CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-246

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval to Re-establish a Cap of Students at the Kindergarten and/or Junior Kindergarten Grade Level for the SY 18-19 JK/K Lottery.

RECOMMENDATION:

"When enrolling students for kindergarten and/or junior kindergarten each school or program will admit no more students per grade level than the number of seats that the school or program has in its first grade classrooms plus 2. Once the number of students admitted to kindergarten or junior kindergarten reaches the number of seats in that school's or that program's first grade plus 2, only children from the other grade level will be admitted. In other words, if a school or program with two first grades with a capacity of no more than a total of fifty (50) students, the assignments of students to junior kindergarten would not exceed 52 and the assignment of students to kindergarten would not exceed 52.

In a situation where the maximum capacity of kindergarten or junior kindergarten students have been assigned to a school and a vacancy occurs the first student on the waitlist shall be assigned unless his/her assignment brings the kindergarten or junior kindergarten enrollment over the maximum capacity number of the schools' or program's first grade. If the assignment of the first child from the waitlist would result in a grade level enrollment number greater than the first grade capacity, the Family Resource Center shall move down the waitlist until a child from the other grade is reached or leave the seat open. "

BACKGROUND:

A cap for the K grade level was instituted during the 2014 Lottery. This cap meant that the K grade level at the Lottery for each school and program would not exceed the equivalent to the maximum allowable by teacher contract for the first grade. In the

2016 Lottery, this cap was modified to be equivalent to the equivalent to the maximum allowable by teacher contract for the first grade plus 2.

Last year, it was recommended to remove the cap for the K grade level under the belief that there would be no issue involving managing K enrollment post Lottery down to the equivalent of the first grade. While there are no issues in 12 of our schools and programs, two immersion programs have issues. We are asking to re-establish the K grade level cap at all schools and programs to be the equivalent to the maximum allowable by teacher contract for the first grade plus 2.

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-247

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November 21, 2017

To The Honorable Members of the School Committee:

FY17-18 General Fund Budget Statutory Transfers

Recommendation: That the School Committee approve the following statutory transfers of appropriation within the General Fund budget for FY2017-2018.

	Statutory Coding	Increase/Decrease
51000	Salaries, Wages & Benefits (SW)	(384,750)
52000/55000	Other Ordinary Maintenance (OOM)	294,250
57000	Travel & Training (TT)	85,981
58000/59000	Extraordinary Expenditures (EE)	4,519
	Total	$ 0

Description: During the course of the school year, the School Department allows principals and department administrators to move funds across statutory categories within their budgets to better meet their educational needs. The following transfers are related to these re-allocations in school and department budgets.

1. School Improvement Plan (SIP) and Professional Development Plan (PDP) Transfers: The adopted FY17-18 budget included funding for school improvement plans and professional development plans for all schools. The original budget included these funds in the Salaries & Wages (SW), Other Ordinary Maintenance (OOM), and Travel & Training (TT) categories based on previous historical expenditure patterns, pending the submission of detailed SIP and PDP budget plans from Principals to the Deputy and Assistant Superintendents for approval. Once approved, the funds are administratively transferred within school budgets into the categories specified by Principals, and the statutory transfer is then submitted to School Committee. The net total of these transfers is: SW: ($204,325); OOM: $167,779; TT: $36,546.

2. School and Department Operating Transfers: Various schools and departments request operating budget transfers within their own budgets during the year to support their programs. These are processed administratively to facilitate timely action on requisitions or positions, and are accumulated for statutory transfers. The attached worksheet details, by accountable unit, these transfers and a brief description. Many of the small transfers are to expedite purchases by schools and departments that have sent requisitions to Purchasing. The net total of these transfers is: SW: ($180,425); OOM: $126,471; TT: $49,435; EE: $4,519.

Supporting Data: FY2017-18 Adopted Budget

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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GENERAL FUND STATUTORY TRANSFERS

	SW*	OOM*	TT*	EE*	Total	Description
FY 18 Adopted Budget	149,343,825	32,013,570	961,680	727,370	183,046,445	*SW: Salary and Wages
					-	*OOM: Other Ordinary Maintenance
11/21/17 Statutory Transfer	(384,750)	294,250	85,981	4,519	-	*TT: Travel and Training
						*EE: Extraordinary Expenditures
FY 18 Adjusted Budget	148,959,075	32,307,820	1,047,661	731,889	183,046,445	

I. School Improvement Plan and Professional Development Plan Statutory Transfers

School/Dept	SW*	OOM*	TT*	EE*	Total	Description
Amigos	3,400	850	(4,250)		-	Reallocation to support approved Professional Development Plan
Cport	(19,955)	19,955			-	Reallocation to support approved School Improvement Plan
CRLS	(50,000)	50,000			-	Reallocation to support approved School Improvement Plan
CRLS	(6,060)		6,060		-	Reallocation to support approved School Improvement Plan
CRLS	(3,020)		3,020		-	Reallocation to support approved School Improvement Plan
CSUS	(9,500)	9,500			-	Reallocation to support approved School Improvement Plan
CSUS	(2,300)		2,300		-	Reallocation to support approved G&P School Improvement Plan
Elementary Education	5,000	(5,000)			-	Reallocation to support approved School Improvement Plan
FMA		300	(300)		-	Reallocation to support approved Professional Development Plan
FMA	(1,500)	1,500			-	Reallocation to support approved School Improvement Plan
FMA	(17,300)	17,300			-	Reallocation to support approved School Improvement Plan
Haggerty	4,075		(4,075)		-	Reallocation to support approved Professional Development Plan
Haggerty	(4,590)	3,600	990		-	Reallocation to support approved School Improvement Plan
Haggerty		(3,600)	3,600		-	Reallocation to support approved School Improvement Plan
Haggerty		3,600	(3,600)		-	Reallocation to support approved School Improvement Plan
King	(500)	3,996	(3,496)		-	Reallocation to support approved Professional Development Plan
King	2,347	(2,347)			-	Reallocation to support approved School Improvement Plan
King Open	(2,646)	2,646			-	Reallocation to support approved School Improvement Plan
KLO		(2,700)	2,700		-	Reallocation to support approved Professional Development Plan
KLO	(9,000)	9,000			-	Reallocation to support approved School Improvement Plan
KLO	(19,000)	19,000			-	Reallocation to support approved School Improvement Plan
PAUS	(19,118)	9,443	9,675		-	Reallocation to support approved School Improvement Plan
PAUS	(13,900)	2,000	11,900		-	Reallocation to support approved School Improvement Plan
Peabody	(902)		902		-	Reallocation to support approved Professional Development Plan
RAUS	1,867	2,983	(4,850)		-	Reallocation to support approved Professional Development Plan
Tobin	500	1,000	(1,500)		-	Reallocation to support approved Professional Development Plan
Tobin	5,000	(5,000)			-	Reallocation to support approved School Improvement Plan
Tobin	(35,103)	21,603	13,500		-	Reallocation to support approved School Improvement Plan
VLUS	(11,900)	8,150	3,750		-	Reallocation to support approved School Improvement Plan
VLUS	(220)		220		-	Reallocation to support approved School Improvement Plan
Sub Total	**(204,325)**	**167,779**	**36,546**	-	-	

