require approval of the Cambridge School Committee.

Approval of all field trips and school-sponsored trips shall be conditional. Approval for any field trip or school-sponsored trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip or school sponsored trip in the interest of the safety of the students and staff of the Cambridge Public Schools.

The Cambridge Public Schools and the Cambridge School Committee will not be responsible for any financial obligations incurred as a result of the planning of the field trip or school sponsored trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip or school sponsored trip.

No student shall be denied ~~the privilege of~~ participation in a field trip or school-sponsored trip because of financial inability to pay the fee. No student shall be denied participation in a field trip or school-sponsored trip as a consequence of previous behavior. When appropriate, a plan will be designed well in advance of any trip, to facilitate the participation of all students with 504 Plans, students with Individual Education Plans (IEP) and/or typical students.

Each club, team or group is responsible for raising all of the money necessary to fund a field trip or school sponsored trip that is being proposed by a group of students. No fundraising or other preparations for a field trip or school sponsored trip should occur until the field trip or school sponsored trip has been approved. No financial support will be available from the Cambridge Public School Department or the Cambridge School Committee for any overnight, out-of-state or out-of-country travel.

The Cambridge Public School Department and the Cambridge School Committee will not be responsible for any expenses incurred as a result of a chaperone's decision to send a student participant home earlier than the scheduled return date due to the student's unacceptable behavior. Students and their parents/guardians will be held responsible for any damage done to hotels, rental properties, real or personal property. Parents must agree to pay for any damages

File: IJOA that may be done by their son/daughter and/or aid school officials in collecting money necessary to do so.

For all field trips requiring transportation, transportation must be provided by a common carrier that is licensed to do business in the Commonwealth of Massachusetts and is licensed for passenger transport by the Federal Motor Carrier Safety Administration, or in an approved Cambridge Public Schools licensed vehicle or by public transportation, such as the MBTA, bus, train or other form of public transportation. All charter services for field trips or school sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips or school sponsored trips must provide evidence that their driver(s) are licensed in the Commonwealth of

Massachusetts to drive the vehicles being used to provide the transportation for the field trips and/or the charter services for the field trips. All transportation vendors also must maintain liability insurance with a minimum of $500,000 (five hundred thousand dollars) per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for field trips or school sponsored trips if it has a rating of "conditional" or "unsatisfactory" issued by the Federal Motor Carrier Safety Administration. Nothing in this field trip policy should be construed to prohibit field trips where students travel by means of walking.

Use of privately owned vehicles or leased vans to transport students to and from field trips, athletic events or school sponsored trips are strictly prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the Principal and/or Trip Leader if the Principal is not present. Staff and parents who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.

Overnight accommodations should be made in advance with safety and security in mind and, whenever possible, travel between the hours of midnight and 6:00 a.m. should be avoided, trip itineraries should leave enough room for drivers to rest in conformity with federal hour-of- service requirements and common sense and take into account the likelihood of delays due to weather, traffic and unanticipated factors.

LEGAL REFS: M.G.L.C. 71, §37N Massachusetts Department of Education Model Policy

Adopted: November 18, 2003

(Harding)(C13-180)

Members passed over the remaining item:

Motion by Mr. Fantini and Mr. Harding that each of the elementary and middle schools be provided with feedback in the form of a written report, provided by an expert consultant retained under the Request for Proposal (RFP) process, as to the progress each school is making towards meeting the data-driven, high-quality improvement strategies as noted in the School Improvement Plans, other guiding documents and other indicators as designated by the Superintendent, including parent satisfaction. July 30, 2013

Further, that the Superintendent shall provide copies of each report to the School Committee as part of its annual review of the School Improvement Plan as required by law.

Further, the Superintendent shall provide analysis of the progress or lack thereof of student achievement.

(C13-183)

6. Superintendent's Report/Presentations/Consent Agenda:

Presentations:

- **McKinney Vento Homeless Grant**: Melody Brazo, Homeless Awareness Training Coordinator
- **Human Resources Department Update**: Barbara Allen, Executive Director, Human Resources

Dr. Young introduced Ms. Brazo, Homeless Awareness Training Coordinator. Ms. Brazo walked Members through the following presentation (copy on file in the School Committee office):

- Addressing the Needs of Homeless Students and Families in the Cambridge Public Schools
- McKinney-Vento Homeless Law
- Anyone who lacks a fixed, regular and adequate nighttime residence is homeless
- Cambridge Data
- Most common types of shelters
- Doubling Up

- Unaccompanied Youth
- Awaiting Foster Care
- Impact of homelessness on Learning
- CPS resources for homeless students and families
- CPS Homeless Student Data as of June 2013
- Homeless Students Rights (pamphlet)

Ms. Brazo answered Members questions and concerns:

- How much initiative can teachers and schools take to intervene
- How much success is there in identifying and providing services for children/families
- How accurate are the numbers of children in need of services
- Do we need high school staff members to address special issues
- What happens when foster parent puts a child in the local school rather than letting him/her remain in Cambridge
- Are we a district that has higher numbers than other districts
- Where do we stand state-wide
- How do we extend student confidentiality when classroom teachers are involved
- Is there any communication during the summer
- How can we be more proactive during the summer
- Is there a way to help students without reporting their situation
- Who is tracking these students
- Is there an advocate in the system for them

The Chair thanked Ms. Brazo for her presentation and informative answers.

