

CITY OF HOLYOKE
SCHOOL COMMITTEE

SCHOOL COMMITTEE AGENDA

DATE: MONDAY, OCTOBER 3, 2011
TIME: 6:15 PM
LOCATION: Fifield Community Room Dean Technical High School, 1045 Main Street

1. **CALL TO ORDER ~ ROLL CALL ~ PLEDGE OF ALLEGIANCE**

2. **PUBLIC DISCUSSION***

3. **COMMUNICATIONS & REPORTS**
 - a. **Student Reports**
 - b. **Superintendent's Communications**

4. **NEW BUSINESS**
 - a. **Minutes of Meetings**
 - Regular Meeting of September 19, 2011 (pages 1-8)
RECOMMENDATION: That the School Committee vote to approve the minutes..
 - b. **Request for Transportation**
 - c. **Home Education Program Approval (page 9)**
RECOMMENDATION: That the School Committee vote to receive the Home Education Program Approval.
 - d. **Sexual Health Curriculum for Grades 6-8**
RECOMMENDATION: That The School Committee vote to refer the issue of Sexual Health Curriculum for Grades 6-8 to Curriculum and Instruction Subcommittee.
 - e. **Travel Requests (pages 10-12)**
RECOMMENDATION: That the School Committee vote to approve the travel requests.

5. **OLD BUSINESS**
 - a. **Sexual Health Curriculum Implementation Grade 9 (verbal update)**

6. PERSONNEL**a. Appointments (pages 13-15)**

RECOMMENDATION: *That the School Committee vote to receive the appointments.*

b. Resignations (page 16)

RECOMMENDATION: *That the School Committee vote to receive the resignations.*

7. ANNOUNCEMENTS & ADJOURNMENT**a. National School Boards Association Conference 2012 – Boston – April 21-23**

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

*The Holyoke Public Schools makes available a public discussion period for persons in the audience to address the Committee on specific agenda items. In order to hear as many speakers as possible, the Committee asks individuals to continue their remarks to two (2) minutes. Any person wishing to submit longer testimony should give copies to the Superintendent before the meeting so that it may be distributed to Committee members. The speaker can then summarize this testimony at the meeting within the two (2) minute time period. Persons wishing to speak should register with the Superintendent immediately before the meeting begins. Individuals who request specific items to be included on the Committee's agenda should mail a written request fifteen (15) days in advance of a Committee meeting date to the Superintendent of Schools, 57 Suffolk Street, Holyoke, MA 01040.

CITY OF HOLYOKE
SCHOOL COMMITTEE

REGULAR MEETING OF SEPTEMBER 19, 2011

TIME: 6:15 PM

DEAN TECH HIGH SCHOOL

School Committee Vice Chair William Collamore called the meeting to order at 6:15 p.m.

ROLL CALL

Present: Mayor Elaine Pluta, William Collamore, Michael Moriarty, Howard Greaney, Gladys Lebron-Martinez, Yvonne Garcia, Dennis Birks, Cesar Lopez, Dennis Birks and Peggy Boulais. Also present: Superintendent of Schools David Dupont, Holyoke High School Student Representative Keishabelle Ibarra.

PLEDGE OF ALLEGIANCE

PUBLIC DISCUSSION

None

COMMUNICATIONS & REPORTS

Student Reports

Mr. Dupont introduced the new Student Representative from Holyoke High School, Keishabelle Ibarra. Miss Ibarra is a senior who is active in school activities, including band, choir, the school play, and she is an excellent student. He said that Miss Ibarra would be an excellent addition to the School Committee this year.

Superintendent's Communications

Mr. Dupont reminded members that on Monday, October 3rd, before the Regular Meeting, at 5:00 p.m. Bullying Training would be provided for School Committee members. He said he while this training is not mandated for School Committees, he was pleased that the Committee members were interested in receiving this training,

NEW BUSINESS

Minutes of Meetings

Special Meeting of September 6, 2011

MOTION #1: Ms. Garcia made a motion, seconded by Mr. Greaney, to approve the minutes of the Special Meeting of September 6, 2011. The motion carried unanimously.

School Building Advisory Committee Minutes

MOTION #2: Mr. Greaney made a motion, seconded by Mrs. Lebron-Martinez, to receive the minutes of the School Building Advisory Committee of June 30, 2011 and August 2, 2011. The motion carried unanimously.