GENERAL FUND STATUTORY TRANSFERS

	SW*	OOM*	TT*	EE*	Total	Description
II. School and Department Operating Transfers						
Chief Financial Officer		(168)	168		-	To fund purchase order
Chief Operating Officer		(3,090)	3,090		-	To fund purchase order
Chief Operating Officer		(1,934)	1,934		-	To fund purchase order
CRLS		1,800	(1,800)		-	To fund service agreement
CRLS		(3,898)	3,898		-	To fund purchase order
CSUS	(186)	186			-	To fund purchase order
CSUS	(5,712)	5,712			-	To fund purchase order
Deputy Superintendent		(12,567)	12,567		-	To fund service agreements
English Language Arts	6,000	(6,000)			-	To fund service agreements
Elementary Education	5,000	(5,000)			-	To fund aide position at Amigos
Elementary Education		(1,425)	1,425		-	To fund purchase order
Elementary Education		(245)	245		-	To fund purchase order
Elementary Education		(4,339)	4,339		-	To fund purchase order
English Language Learner Prg		(1,100)	1,100		-	To fund purchase order
English Language Learner Prg		(300)	300		-	To fund purchase order
English Language Learner Prg		(301)	301		-	To fund purchase order
Food Services		1,533			1,533	Payment for catering invoice for PAUS event
History		(317)	317		-	To fund purchase order
Human Resources		40,000			40,000	Reallocation from vacant OSS Director position to fund OSS Asst. Supt. Search
King Open	(4,219)	4,219			-	Reallocation of funds per department administrator
King Open	(1,000)	1,000			-	To fund purchase order
King Open	5,681	(2,481)	(3,200)		-	To fund additional compensation agreements
Office of Student Services	(50,000)	50,000			-	Reallocation from vacant OSS Director position to fund OSS prof. services
Office of Student Services	(25,000)	25,000			-	Reallocation from vacant OSS Director position to fund OSS prof. services
Office of Student Services	(40,000)				(40,000)	Reallocation from vacant OSS Director position to fund OSS Asst. Supt. Search
Office of Student Services	(49,000)	49,000			-	Reallocation of funds per department administrator
Office of Student Services	(4,800)	(2,200)	7,000		-	Reallocation of funds per department administrator
PAUS	(1,533)				(1,533)	Payment for catering invoice for Family Engagement event
PAUS	(371)	371			-	To fund purchase order
PAUS	(2,090)	2,090			-	To fund purchase order
PAUS	(925)	925			-	To fund purchase order
Health and Physical Education		(800)	800		-	Reallocation of funds per department administrator
Health and Physical Education	10,000	(10,000)			-	Reallocation of funds per department administrator
Health and Physical Education	(1,250)		1,250		-	To fund additional compensation agreements
Health and Physical Education	(930)		930		-	To fund additional compensation agreements
Health and Physical Education	(2,743)		2,743		-	To fund purchase order
Health and Physical Education	(179)		179		-	To fund purchase order
Facilities Management Dept		(275)	275		-	To fund purchase order
Facilities Management Dept		(1,460)	1,460		-	To fund purchase order

GENERAL FUND STATUTORY TRANSFERS

	SW*	OOM*	TT*	EE*	Total	Description
Facilities Management Dept		(485)	485		-	To fund purchase order
RAUS	(4,000)	4,000			-	To fund purchase order
RAUS	(207)	207			-	To fund purchase order
RSTA		(26)	26		-	To fund purchase order
Safety & Security		(50)	50		-	To fund purchase order
Safety & Security		(12)	12		-	To fund purchase order
School Support	(333)	333			-	To fund purchase order
School Support	(477)	477			-	To fund purchase order
School Support	(32)	32			-	To fund purchase order
Science		(11,000)	11,000		-	To fund purchase order
School Support	(2,219)	2,219			-	To fund purchase order
System wide		(1,296)		1,296	-	To fund purchase order
System wide		(1,566)		1,566	-	To fund purchase order
System wide		(1,772)	1,772		-	To fund purchase order
System wide		984		(984)	-	To fund purchase order
System wide		(2,641)		2,641	-	To fund purchase order
System wide		3,230	(3,230)		-	To fund purchase order
VLUS	(9,900)	9,900			-	To fund purchase order
Sub Total	**(180,425)**	**126,471**	**49,435**	**4,519**	**0**	
Grand Total	**(384,750)**	**294,250**	**85,981**	**4,519**	**0**	

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

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17-248

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Cambridge Public Schools Family and Medical Leave and Small Necessities Leave Policy

Recommendation:	That the School Committee approve the revisions to the Family and Medical Leave and Small Necessities Leave Policy as detailed in the attached document.
Description:	These revisions to the Family and Medical Leave and Small Necessities Leave Policy are being made in order to align the policy with the provisions of the Massachusetts Parental Leave Act. This is a second reading of these proposed revisions to the Family and Medical Leave and Small Necessities Leave Policy.
Supporting Data:	Attached redline of revisions to Cambridge Public Schools Family and Medical Leave and Small Necessities Leave Policy.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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File: GCCAG

CAMBRIDGE PUBLIC SCHOOLS
FAMILY AND MEDICAL LEAVE, PARENTAL LEAVE AND
SMALL NECESSITIES LEAVE POLICY

This policy covers employee eligibility for leave under the related Family Medical Leave Act (FMLA), Parental Leave Act, and Small Necessities Act.

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Family and Medical Leave Eligibility

To be eligible for Family and Medical Leave, employees must have been employed by the Cambridge Public Schools for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave. The Family Medical Leave Act does not supersede any provision of any state law that provides greater family or medical leave rights established under the federal law. The Cambridge Public School's Family Medical Leave Act Policy is intended to comply with applicable federal or state law. Leaves covered by the Family Medical Leave Act are subject to special regulations that relate to instructional employees as defined below.

Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 ("FMLA") eligible employees are entitled to a total of twelve (12) weeks unpaid leave during any twelve (12) month period (calculated by measuring the amount of leave over the twelve (12) months preceding the date of any leave) for the following reasons:

- The birth of a child and in order to care for such child, provided any such leave concludes within twelve (12) months of the birth of a child;
- The placement of a child with the employee for adoption or foster care provided such leave concludes within twelve (12) months of the placement of the child;
- In order for care for an employee's spouse, child, ~~or~~ parent, sibling, grandparent or member of the immediate household, with a serious health condition;
- Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of the position.

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Leaves covered by the law, including parental leave, will be referred to in this policy as FMLA leave. Any leave taken by an eligible employee for any of the reasons covered by this policy will be considered FMLA leave ~~and will be credited as such in Cambridge School Department records~~ even if the employee does not specifically identify it as FMLA leave.

Leave entitlements under state law and the federal FMLA run concurrently where both laws cover the same type of leave. For example, time spent on parental~~maternity~~ leave under

Massachusetts law will simultaneously be counted toward an employee's FMLA leave eligibility.

Length of Leave

- FMLA leave may last for a total of up to twelve (12) weeks during any twelve (12) month period, measured backward from the date any leave is used. Leave for the serious illness health condition of a spouse, child, parent, sibling, grandparent or member of the immediate household, or of the employee may be taken intermittently or on a reduced schedule, if medically necessary. This means, where appropriate, taking leave in blocks of time, or by reducing normal weekly or daily work schedules, so long as FMLA leave does not exceed the twelve (12) week maximum. Accrued sick leave, vacation, compensatory time, and/or personal days, if any, may be applied.