The Superintendent introduced Barbara Allen, Executive Director of Human Resources and Dr. Kahris McLaughlin, Affirmative Action Officer. This year's annual Affirmative Action report has been modified and broadened to include the Human Resources annual report. Ms. Allen walked Members through the following PowerPoint presentation (Copy on file in the School Committee office): Human Resources Update: Presented to the Cambridge School Committee September 3, 2013:

- 2013/14: A Year of Staffing Stability
- Performance-Based Attrition
- Performance-Based Attrition of Non-Professional Status Teachers
- CPS Teachers: A General Profile
- New teachers SY 2013/14
- Teacher of Color Hires by Grade Level
- Staff Diversity: 3-Year Trend
- Staffing Overview Summary
- Educator Evaluation
- Evaluation, EPIMS and More
- Policies That Support Retention

Ms. Allen and Dr. McLaughlin responded to questions and concerns from the Committee:

- Why were administrators not evaluated
- How do we know that the evaluation process is working
- How do we know that it's working in the range from school to school
- How does our general profile compare to other districts
- What kind of training are we giving evaluators
- What do we need in terms of minority teacher hiring
- What are you hearing in exit interviews
- How can we create an initiative that would actually make a difference for teachers

The Chair thanked Ms. Allen and Dr. McLaughlin for the presentation.

Mayor Davis, Dr. Young, Dr. Turk, Ms. MacDonald, Dr. Greer and Dr. Huizenga gave an overview of a successful first day of school. Dr. Young thanked all staff for making the day run smoothly.

6a. Innovation Agenda:

Ms. Turkel moved, seconded by Mr. Fantini to discuss the plan now in place for 8th grade algebra. On a motion by Ms. Turkel, seconded by Mr. Fantini, it was voted that 8th grade math is on the Agenda for the September 17, 2013 Regular Meeting with a recommendation from the Superintendent.

6b. Consent Agenda:

On a motion by Mr. Harding, seconded by Ms. Turkel, it was voted to bring forward Superintendent's Recommendations **#13-132 through #13-144**. Ms. Turkel removed **#13-132** and **#13-143**; Mr. Harding removed **#13-135**. On the following roll call, the following items were adopted:

#13-133, Contract Award: that the School Committee award a contract to the following vendor for Math Software, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> Quantum Learning, P.O. Box 253, Lincoln, for the period September 1, 2013 to June 30, 2014, in the amount of $52,208.00; for the period July 1, 2014 to June 30, 2015, in the amount of $52,208.00; and for the period July 1, 2015 to June 30, 2016, in the amount of $29,708.00. Total Contract: $134,124.00

#13-134, Contract Award: that the School Committee award a contract to the following vendor for Student Tuition, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> Minuteman Regional High School, 758 Marrett Road, Lexington, for the period September 1, 2013 to June 30, 2014, in the amount of $78,236.00.

#13-136, Contract Award: that the School Committee award a contract to the following vendor for Epson BrightLink Systems, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> AdTech Systems, 490 Boston Post Road, Sudbury, for the period September 1, 2013 to June 30, 2014, in the amount of $29,637.00

#13-137, Contract Award: that the School Committee award a contract to the following vendor for computers, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> HiQ Computers, 25 Drydock Avenue, Boston, for the period August 22, 2013 to June 30, 2014, in the amount of $29,605.00.

#13-138, Contract Award: that the School Committee award a contract to the following vendor for Ballroom Dance Instruction, funds to be provided from the Health & Physical Education General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> Kids Ballroom Dance Program of MA, 52 Winding Brook Lane, Wells, ME, for the period September 3, 2013 to June 30, 2014, in the amount of $25,000.00.

#13-139, Contract Award: that the School Committee award a contract to the following vendor for provision and delivery of paper products to Cambridge Public Schools Food Service Department, funds to be provided from the Food Service Revolving Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> Mansfield Paper Company, 380 Union Street, West Springfield, for the period September 15, 2013 to July 31, 2014, in the amount of $98,447.29.