Mr. Sheehan questioned whether the issue around the proposed change order for ceiling replacement in the science wing had been resolved.

Mr. Dupont said that the School Building Advisory Committee took the position that the contractor would have to take responsibility for removing and replacing that ceiling, which was a new installation as part of the first phase of work at the High School and the change order was not approved.

Mr. Moriarty explained that members were provided with the minutes from the School Building Advisory Committee meeting of September 7, 2011 prior to the meeting. He requested that these minutes be available so that members would know about a situation involving stoppage of work which delayed installation of certain technology items prior to school opening.

MOTION #3: Mr. Moriarty made a motion, seconded by Mr. Sheehan, to receive the minutes of the School Building Advisory Committee of September 7, 2011. The motion carried unanimously.

Mr. Sheehan asked about the item related to CES requesting a waiver from code related to piping to the boilers, noting that the deadline for completion of that project was stated as September 15th.

Mr. Moriarty explained that the SBAC discussed that item at length. The HG&E and the Project Manager have addressed the matter with the SBAC on a number of occasions. This is a question of gas pressure at all of the four boilers. The designer requested a waiver from code from the State board overseeing that code. The pressure drops to a point not allowable by current code. The installers believe that the situation can be remedied with a waiver. HG&E believes that there are other physical solutions to fix the problem of pressure drop and wants to be sure that the school has a boiler that will function at full capacity now and for many years into the future. As of the last meeting of the SBAC, HG&E had not been given all written documentation related to CES's waiver request and was not willing to give certain guarantees in writing until they had that documentation. There is not safety issue, rather, it is a matter of having boilers that will run at optimum performance over the expected life of the systems. SBAC decided to wait for full documentation and to hear further from the experts at HG&E on this matter.

Mr. Moriarty noted the discussion in the minutes about the delay in the installation of a number of smart boards throughout the building. The vendor that was contracted to provide the hardware and do the installation pulled workers off the job before the installation as complete. The goal was to have all smart boards installed prior to the start of school. It seems as though there was either some miscommunication or failure to observe the contract terms. Based on discussion at that meeting a motion was made and unanimously passed to ask the School Committee to send the vendor a communication requesting contact and discussion. The SBAC was not inclined to pay the full contract terms due the missed deadline until more is known about the circumstances around the work stoppage.

MOTION #3: Mr. Moriarty made a motion, seconded by Mr. Greaney, to ask administration to send a communication to the vendor (Valley Communications) requesting that they communicate with the SBAC and the School Committee and to seek resolution to this problem. The motion carried unanimously.

Mr. Gibbons informed the Committee that work had been ongoing and most of the installation was complete. There was a question around prevailing wage; the City's Procurement Officer is aware of this and any communication should go through him.

Home Education Program Approvals

MOTION #4: Mrs. Garcia made a motion, seconded by Mr. Sheehan, to receive the Home Education Program approvals. The motion carried unanimously.

OLD BUSINESS

Food Service Audit Update

Mr. Gibbons explained that there is still an outstanding amount owed to Chartwells but funds are being held pending final resolution of some audit items. Chartwells has not provided enough documentation in certain areas, as recommended in the audit and required by USDA regulations. The City Solicitor is involved and the matter is close to settlement. Melanson and Heath conducted the audit, which was very thorough and detailed.

Mr. Gibbons provided members with a copy of an invoice from Sodexo, indicating a credit back to the school district based on funds not spent on certain overhead and supplies that were part of the contract. That refund is on top of the guarantee specified in the contract. He said this is the first time the district has received such a credit.

Mr. Moriarty said that anything that can be done to eliminate operational liability for the district is a plus. The majority of the debt from last year was for uncollected nonpayment for school lunches. In the last three months or so there has been some improvement in the area of payment for lunches.

Mr. Gibbons explained that there is not a lot that can be done to collect the old debt but there has been some success with the new policies in terms of paid lunches. The program is looking good from an operational/financial standpoint right now.

MOTION #5: Mr. Moriarty made a motion, seconded by Mr. Sheehan, to refer the invoice for credit from Sodexo to Finance. The motion carried unanimously.

Transportation Contract

MOTION #6: Mrs. Garcia made a motion, seconded by Mrs. Lebron-Martinez, to refer the Transportation Contract to Operations. The motion carried unanimously.