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- Intermittent leave for the birth, adoption or placement of a child may be taken on an intermittent basis only by prior arrangement and approval by the Office of Human Resources. Accrued sick leave, vacation, compensatory time, and/or personal days, if any, may be applied.

- Spouses both working for the Cambridge Public Schools who are eligible for FMLA leave are permitted to take a combined total of twelve (12) weeks under federal law, if the leave is for the birth, adoption or placement for foster care of a child or to care for a parent with a serious health condition. Accrued sick leave, vacation, compensatory time, and/or personal days, if any, may be applied.

- Instructional employees, who include teachers and certain aides, are subject to special rules concerning when they can take intermittent or reduced schedule leave, and when they can take leave within the five (5) weeks prior to the end of an academic term. The Office of Human Resources should be contacted to discuss such leave.

- Twelve (12) weeks of unpaid leave during any 12-month period for "any qualifying exigency" when the employee's spouse, child or parent is on active duty or is notified of an impending call or order to active duty or when the service member is already on active duty in the Armed Forces, including the reserves and National Guard in support of a contingency operation. Accrued sick leave, vacation, compensatory time and/or personal days, if any, may be applied.

- Twenty-six (26) weeks of unpaid leave during one 12-month period for the employee to care for a spouse, child, parent or next of kin who is a service member undergoing medical treatment, recuperation or therapy, is on out-patient

status, or is on the temporary disabled retired list for a serious injury or illness that occurred any time during the five years preceding the date of treatment. Accrued sick leave, vacation, compensatory time and/or personal days, if any, may be applied.

Covered Health Conditions

In accordance with the FMLA, a "serious health condition: means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Hospital Care: Inpatient care (e.g., overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care, as well as home hospice care.

- Absence Plus Treatment: A period of incapacity of more than three (3) consecutive days including any subsequent medical treatment relating to the same condition.

- Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

- Chronic Conditions Requiring Treatment: A condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause sporadic rather than continuing incapacity (e.g., asthma, diabetes, epilepsy, treatment for drug abuse, etc.).

- Permanent Long-Term Conditions Requiring Supervision: A period of incapacity which is permanent or long term for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, severe stroke or the terminal stages of a disease.

- Multiple Treatments (Non-Chronic Conditions): Any period of absence to receive multiple treatments (or to recover therefrom) by a health care provider, or a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), kidney disease (dialysis).

Leave Request Arrangements and Medical Certification

- Employees are expected to submit a written request for leave as far in advance as possible to the Office of Human Resources. Notice should also be provided to the employee's immediate supervisor.

- In instances where leave is foreseeable, employees must provide thirty (30) days advance notice of the leave request. In cases of planned medical treatment, the employee should consult with his or her immediate supervisor in an attempt to schedule the leave so as not to disrupt Cambridge Public Schools' operations. Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as is practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

- Where the leave is for a serious medical condition of the employee or the employee's spouse, child or parent, sibling, grandparent or member of the immediate household. for parental leave, or other leaves included in this policy, the employee must submit ~~a~~ written medical ~~certification form~~documentation supporting the need for the leave from the ~~supporting the need for the leave. This form is available from the Office of Human Resources and must be filled in by the~~ employee's (or other affected family member's) health care provider to the Office of Human Resources. The school department may require the employee to submit medical recertification during a leave at thirty (30) day intervals unless the original certification indicates an incapacity of more than thirty (30) days, and may require employees to report periodically on their status and intent to return to work. In cases of leave due to the employee's own serious health condition which exceeds sixty (60) days, employees ~~must~~ may be required to submit a fitness for duty report from their health care provider as a condition to restoration of their job.

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- In certain instances, at Cambridge Public Schools' expense, a second medical certification may be required by a physician the school department designates, and in instances where a dispute remains, a third medical certification may be required. An employee will not be permitted to commence or remain on FMLA leave unless a valid certification form is provided as described above.

- In the case of a foreseeable intermittent leave for planned medical treatment or during a period of recovery from a serious health condition, the school department may require an employee to transfer temporarily to an available alternative position, at the equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position

Pay During Leave

Accrued ~~paid~~ sick leave, vacation, compensatory leave and/or personal days, if any, may be applied during a covered FMLA leave for maternity, the placement of a child with the employee for adoption, or for an employee's own serious health condition.

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~~Additionally,~~ Eeligible regularly appointed employees of the Cambridge Public Schools who qualify for FMLA leave ~~, who have been employed for at least five (5) consecutive years,~~ are

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allowed to apply accumulated ~~paid~~ sick leave days, if any, during an approved FMLA leave in the event of the serious health condition of a covered family member (spouse, child or parent), up to a combined maximum of 12 weeks (60 work days) ~~during any fiveyear period~~. Such leave would be applied for and granted in accordance with the "Leave Arrangements and Medical Certification" provisions of this policy as set forth below. Employees ~~would~~ are not be eligible to apply for days from the Sick Leave Bank for family reasons. ~~In addition, any accumulated sick leave days applied towards leaves for family reasons as described above would be deducted from the number of days an employee may be eligible to receive from the Sick Leave Bank in the event of personal illness.~~

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FMLA leave ~~for other purposes (e.g. care of a child, serious illness of a covered family member)~~ will be unpaid unless the employee has accrued sick leave, vacation, compensatory leave and/or personal days that they wish to apply. ~~leaveal, and personal days that the employee may use for non FMLA purposes. In such instances, the employee may be permitted to use such accrued vacation leave for FMLA purposes and the vacation leave and the FMLA leave would run concurrently.~~

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Benefits During Leave

- The Cambridge Public Schools will maintain group health insurance during a covered FMLA leave on the same terms as if an employee had continued work. The amount of health insurance premiums (including medical, life, dental and disability insurance) will be deducted through payroll deduction during the period of leave which is paid.

- During a period of unpaid FMLA leave, the employee must submit to the Benefits Department by the 15th of each month a check made payable to the City of Cambridge for the amount of the employee portion of the medical insurance premium. Separate checks must also be submitted in the amount of the employee's portion of the premium for life, dental and disability insurance, it applicable.

- If an employee's health plan premium is more than thirty (30) days late, employee coverage may be dropped upon fifteen (15) days advance written notice to the employee that the payment has not been received and that coverage will be dropped on a specific date unless payment is received.

- Employees may choose not to pay their health insurance premium portion, in which case their health insurance coverage will lapse during their leave. On return to work, health insurance benefits will be fully restored and payroll deductions will resume, should they wish to continue such coverage.

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- In the event that an employee does not return from a covered FMLA leave for reasons other than the continuation or onset of a serious health condition, or circumstances beyond the control of the employee, the

amount of any health insurance premiums paid by the School Department will be recovered by deducting such amount from amount due to the employee, if any, or by otherwise seeking recovery of the premium through legal process.

- Alternatively, the School Department may choose to pay the full premium during a covered unpaid FMLA leave, in which case the full amount of the premium will be recovered by payroll deduction following the employee's return to work; or, if the employee does not return, by deducting the premium amounts from amounts due to the employee, if any, or by otherwise seeking recovery of the premium through the legal process.

Reinstatement Following Leave

- Employees who return from covered FMLA leaves will be reinstated to their same or equivalent job with equivalent pay, benefits and other employment terms as required by the applicable state or federal law. However, time spent on leave does not count towards length of service credit, except for purposes of retirement or other purposes as identified within applicable collective bargaining agreements.