#13-140, Contract Award: that the School Committee award a contract to the following vendor for rental of ice, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> Facility Management Corp., 100 Schoosett St., Bldg. 3, Pembroke, for the period December 1, 2013 to June 30, 2014, in the amount of $26,650.00.

#13-141, Contract Award: that the School Committee award a contract to the following vendor for student computers, funds to be provided from the E-Rate Revolving Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> CDW Government, 230 North Milwaukee Avenue, Vernon Hills, IL, for the period August 29, 2013 to June 30, 2014, in the amount of $32,928.00.

#13-142, Contract Award: that the School Committee award a contract to the following vendor for professional development, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

> IDEAL Consulting Services, Inc., P.O. Box 3211, Westport, for the period September 1, 2013 to June 30, 2014, in the amount of $40,308.00.

Ms. Turkel YEA; Mr. Fantini YEA; Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Mayor Davis YEA.

7. School Committee Agenda (Policy Matters/Notifications/Requests for Information):

#13-144, Motion by Mayor Davis, that, whereas the school administration is housed in rental space which has some deficiencies; and whereas a School Department study of two years ago recommended finding new space for administration; now, therefore, be it ordered that the Superintendent forward to the City Manager an analysis of the type of space and square footage required for Central Administration. Ms. Nolan offered a friendly amendment to add, *and other materials related to this matter*. Mayor Davis accepted Ms. Nolan's friendly amendment. On a motion by Ms. Turkel, seconded by Mr. McGovern, it was voted to adopt #13-144 as amended.

On a motion by Ms. Nolan, seconded by Mr. McGovern, it was voted to accept, as presented, **#13-145**, **Report of the August 20, 2013 Sub-Committee on Governance:**

Meeting of the Governance Sub-Committee
August 20, 2013

Called for the purpose of discussing the Awaiting Reports section of the School Committee Agenda.
Members Present: Mr. McGovern, Chair; Ms. Nolan; Mr. Osborne

Also Present: Mayor Davis; Ms. Turkel

Mr. McGovern in the Chair

A quorum of the Sub-Committee being present, the Chair called the meeting to order at 11:04.

Discussion took place around the following:

- Definition of a report
- Type of reports: status, informational
- Updates on voted work/policies
- Implementation updates
- Reports due put on line
- Comprehensive list of reports due since January 2012
- Any request for a report should include the word report
- Executive Secretary maintain list of reports due and items referred to the Superintendent
- Complete motion put on the Agenda
- The two report per Member rule
- Executive Secretary create/maintain list of items referred to the Superintendent
- Working with Administration re time frame of request
- Progress report on development of report

Definition of Awaiting Report: A request for the administration to provide information passed by the School Committee.

Ms. Berry will forward a list of reports and referrals to the Governance Sub-Committee prior to sending it to the Committee of the Whole.

Adjourned 12 noon.

Patricia A. Berry
Executive Secretary to the School Committee

8. Non-Consent Agenda:

#13-132, Contract Award: that the School Committee award a contract to the following vendor for Summer Literacy Camp, funds to be provided from the Student Achievement and Accountability Secondary Summer Programs General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Cambridge Housing Authority, 362 Green Street, for the period July 1, 2013 to August 30, 2013, in the amount of $30,000.00.

Ms. Turkel asked for clarification on the dates referenced in the recommendation. Dr. Turk was heard. On the following roll call, it was voted to adopt #13-132: Ms. Turkel YEA; Mr. Fantini YEA; Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Mayor Davis YEA.

#13-135, Special Needs Contracts for Day and Residential Program Services not Available from the Cambridge School Department: that the School Committee award contracts to the institutions on the list in amounts not to exceed the shown rates, having been approved by the Operational Services Division of the Commonwealth of Massachusetts, funds to be provided from the General Fund Budget:

1 student	EDCO	$49,653.00
1 student	Judge Baker (Manville)	71,787.63
1 student	Learning Prep School	39,692.86
1 student	Schools for Children (Dearborn Academy)	62,252.79

~~1 student~~	~~Schools for Children (45 STEP Program)~~	~~192,150.00~~
2 students	SEEM Collaborative	93,218.40
2 students	SHORE Collaborative	83,679.66
1 student	Walker School	81,999.99
10 students		$674,434.33

Mr. Harding questioned the amount for the Schools for Children (45 STEP Program). It seems to be excessive for one student. Ms. Spinner was heard. In order to adopt the remaining contracts in the recommendation, the item was placed on the Calendar for clarification. On the following roll call, the remainder of the recommendation was adopted: Ms. Turkel YEA; Mr. Fantini YEA; Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Mayor Davis YEA.

On a motion by Mr. Osborne, seconded by Mr. Harding, it was voted to extend the meeting to 10:15 PM.