Naming of the Holyoke High School Athletic Training Area

Mr. Sheehan said that there are a number of improvements and upgrades in and around the athletic area at Holyoke High School, including the addition of a new and expanded weight room and training facility. He felt it would be appropriate to recognize someone who has worked tirelessly both locally and across the Commonwealth to expand and improve athletic opportunities for young people. Holyoke has a local candidate who has been a public servant for most of his life, having served as a firefighter

and elected official as a member of the School Committee for decades and he has worked consistently to advance opportunities for students and children.

MOTION #7: Mr. Sheehan made a motion, seconded by Mayor Pluta, to refer to Operations, the naming of the Holyoke High School Athletic Training Area as the William R. Collamore Athletic Training Center. The motion carried unanimously.

Superintendent's Evaluation

Mr. Sheehan said that all members completed the lengthy evaluation form and have received copies of each completed form. He has prepared an overall summary of the evaluations. Once minutes are approved by the Committee they will be attached to the evaluation report and entered into the Superintendent's file. Mostly there was consistency across the board with scores in the *consistently exceeds requirements* rating. The Superintendent was faced with many struggles this year as a new superintendent and with the challenges placed on the district by DESE and the Federal Government. A commendable job was done over the first year by the Superintendent. Much of the success is due to the Superintendent's dedication to the school system for over 30 years but the transition was smooth, the lines of communication were opened up and morale in the schools was increased, as was noted in the superintendent's self-reflection and in many members' evaluations. Some points to build upon include notes about how much was communicated to the Committee on a weekly basis; some members wanted to see more put into the weekly communication as to what's happening in the schools and in the main office. The Superintendent and School Committee need to work closely with the Educational Management Organization at Dean and moving the Level 4 schools out of that classification. It was also apparent that the Committee needs to establish some additional measureable goals for the Superintendent for the next evaluation. One of the items suggested was the possibility of a School Committee and Superintendent retreat where goal-building could be done. It would make the most sense to schedule that after the first of the year with possible changes due to municipal elections in the fall. That would also help to build communication between the Board and Superintendent and other key staff.

Mr. Sheehan stressed that this should be a building and learning process for both the Superintendent and School Committee as both work to move forward and help the schools to excel.

Mr. Dupont said he appreciated the positive comments and support. Along with that was also recognition by most members about the State involvement and the challenges the district faces. He is creating a grid for himself related to the areas of improvement that were cited so he can focus on how to respond and improve. He took the commentary as supportive. He said that anything in the evaluation reflected as a positive has to reflect on those who help him. He said members of his staff help to make him look good and it is a pleasure to work with them and with the School Committee.

Mr. Sheehan said he would like to see members look at development goals to move forward as it is almost time to come to agreement on the evaluation for next year.

Mr. Greaney thanked Mr. Sheehan for the work and effort he put into this evaluation process.

Mr. Moriarty said that this is the first evaluation this committee has done since his return to the Committee and since Superintendent Dupont has come on board. The strengths of the tool were helpful including frequent opportunity for comment. Just as the Committee wants the Superintendent

to communicate, the Committee needs to do the same. Each side needs to know where the issues are to resolve them. For him it is a huge concern that personnel be fully and rigorously evaluated; that has been a shortcoming in this district and it is a serious problem that is undermining. The Superintendent is well aware of the past concerns and that it is being addressed. When this tool was developed there was no district plan in place. There was not an opportunity early on for the administration to state goals for the next 12 months, because of everything being thrown at administration. Laying out goals in the beginning of the process so they can be evaluated is the best way to go. If that can be part of the next tool, the Committee will be much better off. He suggested that the Committee seriously consider, along with a board retreat, looking at someone to assess what the Committee is doing to look at where the Committee is at in terms of best practices and what can be added for best practices. Serious and appropriate evaluations from the top down are how the district can improve. That has been a weak spot and that has to change. An appropriate goal would be, over the next 12 months, to look at how everyone is evaluated and how it can be done in a way so that the Board knows it has happened.

Mr. Sheehan said evaluations will be changing for the district over the next several months because of the State and DESE mandate of the standardized evaluation system for teachers and others. Holyoke will be one of the first districts to implement this state mandate because it is a level 4 district. The Department of Education and DESE is also looking at evaluation for school committee members.

Mr. Collamore said there are folks at MASC that can help the Committee in terms of the evaluation process. He thanked everyone for their involvement in this evaluation process.