Parental Leave

The Cambridge Public Schools' Parental Leave Act Policy is intended to comply with applicable state and federal law. Leaves covered by the Parental Leave Act are subject to regulations defined below.

Under the Parental Leave Act, employees who have been employed for at least three consecutive months are eligible to take a minimum of eight (8) weeks or parental leave, paid or unpaid, for the birth of a child, the adoption of a child under the age of eighteen (18), the adoption of a mentally or physically disabled child under the age of twenty-three (23), or having a child placed with the eligible employee pursuant to a court order. In accordance with state law, two eligible employees shall only be entitled to eight (8) weeks of parental leave in aggregate for the birth or adoption of the same child.

Leave entitlements under the state's Parental Leave Law and the FMLA run concurrently where both laws cover the same type of leave. For example, time spent on parental leave for the birth of a child under Massachusetts law will simultaneously be counted toward an employee's FMLA leave eligibility.

Leave Request Arrangements and Medical Certification

- Employees are expected to submit a written request for leave as far in advance as possible to the Office of Human Resources. Notice should also be provided to the

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employee's immediate supervisor.

- In instances where leave is foreseeable, employees must provide at least two (2) weeks advance notice of the leave request, including the anticipated date of departure and the employee's intention to return to work. Where leave is not foreseeable, notice must be given as soon as practicable, if the delay is for reasons beyond the individual's control, and ordinarily within one or two business days of when the employee learns of the need for the leave.

Pay During Leave

Accrued sick leave, vacation, compensatory days and/or personal days may be applied during a covered parental leave for the birth or adoption of a child. Additionally, eligible regularly appointed employees of the Cambridge Public Schools are allowed to apply accumulated paid sick leave, if any, during an approved parental leave in the event of placement of a child under the age of eighteen (18) with the eligible employee pursuant to a court order. Such leave would be applied for and granted in accordance with the "Leave Arrangements Certification" provisions of this policy as set forth below. Employees would not be eligible to apply for days from the Sick Leave Bank for this reason. Except as detailed above, all other parental leave will be unpaid unless the employee has accrued vacation, sick, compensatory leave and/or personal days.that she/he wishes to apply.

Benefits During Leave

- The Cambridge Public Schools will maintain group health insurance during a covered parental leave on the same terms as if an employee had continued to work. The amount of health insurance premiums (including medical, life, dental and disability insurance) will be deducted through payroll deduction during the period of leave which is paid.

- During a period of unpaid parental leave, the employee must submit to the Benefits Department by the 15th of each month a check may payable to the City of Cambridge for the amount of the employee portion of the medical insurance premium. Separate checks must also be submitted in the amount of the employee's portion of the premium for life, dental and disability insurance, if applicable.

- If an employee's health plan premium is more than thirty (30) days late, employee coverage may be dropped upon fifteen (15) days advance written notice to the employee that the payment has not been received and that coverage will be dropped on a specific date unless payment is received.

- Employees may choose not to pay their health insurance premium portion, in which case their health insurance coverage will lapse during their leave. On return to work, health insurance benefits will be fully restored, should they wish to continue such coverage.

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- In the event that an employee does not return from a covered parental leave for reasons other than the continuation or onset of a serious health condition, or circumstances beyond the control of the employee, the amount of any health insurance premiums paid by the School Department will be recovered by deducting such amount from the amount due to the employee, if any, or by otherwise seeking recovery of the premiums through legal process.

- Alternatively, the School Department may choose to pay the full premium during a covered unpaid parental leave, in which case the full amount of the premium will be recovered by payroll deduction following the employee's return to work; or, if the employee does not return, by deducting the premium amounts from amounts due to the employee, if any, or by otherwise seeking recovery of the premium through the legal process.

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Small Necessities Leave

Eligible employees may be permitted to take a total of 24 hours of ~~unpaid~~ leave during any calendar year for purposes of attending to certain family appointments, as set forth below. These 24 hours are in addition to the 12 weeks allowed under the Federal Family and Medical Leave Act.

Leave Entitlement. In order to be eligible for this leave, an employee must have been employed by the Cambridge Public Schools at least twelve months and have worked at least 1,250 hours in the past twelve months. The 24 hours of leave may be taken by an eligible employee for any of the following purposes:

- to participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conference or interviewing for a new school;

- to accompany the son or daughter of the employee to a routine medical or dental appointment, such as check-ups or vaccinations;

- to accompany an elderly relative of the employee to routine medical or dental appointments or other professional services related to the elder's care, such as interviewing at nursing or group homes.

Definitions. The term "son or daughter" is defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*. The son or daughter must either be under 18 years of age or 18 years of age or older and incapable of self-care because of mental or physical disability. The term "elderly relative" is defined as an individual at least 60 years of age who is related by blood or marriage to the employee. The term "school" is defined as a public or private elementary school; a Head Start program assisted under the Head Start Act; or a children's day care facility.

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Notices: To be entitled to the leave period, employees must provide notice to their supervisor as follows:

- if the need for leave is foreseeable, the employee must request the leave not later than seven (7) days in advance;
- if the need is not foreseeable, the employee must notify the employer as soon as practicable under the particular circumstances of the individual case.

Pay During Leave

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Such leave time shall be charged to an employee's accrued sick, vacation, compensatory leave and/or personal days, if any. Where none exists, the time will be unpaid.

Adopted: ~~*December 1, 2009*~~

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17-249

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Weapons and Assaults on School Staff Policy

Recommendation: That the School Committee approve the revisions to the Weapons and Assaults on School Staff Policy as detailed in the attached document.

This is a first reading of the revisions to this policy.

Description: These revisions to the Weapons and Assaults on School Staff Policy are being presented to align this policy to the current provisions of the Rights and Responsibilities Handbook, and to incorporate the change in how violations at grades K – 2 are treated that inadvertently was not included in the policy when it was presented to the School Committee at a second reading on June 21, 2016.

Supporting Data: Attached redline of Weapons and Assaults on School Staff Policy.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

File: JICI/JICK

WEAPONS AND ASSAULTS ON SCHOOL STAFF

It is the policy of the Cambridge School Committee that every effort should be made to help students solve conduct problems without resorting to extreme disciplinary measures, suspension should always be considered a last resort and alternatives to suspension should always be considered first. Examples of interventions that may be employed before resorting to suspension of a student include, but are not limited to, the following: apology, restitution, community referral/services, conflict mediation, restorative justice, correction assignment, counseling, exclusion from school activities, lunch detention, office discipline referral, out-of-class time out, parent/guardian contact, parent/guardian meeting, privilege loss, student contract, referral to guidance counselor, referral to grade level or building administrator, referral to Student Support Team (SST) for interventions, student behavior agreement, behavior support plan, teacher conference with parents/guardians, teacher conference with parents/guardians and student, teacher conference with student, warning, in-school suspension, and/or out-of-school suspension. . It should be noted, however, that this list is not exhaustive and that not every intervention listed is used in every situation; rather, interventions that are utilized relate to the severity of the infraction. However, in those cases where a student's behavior is disruptive to school, hurtful to himself/herself or others or engages in activity forbidden by the laws of the Commonwealth of Massachusetts then discipline may be warranted. Based upon the specific circumstances of a violation of these requirements, a student may be disciplined and may also be referred to an appropriate city/health education program.