#13-143, Grant Awards: that the School Committee accept and approve the grant awards in the amounts and for the periods indicated:

1. Occ. Ed. Vocational Skills, for the period September 1, 2013 to August 31, 2014, in the amount of $78,727.00. Project/Grant SC14606.
   Description: The Perkins grant supports .67 of the salary and benefits of the teacher of Early Education and Care as well as support for curriculum refinement and professional development for staff in both Chapter 74 approved programs and non-Chapter 74 programs at RSTA. The grant also supports the purchase of necessary industry specific supplies.
   CPS Target Population: Approximately 600 students in grades 9-12 enrolled in Chapter 74 and non-Chapter 74 programs
   Outcomes and Measures of Effectiveness: Students successfully complete RSTA programs and attain competency certificate.

2. McKinney Vento Homeless Students, for the period September 1, 2013 to August 31, 2014, in the amount of $30,000.00. Project/Grant SC14707.
   Description: This grant provides for material support for homeless students (school supplies and necessities) as well as the services of 2 Homeless Services Coordinators who help homeless families connect with the agencies in the city that can assist them in accessing services and moving out of homelessness. It also provides for training for a variety of school staff, including administrators, teachers, and support staff, on the impact of homelessness on students' lives and ability to learn, with the goal of improving the District's responsiveness to the challenges facing homeless children and their families.
   CPS Target Population: There are approximately 80 homeless students and 200 doubling-up students in the CPS; this grant will improve outreach to all these students and their families.
   Outcomes and Measures of Effectiveness: Homeless students and their families will have a better understanding of the services available and be better able to access them. Progress in improvement will be monitored at the quarterly Homeless Education Program Service Coordination Committee.

3. Title IIA Educator Quality, for the period September 1, 2013 to August 31, 2014, in the amount of $388,236.00. Project/Grant SC14731.
   Description: This grant program is to increase student achievement through a comprehensive district initiative that focuses on the preparation, training, recruitment, and retention of highly qualified educators, to help meet NCLB goals. Funds provide for one 1.0 FTE district-wide math coach and 1.2 FTE district-wide ELA coach. It also supports the New Teacher Induction and Mentoring programs and Professional Development in RTI. Participating private schools are served in proportion to their enrollment.

CPS Target Population: The district literacy coaches will provide support for all K-8 literacy teachers; the math coach will provide support for all K-8 math teachers. The lead teacher for PD serves all new teachers in the district.
Outcomes and Measures of Effectiveness: Teachers will continuously improve instruction, deepen their content knowledge, and become able to implement more comprehensively the ELA and math curricula.

4. K-12 Literacy Professional Development Partnership, for the period September 1, 2013 to June 30, 2014, in the amount of $22,553.00. Project/Grant SC14868.
Description: This grant will support the work of the Literacy Collaborative District Trainer and Coaches trained last year in providing Professional Development to new teachers in grades 3-8. It will also provide on-going professional development training for all our coaches at Lesley University.
CPS Target Population: ELA coaches, K-8 ELA teachers in all schools.
Outcomes and Measures of Effectiveness: This grant will result in improved implementation of the Literacy Collaborative, leading to increased proficiency as measured by the MCAS, especially in the subgroups of special education and low income students.

5. ~~Exxon Mobil, for the period February 28, 2013 to June 30, 2014, in the amount of $500.00. Project/Grant SC14108.~~
~~**Description**: A small grant to the Tobin School from the Exxon Mobil station that neighbors the school to be used at the school's discretion. The Tobin will purchase science materials.~~
~~**CPS Target Population**: All K-5 students at the Tobin School.~~
~~**Outcomes and Measures of Effectiveness:** Additional science materials will support engagement in a range of science topics~~.

Ms. Turkel asked for clarification on the policy re use of posters and advertising. Mr. Fantini moved to divide the recommendation; Ms. Turkel seconded the motion. On the following roll call, it was voted to adopt grant items 1 – 4 of **#13-143**. Number 5 of the recommendation was placed on the calendar pending further information from the Superintendent. Ms. Turkel YEA; Mr. Fantini YEA; Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Mayor Davis YEA.

9. Resolutions (letters of congratulations, letters of condolence):

On a motion by Mr. Harding, seconded by Mr. McGovern, it was voted that the School Committee sends a letter of thanks to Ray Shurtleff and Sarah Reese, Chairs of the Pilot School Reunion Committee, for organizing a successful Pilot School Reunion.

On a motion by Mr. McGovern, seconded by Mr. Harding, it was voted that the School Committee sends a letter of thanks to Fanshen Cox, Pilot School graduate, for performing her one-woman show as part of the Pilot School 40th Reunion celebration.

10. Announcements:

11. Late Orders:

On a motion by Ms. Turkel, seconded by Mr. McGovern, it was voted to adjourn (10:04 PM).

Patricia A. Berry
Executive Secretary to the School Committee