MOTION #8: Mr. Sheehan made a motion, seconded by Mr. Greaney, to receive the Superintendent's Evaluation and have it filed in the Superintendent's personnel file. The motion carried unanimously.

Other/DropOut Survey

Mrs. Lebron-Martinez said that members had received follow up information on a Drop Out survey. As part of future district plans and evaluations, she would like to see the Committee watch the numbers related to drop outs. The district has begun to survey drop outs as to the reasons why they leave school. The numbers are alarming.

Mr. Collamore commended the Superintendent and Doug Arnold for initiating this survey process for students dropping out. This is one way to try to reach out to students and their families to try to solve the problems that are facing them that might lead to dropping out.

Mr. Arnold explained that the School Committee asked administration to begin this survey around the end of March. The numbers reflected in the survey are for students who dropped out from April 6th until June.

Mr. Moriarty noted that at Dean there were almost 4 times as many girls that dropped out as boys and that is not true anywhere else. That is something that should be looked at more closely.

Mayor Pluta noted numbers of special education students who dropped out. She asked if there is any way to check if any of those students are receiving SSI benefits. She said she has been told that some students drop out because they don't think they will be able to work after they graduate and they can get SSI benefits.

Mr. Dupont said he always thought students had to attend school to receive benefits. He said he would have to look into that.

Mr. Lopez suggested contacting legislators to support increasing the age that students can drop out.

Mr. Moriarty said there is pending legislation to raise the minimum attendance age. If attendance is not attractive to students, it is just compelling attendance and not compelling education. Offerings need to be meaningful and relevant to students to keep them attending school past the age of 16. He said he was not in favor of forcing attendance until 18.

Mr. Dupont said that graduation coaches have been hired for the high schools. The district also offers credit recovery and Gateway to College. This is becoming a middle school issue because students with at-risk signs can be identified at that level. Having successful 9th grade transition opportunities for those students is key to success. Holyoke has transiency, homelessness and literacy issues working against it. The district is working to stay on top of those issues and it will continue to look to do better at that.

Mrs. Lebron-Martinez asked that the district look at issues related to offering programs and/or services for those at-risk middle school students who might not yet be ready to enter a traditional high school setting, including the possibility of night school options.

Mr. Dupont said it would certainly help if the district had the money and the space and could identify students at-risk, for a variety of reasons, including mobility and age-grade appropriateness because they have lost so much time from their educational experience.

Mr. Arnold said the district has received \$600,000 over 3 years to attack the problem of drop outs. As long as the district progresses each year it will be re-funded for \$200,000, but that is nowhere near the amount of money needed to set up a separate high school program to handle at-risk students. There is a need to have a place for students who drop out and come back during the middle of the year; those can be some of the most difficult children to reeducate. The funding coming in will pay for the credit recovery piece to help students who stay. Last year the High School did a fabulous job retaining students who failed mid-term by allowing them to make up those grades.

Mr. Dupont said the Drop Out Task Force is working with these ideas and more. Once there is information available from that group there should be discussion at the Committee level.

Mr. Sheehan asked that the Committee get information on drop outs on a regular basis, including numbers for those who participate in the credit recovery program and/or return to school.

Update on Teen Clinic at Morgan School

Mr. Sheehan asked for an update on the grant applied for by River Valley to expand a Teen Clinic at Morgan.

Mr. Dupont said River Valley has been notified recently that the grant was awarded and planning will move forward.

Communication from Auditor and Business Manager Concerning Reduction in Budget

Mr. Sheehan asked for an update on the status of the communication from the Auditor and Chris Regan about a reduction in the School Department appropriation for this fiscal year.

Mr. Dupont said that Chris Regan attended the City Council meeting and the matter was referred to subcommittee; he and Ms. Regan will attend that subcommittee meeting when it is scheduled.

Dean School OPM Update

Mr. Sheehan asked if the Committee could get a status update on what's happening at Dean at the October meeting.

Mr. Dupont said he planned to give this update at the October 17th meeting.

October 3rd Meeting

Mr. Dupont asked if the Committee would send out School Improvement Plans to all members. Once members have the opportunity to look at the plans, there can be discussion about how the presentations will be made to the Committee.

MOTION #8: Mr. Birks made a motion, seconded by Mr. Sheehan, to refer the Drop Out Survey and Information to the Curriculum Subcommittee. The motion carried unanimously.