The Commonwealth of Massachusetts Educational Reform Act of 1993 stipulates that any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or in possession of a controlled substance as defined in Chapter 94, C, including, but not limited to, alcohol, marijuana, cocaine, opiods and heroin, may be subject to expulsion from the school or the school district by the Principal/Head of Upper School. Additionally, any student who assaults a Principal/Head of Upper School, Assistant Principal, dean, teacher, paraprofessional or other member of the staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or the school district by the Principal/Head of Upper School.

Any staff member who observes or becomes aware of any such assault or becomes aware of any such assault shall immediately notify the Principal/Head of Upper School.

Therefore, this policy applies to the possession of dangerous weapons, the possession of controlled substances, and to assaults on staff by students.

Any student who is suspended from school under the provisions of M.G.L.c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth in the applicable provisions of the Rights and Responsibilities Handbook.

WEAPONS

Bringing a weapon to school, using a weapon on school grounds or at a school activity, or having a weapon in your locker, pocket, or while you are at school, on the bus, or at an after-school activity, is a grave offense and is against school rules and regulations. It is also against the law. There are three kinds of weapons:

A. Those that are "legally dangerous," which include weapons that are against the law to possess, such as anything that is carried and used in a manner to intimidate or with the intent to cause harm to another person, are considered dangerous weapons. They include the following:

firearms of any kind, including BB guns and air rifles, any knife that has a double-edge blade, a switch blade or any knife that has an automatic spring device by which the blade is released from the handle; any stiletto or dagger, metallic knuckles, nunchaku, shuriken or any other similar pointed star-like object that is intended to injure a person when thrown, black jacks, blow guns, any arm band that is made of leather which has metallic spikes, points or studs; any similar device made from any other substance, mace, tear gas, or any other substance that is used to incapacitate another person, fireworks or explosives of any kind, all other such weapons as described in Massachusetts General Law, Chapter 269, Section 10.

B. **Other Prohibited Items**, which, though not defined as weapons under the Massachusetts General Laws, Chapter 269, Section 10, are not permitted on school premises, at school-sponsored and/or at school-related events, including athletic games. Possession or use of said items will result in suspension and may result in expulsion from school. The following are examples: knives of any kind, shape or length; including key chains, knives, drafting knives, blades of any size razors, box cutters, chains, whips or any other metal object of no academic purpose or any other object of no reasonable use in the school setting, on school grounds, and/or at school-sponsored events and/or school-related events, including athletic games.

C. **Other Ordinary Items** that may become dangerous when used in a threatening way; use of these items in that manner may result in suspension or expulsion from school. Such items include: pencils, scissors, needles and pins, nails, carpentry tools, etc. Use of such items in a dangerous or threatening manner may result in suspension or expulsion from school. Additionally, engaging in or attempting to engage in any unreasonably dangerous athletic technique that endangers the health or safety of an individual, such as using a helmet or any other sports equipment as a weapon may result in suspension or expulsion from school.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, on school grounds, on the bus or at school-sponsored events and/or at school-related events, including athletic games. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the Principal/Head of Upper School or Assistant Principal to be in violation of this policy.

ASSAULTS/THREATS ON SCHOOL STAFF

Students are prohibited from assaulting, battering or harassing any school staff. These behaviors may be defined as: (i) intentionally, knowingly or recklessly causing bodily injury to another; (2) intentionally or knowingly threatening another with imminent bodily injury; or (3) intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive, provocative, or create a reasonable fear of imminent danger.

The consequences for assault may include a: (i) five day to ten day suspension and an expulsion hearing; (2) criminal complaint may be filed, (3) police notified.

Any student who assaults a principal/head of upper school, assistant principal, dean, teacher, teacher's aide or other school staff on school premises or at a school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal/Head of Upper School.

PROCEDURE

If a student is found with either a legally dangerous weapon or any other weapon, or is using an item in a threatening way, assaulting, threatening, battering of staff, assaulting educational staff on school premises or at school-related events, the punishment is very serious. The following procedure will apply:

1. The staff member involved will contact the Principal/Head of Upper School and/or the Assistant Principal or Dean.

2 The Principal/Head of Upper School and/or the Assistant Principal or Dean will notify:

   a) the Director of Safety and Security, and
   b) the parent(s) or guardian(s) by telephone, with a follow-up letter, and, if necessary, by certified mail; and
   c) the Chief Operating Officer.

3. The Director of Safety and Security will send to the Superintendent or his/her designee an incident report.

4. The student will be removed from school grounds in accordance with the applicable provisions of the Rights and Responsibilities Handbook

5. When a law has been violated, the Director of Safety and Security will notify the Cambridge Police and may file a complaint with the Middlesex County District Court, and will, if necessary, take other appropriate action.

6. The Principal/Head of Upper School will conduct a suspension hearing in accordance with the applicable provisions of the Rights and Responsibilities Handbook.

7. If the Principal/Head of Upper Schools finds the student to be in violation of the weapons policy, the Principal/Head of Upper School may suspend the student for up to ten (10) days for a violation of the weapons policy in accordance with the applicable provisions of the Rights and Responsibilities Handbook. It is recommended that the student's grade level and the nature of the infraction be considered when determining the number of days of suspension and whether to proceed with an expulsion hearing for the student for the violation. In accordance with this recommendation, suggested guidelines for suspension of a student for such an infraction are as follows:

Grades K-2 ~~Up to three days~~ No suspension, but a meeting with the parent(s)/guardian(s) of student will be scheduled.
Grades 3-5 Up to three to five days
Grades 6-8 Up to five to ten days
Grades 9-12 Up to five to ten days

Based upon the specific circumstances of a violation, a student may also be referred to an appropriate city/health education program. At the conclusion of any such suspension, the Principal/Head of Upper School will request that the parents/guardians and student attend a re-entry conference meeting with the Principal/Head of Upper School.

During the suspension period, and if the Principal/Head of Upper School's findings warrant it, the Principal/Head of Upper School shall initiate proceedings to conduct a formal expulsion hearing. To initiate an expulsion proceeding, the Principal/Head of Upper School shall notify the student and the student's parent(s) or guardian(s) in writing of an opportunity to have a hearing at the school level. The expulsion notice must be in writing in both English and the student's home language, if different. The notice must also set forth the section of the Rights and Responsibilities Handbook violated and the facts pertaining to the alleged violation and that the student has a right to representation at the hearing along with an opportunity to present evidence and witnesses and that an interpreter will be provided if needed. In the case of students with an individualized education program (IEP) or Section 504 Plan~~special needs~~, however, a hearing may only occur after a team determination that the conduct in question was not a manifestation of a disability in accordance with the applicable provisions of the Rights and Responsibilities Handbook, and ~~. Moreover, a~~the student ~~with special needs~~ must receive a free appropriate public education during any expulsion period.

If, after the hearing, the Principal/Head of Upper School decides to expel the student, the Principal/Head of Upper School shall provide written notification to the student and the student's parents/guardians as to the reasons for the decision in accordance with the applicable provisions of the Rights and Responsibilities Handbook. Such notice shall also inform the student of his/her right to file a written appeal with the Superintendent or his/her designee within ten (10) days of receipt of the notification of the expulsion decision, and the right to be represented by counsel at the appeal and shall include a request that the parents/guardians and the student attend a re-entry

conference meeting with the principal/head of upper school upon the conclusion of the expulsion period.