PERSONNEL

Appointments

MOTION #9: Mrs. Garcia made a motion, seconded by Mr. Moriarty, to receive the appointments. The motion carried unanimously.

Resignations

MOTION #10: Mr. Moriarty made a motion, seconded by Mr. Sheehan, to receive the resignations. The motion carried unanimously.

Retirements

MOTION #11: Mr. Moriarty made a motion, seconded by Mr. Sheehan, to receive the retirements. The motion carried unanimously.

ANNOUNCEMENTS

Mr. Lopez thanked Whitney Anderson for his support of the 9-11 Celebration and to Mr. Todd and the Madrigal Choir for an outstanding performance.

Mr. Greaney said he and his wife attended that ceremony and it was very well done; the students represented the schools well as did all the City officials and dignitaries.

Mr. Greaney reminded everyone that Tuesday is Primary Election Day in Holyoke and encouraged everyone to vote.

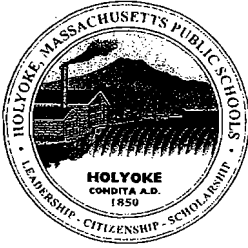
Mr. Dupont said the Holyoke High School Band also performed at the 9-11 Celebration.

Mr. Sheehan noted that on October 12th McMahan School would celebrate its 50th Birthday. Members of the McMahan family have been invited along with City Officials and former graduates. Much planning and preparation has been underway for this event, especially by Noreen Ewick and Maureen Shuck.

Mayor Pluta thanked everyone from the schools who helped with the 9-11 Celebration, including Whitney Anderson, the High School Band, Mark Todd and the Madrigal Choir. The High School Band also helped with the Peace Week Celebration in the City. Student art work is also on display at Heritage State Park as part of the Peace Week Celebration.

MOTION #12: Mr. Moriarty made a motion, seconded by Mr. Sheehan, to adjourn. The motion carried unanimously.

The Regular Meeting of September 19, 2011 adjourned at 7:41 p.m.



Holyoke Public Schools - 57 Suffolk Street -Holyoke, Massachusetts 01040

Tel. (413) 534-2005 Fax. (413) 534-2297

ddupont@hps.holyoke.ma.us

David L. Dupont, Superintendent of Schools

MEMORANDUM

TO: HOLYOKE SCHOOL COMMITTEE

FROM: DAVID L. DUPONT, SUPERINTENDENT OF SCHOOLS

SUBJECT: HOME EDUCATION APPROVALS

DATE: September 28, 2011

This is to inform you that I have approved 1 home education program for the 2011/2012 school year. This brings the total this year to 21 home education programs involving 14 families. The Director of Student Services has met with the parents and reviewed the curricula and learning materials and has recommended approval.

cc: Doug Arnold

TRAVEL REQUESTS REPORT

<u>NAME</u>	<u>POSITION/SCHOOL</u>	<u>NAME OF CONFERENCE</u>	<u>Date/Dates Conference</u>	<u>CONFERENCE LOCATION</u>	<u>TOTAL AMT. REQUESTED</u>	<u>FUNDING SOURCE</u>
William Collamore	School Committee	MASC/MASS Annual Conference	4 days	In State	\$699.05	City Funds
Devin Sheehan	School Committee	MASC/MASS Annual Conference	4 days	In State	\$698.92	City Funds
Maridia Hobert	Teacher-Morgan	Nat'l Science Teachers Assoc. Conf.	1 day	Out of State	\$178.00	City Funds

This form effective 01/01/2011

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City of Holyoke

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Travel Authorization, Advance & Expense Voucher

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(Over for instructions)

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Name: William Collamore School: School Committee Date of Request: 9/14/11

Name: Dwight Sheehan School: School Committee Date of Request: 9/14/11

Travel authorized by: _____
Principal/Director Signature Superintendent of Schools' Signature Mayor's Signature

Travel authorized by: _____
Principal/Director Signature Superintendent of Schools' Signature Mayor's Signature

Destination: Nyanais, MA Dates of Travel: From 11/9/11 To 11/12/11

Destination: Hyanais, MA Dates of Travel: From 11/9/11 To 11/12/11

In-State Out-of-State Reason for travel: MASC/Mass Annual Conference
(Attach copy of Conference Notice)