At the hearing before the Superintendent or his/her designee, the subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this policy. In presenting his/her appeal, the student should state his/her grievance, including a statement of the ground(s) for the appeal and a brief statement of the facts and the specific relief being requested.

The hearing conducted before the Superintendent or designee shall comport to the following requirements:

a. The hearing shall be in closed session and conducted informally;
b. All parties are entitled to be represented by counsel or by another person of the party's choice;
c. All parties may inspect the school records and all other documents relevant to the appeal;
d. All parties shall be permitted to question all witnesses;
e. All parties shall have the right to present witnesses and evidence;
f. The Superintendent or his/her designee may cause legal counsel to be present either for the purpose of acting as counsel for any school personnel or for the purpose of advising the Superintendent or designee in the conduct of the conference. Any counsel who advises the Superintendent or designee in conduct of the conference may not also act as counsel for school personnel.

The Superintendent or designee shall determine whether the student has been deprived of the specific right(s) set forth in the appeal. If the Superintendent or designee determines that a deprivation of rights has occurred, she/he shall further recommend whatever appropriate relief is necessary to assure that the deprivation of right(s) is immediately and permanently ceased. The Superintendent or designee may also request that the parents/guardians and student attend a re-entry meeting with the Principal/Head of Upper School upon the conclusion of an expulsion period.

When a student has been expelled under the provisions of this policy and applies for admission to another school, the Superintendent or his/her designee of the sending school system shall notify the Superintendent or his/her designee of the receiving school system of the reasons for the student's expulsion.

Any school that suspends or expels a student in accordance with the applicable provisions of the Rights and Responsibilities Handbook for a weapons violation shall continue to provide educational services to the student during the period of the suspension or expulsion under section 21 of chapter 76 in accordance with the applicable provisions of the Rights and Responsibilities Handbook.

The Superintendent of Schools shall take the necessary steps to ensure that students and their parents/guardians are provided with and acknowledge receipt of a copy of the weapons and assault on school staff policy at the start of each school year.

LEGAL REF: M.G.L.c. 71, §37H
M.G.L.c. 76, §21

Adopted: ~~*June 21, 2016*~~

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17-250

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE

CONTRACT AWARD: Day & Residential Program Services not available from the Cambridge School Department.

RECOMMENDATION: That the School Committee award contracts to the institutions on the attached 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 and/or grant fund budget.

DESCRIPTION: SY18 Placement of students in private schools for implementation of educational plans in accordance with Chapter 766.

	#	Amount
Day Program Tuition Contracts:	9	$570,770.66
Residential Program Tuition Contracts:	5	$1,055,388.69
45 Day Program Contracts:	0	
Total	14	$1,626,159.35

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…" motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53201	Tuition
FUND:	15000/25000	General Fund/Grant Fund
ORG:	850372/850374	OSS Day & Residential Tuition
PROJ/GRANT:	SC18776/18605	IDEA/Circuit Breaker

Attached Tuition Budget Status Report

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

The Cambridge School Department is an Equal Opportunity/Affirmative Action employer.

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Tuition Contract Budget Status Report

I. Budget Summary

Fund	Org	Account	Description	Amount
15000	850372/850374	53201	General Fund Allocation	9,293,103
25000	850372/850374	53201	Grant Fund Allocation	2,303,823
25000	850372/850374	53201	Circuit Breaker Allocation	5,003,397
			Total FY 18 Budget	**16,600,323**

Prior Contract Commitments	14,538,318.18
Adjustments	(1,055,318.76)
Current Recommendation	1,626,159.35
Total Contract Commitments	**15,109,158.77**
Balance Remaining (Budget - Commitments)	**1,491,164.23**

II. Contract Commitments--Cost

Type	Previous Commitments	Adjustments*	Current Recommendation	Total Contract Commitments
Day	10,567,394.78	(534,223.16)	570,770.66	10,603,942.28
Residential	3,700,265.90	(557,281.00)	1,055,388.69	4,198,373.59
45 Day	100,237.50	18,185.40		118,422.90
Settlements	170,420.00	18,000.00		188,420.00
Total Cost	14,538,318.18	(1,055,318.76)	1,626,159.35	15,109,158.77

III. Placements--Number of Students

Type	Previous # of Students	Adjustments*	Current Recommendation	Total Students in Out of District Placements
Day	128	(7)	9	130
Residential	22	(4)	5	23
45 Day	2	1		3
Settlements	5	1		6
Total Active Students	157	-9	14	162

*Adjustments: Contract cancellations and revisions; new contracts costing less than $25K; increases to contracts less than $25K.

Day	
Name of School	Annual
Beacon High School	$44,928.88
Evergreen Center	$71,253.60
FLLAC Collaborative	$48,747.00
MAB Community Services (Ivy Street School)	$126,690.90
New England Center for Children	$76,750.07
Schools for Children (Dearborn Academy)	$34,740.00
Schools for Children (Dearborn Academy)	$69,480.00
Schools for Children Seaport Campus	$60,419.21
Wayside Youth and Family	$37,761.00
TOTAL	**$570,770.66**
Residential	
Name of School	Annual
Brandon Residential Treatment Center	$36,774.39
Crotched Mountain	$408,607.76
Crotched Mountain	$388,107.76
JRI: Littleton Academy	$69,125.40
MAB Community Services	$152,773.38
TOTAL	**$1,055,388.69**
GRAND TOTAL	**$1,626,159.35**

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CAMBRIDGE PUBLIC SCHOOLS

17-251

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Educational Support Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for Educational Services; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
uAspire 31 Milk Street, Suite 900 Boston, MA 02109	9/1/17 – 8/31/18	$40,000.00

DESCRIPTION: This contract is for college affordability advice for CRLS students and families.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55107	Instructional Services
FUND:	15000	General Fund
ORG:	830255	CRLS/School Improvement
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

SUPPLEMENTAL INFORMATION: UASPIRE

Purpose: To provide CRLS senior students and their families with individualized, small and large group support with the college admissions, college applications, and financial aid processes.

Amount of Contract: $40,000

Description/Scope of Services: The service provider will provide current CRLS students and their families, as well as recent graduates and alumni (for the duration of their college experience), with information on and assistance with college selection, the college admissions process, and completing a college application. The service provider also will provide information on and assistance with applying for financial aid, including assistance with completing the Free Application for Federal Student Aid (FAFSA), CSS PROFILE, institutional financial aid and other financial aid. The provider also will provide information and teach students and families how to identify and apply for appropriate scholarships. Specifically, the provider will:

- Meet individually with each CRLS senior class student at least one time during the school year.
- Provide the opportunity for students and families to participate in one-on-one information and advising service activities at the CRLS campus during regular school hours and at CRLS (or an offsite location) during after-school and evening hours. For the duration of the contract, the service provider shall be available during the school year, each school day, 6 hours per day (up to 30 hours per week). Additionally, the service provider should be available on-site at CRLS two days a week, 6 hours a day (up to 12 hours per week), over the summer months of July and August. Students and families also will have access to the service provider via email and telephone outside of these designated hours.
- Deliver informational sessions to small and large groups of students in a classroom setting. The provider will coordinate and collaborate with the CRLS Coordinator of Guidance and Principal on the information session's specific topics and content and scheduling of these sessions.
- Deliver informational workshops to students and families during and/or after-school and evening hours. Proposed workshops may include, but are not limited to: Understanding Financial Aid; Understanding Your Student Aid Report (SAR), and Private vs. Federal Loans. The provider will coordinate and collaborate with the CRLS Coordinator of Guidance and Principal on the workshop's specific topics and content and the scheduling of these workshops.
- Develop and implement a strategic plan to continue to support CRLS students once they have graduated (specifically during the summer months prior to them attending college) to ensure that they continue to meet all the college admission and financial aid deadlines and requirements. Such a plan may include summer text message and email support.
- Collaborate with the CRLS Coordinator of Guidance and administration on and participate in the financial aid and college planning events for students and families
- Join the City of Cambridge's College Success Initiative and participate as a member of this initiative's Advisory Committee and Financial Sub-committee. The service provider shall also work collaboratively with other CPS community partners, including, but not limited to, the City of Cambridge Mayor's Youth Summer Employment Program, Enroute, and Work Force Program.