In-State Out-of-State Reason for travel: MASC Conference
(Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
Transportation and Registration			
Personal Auto	<u>900</u> miles @ \$.555 <u>172.55</u>	<u>155</u> miles @ \$.555 <u>84.03</u>	_____ miles @ \$.555
Air Fare	\$ _____	\$ _____	\$ _____
Tolls	\$ <u>6.00</u>	\$ <u>3.00</u>	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Taxes, etc.	\$ _____	\$ _____	\$ _____
Registration	\$ _____	\$ _____	\$ _____
Total Transportation and Registration	\$ <u>178.03</u>	\$ <u>87.03</u>	\$ _____
Meals (max \$50/day)	\$ <u>200.00</u>	\$ <u>100.00</u>	\$ _____
Total Meals	\$ <u>200.00</u>	\$ <u>100.00</u>	\$ _____
Hotels & Phone			
Hotels	\$ <u>321.00</u>	\$ <u>160.50</u>	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
Total Hotels & Phone	\$ <u>321.00</u>	\$ <u>160.50</u>	\$ _____
TOTAL EXPENSES	\$ <u>699.03</u>	\$ <u>249.53</u>	\$ _____

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
Transportation and Registration			
Personal Auto	<u>309.76</u> miles @ \$.555 <u>171.92</u>	<u>154.88</u> miles @ \$.555 <u>85.96</u>	_____ miles @ \$.555
Air Fare	\$ _____	\$ _____	\$ _____
Tolls	\$ <u>6.00</u>	\$ <u>3.00</u>	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Taxes, etc.	\$ _____	\$ _____	\$ _____
Registration	\$ _____	\$ _____	\$ _____
Total Transportation and Registration	\$ <u>177.92</u>	\$ <u>88.96</u>	\$ _____
Meals (max \$50/day)	\$ <u>200.00</u>	\$ <u>100.00</u>	\$ _____
Total Meals	\$ <u>200.00</u>	\$ <u>100.00</u>	\$ _____
Hotels & Phone			
Hotels	\$ <u>321.00</u>	\$ <u>160.50</u>	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
Total Hotels & Phone	\$ <u>321.00</u>	\$ <u>160.50</u>	\$ _____
TOTAL EXPENSES	\$ <u>698.92</u>	\$ <u>349.46</u>	\$ _____

Request for Travel Expenses Advance

Est. Reimbursable Cost \$ _____
 Maximum Allowable % X50%
 Allowable Advance \$ _____
 Actual Advance **\$ _____

Account # to charge
 Net Reimbursement or Actual Advance or to credit (Net Return.)
CITY FUNDS

Reimbursement Summary/Advance Reconciliation

Total Expenses-all days \$ _____
 Less Advance (if any)* \$ _____
 Net Reimbursement \$ _____

- If Allowable <\$50, Actual = \$0 *- Attach copy of travel voucher used to receive this advance.

Request for Travel Expenses Advance

Est. Reimbursable Cost \$ 698.92
 Maximum Allowable % X50%
 Allowable Advance \$ 349.46
 Actual Advance **\$ 349.46

Account # to charge
 Net Reimbursement or Actual Advance or to credit (Net Return.)
CITY FUNDS

Reimbursement Summary/Advance Reconciliation

Total Expenses-all days \$ _____
 Less Advance (if any)* \$ _____
 Net Reimbursement \$ _____

- If Allowable <\$50, Actual = \$0 *- Attach copy of travel voucher used to receive this advance.

I hereby certify, under the pains and penalties of perjury, the attached receipts and expense information are true and in accordance with the City's ordinance regarding travel. No expenses have been paid by me and are solely for me as a City of Holyoke employee or on behalf of City of Holyoke employees in my accompaniment. No expenses are for alcoholic beverages, tobacco products, gambling products or events, or other items considered to be of a personal or other unauthorized nature. Credits, if any, for frequent returns or discounts are properly reflected in this reimbursement request.

William Collamore
 Signature of employee seeking authorization, or advance or reimbursement

 Superintendent of Schools' Signature

 Mayor's Signature

(Over)

I hereby certify, under the pains and penalties of perjury, the attached receipts and expense information are true and in accordance with the City's ordinance regarding travel. No expenses have been paid by me and are solely for me as a City of Holyoke employee or on behalf of City of Holyoke employees in my accompaniment. No expenses are for alcoholic beverages, tobacco products, gambling products or events, or other items considered to be of a personal or other unauthorized nature. Credits, if any, for frequent returns or discounts are properly reflected in this reimbursement request.