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CAMBRIDGE PUBLIC SCHOOLS

17-252

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Educational Support

RECOMMENDATION: That the School Committee approve an agreement with the following community partner for the City Links Mentorship Program; funds to be provided from the General Fund.

Contractor	Period of Contract	Amount
Enroot (Formerly Cambridge Community Services) 99 Bishop Allen Drive Cambridge, MA 02139	9/1/17 – 6/30/18	$45,000.00

DESCRIPTION: Enroot provides an intensive intervention program for new immigrant youth. The program will serve 75 to 80 students during SY2017-2018. The program includes weekly leadership seminars, academic tutoring, one-on-one mentoring, job readiness training, paid internships, and community service. Enroot program participants are freshman, sophomores, juniors, and seniors enrolled in the English Language Learner (ELL) program at the Cambridge Rindge and Latin School.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55107	Instructional Services
FUND:	15000	General Fund
ORG:	830665	CRLS/Cambridge Partners
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-253

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Program Development/Site Design for Therapeutic Sports Program

RECOMMENDATION: That the School Committee award a contract to the following vendor for the development of a therapeutic sports program; funds to be provided from the Grant Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
Doc Wayne Youth Services, Inc. 418 Commonwealth Avenue Boston, MA 02215	10/15/17 - 6/30/18	$50,000.00

DESCRIPTION: This contract is for professional and technical services related to the program development and site design of a therapeutic sports program in K-8 Structured Academics. The program will improve student skills in managing anxiety, anger, social awareness, and their emotions overall.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55107	Instructional Services
FUND:	25000	Grant Fund
ORG:	852325	Office of Student Services / Structured Academics
PROJ:	SC17605	Special Education IDEA Allocation

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

CS

SUPPLEMENTAL INFORMATION: Doc Wayne Youth Services, Inc.

Purpose: Development of a Therapeutic Sports Program for students in the K-8 Structured Academics Program

Amount of Contract: $50,000.00

Description/Scope of Services:
Through Doc Wayne's Therapeutic Sports Program, students in the Structured Academics K-8 Program will increase their skills in managing anxiety, anger, social awareness, and overall effective emotion management. This is the second year of the program.

Staff in the Structured Academics program will learn new strategies for teaching students academic, emotion regulation and social skills. Students involved in the Doc Wayne program will increase their school attendance and progress on goals related to social skills development and emotion regulation. Staff in the Structured Academics Program will incorporate the tenets of Doc Wayne's "Do the Good" curriculum into their teaching and therapeutic approaches in order to facilitate carryover of skills learned through the Doc Wayne Program.

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-254

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Software & Maintenance for Time and Attendance System

RECOMMENDATION: That the School Committee award a contract to the following vendor for Software and Maintenance; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
NOVAtime Technology Inc 1440 Bridgegate Drive Diamond Bar, CA 91765	1/24/18 – 1/23/19	$49,000.00

DESCRIPTION: This contract is for software and maintenance of employee time and attendance system that includes on-line timesheet entry, automated leave accrual calculations, automated approvals routing, and leave balance reporting.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55804	Computer Software
FUND:	15000	General Fund
ORG:	881720	Payroll
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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17-255

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: FY 18 Electrical Supplies

RECOMMENDATION: That the School Committee award a contract to the following vendor for electrical supplies; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
NorthEast Electrical Distributors 560 Oak Street Brockton, MA 02301	11/1/17 – 6/30/18	$60,000.00

DESCRIPTION: This contract is for Electrical Supplies for all schools and buildings.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	54308	Electrical Supplies
FUND:	15000	General Fund
ORG:	883740	Facilities Management
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-256

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Student Transportation Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for student transportation; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts

Contractor	Period of Contract	Amount
Hummingbird Transportation 53 Ridge Road Upton, MA 01568	7/1/17 – 6/30/18	$42,000.00

DESCRIPTION: This contract is for FY 17/18 transportation for a student attending an out of district school.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53301	Student Transportation
FUND:	15000	General Fund
ORG:	850760	Office of Student Services/Transportation-Out of City
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-257

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November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Musical Instruments

RECOMMENDATION: That the School Committee award a contract to the following vendor for musical Instruments; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
Southwest Strings 1721 S. Cherrybell St Tucson, AZ 85713	10/9/17 -12/31/17	$29,600.00

DESCRIPTION: This contract is for musical instruments for the elementary instructional program. Southwest Strings was the low bidder. The purchase includes: 32 cellos, 10 violins and 10 violas.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55103	Instructional Materials
FUND:	15000	General Fund
ORG:	853130	Visual & Performing Arts/Music
PROG:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-258

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Instructional Materials for Bio-manufacturing

RECOMMENDATION: That the School Committee award a contract to the following vendor for instructional materials; funds to be provided from the Grant Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
Wilkem Scientific P.O. Box 301 Pawtucket, RI 02862	11/24/17 – 6/30/18	$29,800.00

DESCRIPTION: This contract is for the purchase of equipment for a new Bio-manufacturing training program. Funding will be provided by the MA Life Sciences Center (MLSC) Grant.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55103	Instructional Materials
FUND:	25000	Grant Funds
ORG:	873270	Rindge School of Technical Arts/ Bio-Technology
PROJ:	SC17101	MA Life Sciences Center Grant

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

SUPPLEMENTAL INFORMATION: **Sargent Welch/VWR International & Wilkem Scientific**

Purpose: Instructional Materials for Bio-manufacturing

Amount of Contract:

Sargent Welch/VWR International:	**$37,500.00**
Wilkem Scientific:	**$29,500.00**

Description/Scope of Services: The RSTA Biotechnology Program was awarded a $105,000 grant from the MA Life Sciences Center (MLSC) in January 2017 (accepted by School Committee on February 7, 2017). The purpose of the grant is to purchase equipment for a new Bio-manufacturing training program ($100,000) and for educator professional development ($5,000). Bio-manufacturing is the large-scale production of biologics using living cells. According to the MassBioEd *2016 Annual Job Trend Forecast,* bio-manufacturing jobs are projected to account for 29% of the 4,328 new biotech jobs in MA by 2018.

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-259

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Instructional Materials for Bio-manufacturing

RECOMMENDATION: That the School Committee award a contract to the following vendor for instructional materials; funds to be provided from the Grant Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

Contractor	Period of Contract	Amount
Sargent Welch/VWR International P.O. Box 92912 Rochester, NY 14692	11/24/17 – 6/30/18	$37,500.00

DESCRIPTION: This contract is for the purchase of equipment for a new Bio-manufacturing training program. Funding will be provided by the MA Life Sciences Center (MLSC) Grant.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12…"motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	55103	Instructional Materials
FUND:	25000	Grant Funds
ORG:	873270	Rindge School of Technical Arts/ Bio-Technology
PROJ:	SC17101	MA Life Sciences Center Grant

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

SUPPLEMENTAL INFORMATION: **Sargent Welch/VWR International & Wilkem Scientific**

Purpose: Instructional Materials for Bio-manufacturing

Amount of Contract:

Sargent Welch/VWR International:	**$37,500.00**
Wilkem Scientific:	**$29,500.00**

Description/Scope of Services: The RSTA Biotechnology Program was awarded a $105,000 grant from the MA Life Sciences Center (MLSC) in January 2017 (accepted by School Committee on February 7, 2017). The purpose of the grant is to purchase equipment for a new Bio-manufacturing training program ($100,000) and for educator professional development ($5,000). Bio-manufacturing is the large-scale production of biologics using living cells. According to the MassBioEd *2016 Annual Job Trend Forecast,* bio-manufacturing jobs are projected to account for 29% of the 4,328 new biotech jobs in MA by 2018.

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-260

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November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GIFTS / MISCELLANEOUS RECEIPTS:

1. In-kind donations to the Visual & Performing Arts Department from individual donors of four Etude trumpets, one A. Martin guitar, and one Conair clothes steamer.

2. An in-kind donation to the Peabody School from an individual donor of a Steinway and Sons piano.

RECOMMENDATION: That the School Committee accept and approve the above receipts as described.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

CS

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-261

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November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **Summer Camp Scholarships – In Memory of James Conry (SC18143)**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $5,000.00
Source: Private
Period: 11/21/2017–8/31/2018
Administrator: Carolyn Turk

Expense Category	FY17 Budget	FY17 FTE	FY18 Budget	FY18 FTE
Permanent Salaries & Benefits	-	-	-	
Temporary Salaries	-		-	
Other Expenses	-		$5,000.00	
Total	-	-	**$5,000.00**	

Description:

This grant from an individual donor, former CPS Superintendent Bobbie H. D'Alessandro, will provide support for summer camp tuition for families in need. Her gift is in memory of James "Jim" Conry, who spent thirty years as financial manager of the Cambridge Public Schools.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

17-262

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **FY18 Special Education IDEA Allocation (SC18605)**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $2,664,250
Source: Federal thru State, Entitlement
Period: 9/1/2017 – 8/31/2018
Administrator: Jean Spera

Expense Category	FY17 Budget	FY17 FTE	FY18 Budget	FY18 FTE
Permanent Salaries & Benefits	-	-	-	-
Tuition to Other Schools	$2,458,484.00		$2,395,429.00	
Temporary Salaries			$68,821	
Other Expenses	$200,000.00		$200,000.00	
Total	**$2,658,484.00**	-	**$2,664,250.00**	-

Description:

The purpose of this Federal Entitlement Grant Program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs. Of this funding, $200,000 is budgeted for professional development, including $15,000 in stipends for staff training. The $68,821 in temporary salaries represents an offset for the Proportionate Share of services provided to private school students. The remainder will be used for out-of-district tuition for students. (Note: amount indicated is $3,000 less than the full state allocation as a membership fee of $3,000 to Mass Urban Project is paid directly by DESE.)

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-263

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November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **FY18 Title III: English Language Acquisition for Limited English Proficient (LEP) Students (SC18737)**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $82,481
Source: Federal thru State, Entitlement
Period: 9/28/2017–8/31/2018
Administrator: Michelle Madera

Expense Category	FY17 Budget	FY17 FTE	FY18 Budget	FY18 FTE
Permanent Salaries & Benefits	-	-	-	-
Temporary Salaries	$109,451.00		$77,404.00	
Other Expenses	$19,450.00		$5,077.00	
Total	**$128,861.00**	-	**$82,481.00**	-

Description:

This grant will fund three five-week supplemental summer enrichment programs for English Language Learners (ELLs) at the Graham and Parks, Kennedy Longfellow, and Vassal Lane Upper School. The programs will improve educational performance by assisting these students to learn English and meet State academic content standards. It will also provide support for Parent ESL classes, supplies for the programs, and registration for Sheltered English Immersion (SEI) teachers to attend the annual MATSOL Conference. ELLs at a private school who are assessed for eligibility will receive tutoring services on a proportional basis.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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The Cambridge School Department is an equal opportunity / affirmative action employer.

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-264

44

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **FY17 Title II-A / Teacher Quality (SC17731) Increase**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $383,160 (increase of $1,143) Period: 9/1/2016 – 6/30/2018
Source: Federal thru State, Entitlement Administrator: Anda Adams

Expense Category	FY16 Budget	FY16 FTE	FY17 Budget	FY17 FTE
Permanent Salaries & Benefits	$268,509.00	2.0	$275,375.00	2.0
Temporary Salaries	$82,557.00		$70,584.00	
Other Expenses	$36,266.00		$37,201.00	
Total	**$ 387,332.00**	**2.0**	**$ 383,160.00**	**2.0**

Description:

This grant program aims to increase student achievement through a comprehensive district initiative that focuses on the preparation, training, recruitment, and retention of highly qualified educators.

This is the second increase to our FY17 Title II-A allocation, the end date for which has been extended to June 30, 2018. The increase will be used for additional professional development materials.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

CS

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-264

44

November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **FY17 Title II-A / Teacher Quality (SC17731) Increase**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $383,160 (increase of $1,143) Period: 9/1/2016 – 6/30/2018
Source: Federal thru State, Entitlement Administrator: Anda Adams

Expense Category	FY16 Budget	FY16 FTE	FY17 Budget	FY17 FTE
Permanent Salaries & Benefits	$268,509.00	2.0	$275,375.00	2.0
Temporary Salaries	$82,557.00		$70,584.00	
Other Expenses	$36,266.00		$37,201.00	
Total	**$ 387,332.00**	**2.0**	**$ 383,160.00**	**2.0**

Description:

This grant program aims to increase student achievement through a comprehensive district initiative that focuses on the preparation, training, recruitment, and retention of highly qualified educators.

This is the second increase to our FY17 Title II-A allocation, the end date for which has been extended to June 30, 2018. The increase will be used for additional professional development materials.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

17-265

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November 21, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

GRANT AWARD: **FY18 Massachusetts Cultural Council-STARRS (SC18894)**

RECOMMENDATION: That the School Committee accept and approve the grant award below in the amount and for the period indicated.

Amount: $24,200
Source: State, Competitive
Period: 11/13/2017–6/30/2018
Administrator: Principals (Various)

Expense Category	FY17 Budget	FY17 FTE	FY18 Budget	FY18 FTE
Permanent Salaries & Benefits	-	-	-	-
Temporary Salaries	-		-	
Other (Artists in Residence)	$11,400.00		$24,200.00	
Total	**$11,400.00**	**-**	**$24,200.00**	**-**

Description:

This year the MCC grants will support residency cultural series at the Haggerty School ($5,000, Collective Mural Project); the Tobin School ($5,000 for a Zero Waste/Kids Green their School Project); Amigos ($5,000 for Dance in the Schools); Fletcher Maynard Academy ($5,000 for Water/Kids Green their School; and Cambridgeport ($4,200 for Underground Railroad Theater).

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 19, Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c.44 & 53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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