Dwight Sheehan
 Signature of employee seeking authorization, or advance or reimbursement

 Superintendent of Schools' Signature

 Mayor's Signature

(Over)

RECEIVED

SEP 27 2011

This form effective 07/01/2011 (Last 1/1/2011)

City of Holyoke

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Per Travel Authorization, Advance & Expense Voucher

(Over for instructions)

Name: Maridia Hobert School: Morgan School Date of Request: 9/14/11

Travel authorized by: Helen L. Stone (Principal/Director Signature), Morgan School (Superintendent of Schools' Signature), [Signature] (Mayor's Signature)

Destination: NSTA Conference / Hartford Dates of Travel: From 10/28/2011 To 10/28/2011
Reason for travel: National Science Teachers Association Conference
(Attach copy of Conference Notice)

ORIGINAL MUST BE RETURNED TO REIMBURSEMENT

Table with 4 columns: Expense Category, Estimated Expenses, Advance Request, Reconciliation Report Actual Expenditures. Rows include Transportation and Registration, Personal Auto, Air Fare, Tolls, Parking, Taxis, etc., Registration, Meals, Hotel Meals, Hotels & Phone, and TOTAL EXPENSES.

Request for Travel Expenses Advance, Account # to charge, Reimbursement Summary/Advance Reconciliation. Includes fields for Est. Reimbursable Cost, Maximum Allowable %, Allowable Advance, Actual Advance, Total Expenses-all days, Less Advance (if any), and Net Reimbursement.

I hereby certify, under the pains and penalties of perjury, the attached receipts and expense information are true and in accordance with the City's ordinance regarding travel. These expenses have been paid by me and are solely for me as a City of Holyoke employee or on behalf of City of Holyoke employees in my accompaniment. No expenses listed are for alcoholic beverages, tobacco products, gambling products or events, or other items considered to be of a personal or other unauthorized nature. Credits, if any, for subsequent returns or discounts are properly reflected in this reimbursement request.
Signature of employee seeking authorization, Superintendent of Schools' Signature, Mayor's Signature (Over)

Holyoke Public Schools
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools

FROM: David A. Lawrence, Director of Human Resources

DATE: October 3, 2011

RE: New Appointments

<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>	<u>DATE OF HIRE</u>
<i>Paraprofessional</i>			
Christian Rivera	McMahon	Special Education Paraprofessional	October 13, 2011
Heidi Ramoth	Metcalf	Special Education Autism Paraprofessional	September 19, 2011
Isela Rivera	Morgan	Special Education Paraprofessional	October 3, 2011
Mayra Lopez	Metcalf	Special Education Autism Paraprofessional	September 19, 2011
Sara Mooney	McMahon	Special Education Paraprofessional	September 19, 2011

<i>Non-Union</i>			
Allison Keller	Morgan	Full Service Community Project Manager	September 28, 2011

<i>Therapist</i>			
Lori Bernardi	District Wide	Certified Occupational Therapist Assistant	October 3, 2011

<i>Coaches</i>			
Animesh Bose	HHS	Faculty Manager	Fall 2011
Donald Bergeron	HHS	Varsity Golf Coach	Fall 2011
Emily Russell	HHS	Varsity Cheerleading Coach	Fall 2011
Jacqueline Motyl	HHS	Varsity Field Hockey Coach	Fall 2011
Joel Torres	HHS	Assistant Football Coach	Fall 2011
John Amaral	HHS	Varsity Boys Soccer Coach	Fall 2011
Joseph Dutsar	Dean	Varsity Football Coach	Fall 2011
Kevin Roberts	HHS	Varsity Girls Soccer Coach	Fall 2011
Mark Fournier	HHS	Junior Varsity Girls Soccer Coach	Fall 2011
Ralph Webb	Dean	Assistant Football Coach	Fall 2011
Robert Lastowski	HHS	Varsity Football Coach	Fall 2011
Robert Meara	HHS	Assistant Football Coach	Fall 2011
Thomas Bowler	HHS	Freshman Football Coach	Fall 2011
Tomie Lafond	HHS	JV Field Hockey Coach	Fall 2011
Yvonne Hilyard	HHS	Junior Varsity Girls Volleyball Coach	Fall 2011

I approve and accept:


 Mr. David L. Dupont, Superintendent of Schools

Holyoke Public Schools
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools

FROM: David A. Lawrence, Director of Human Resources

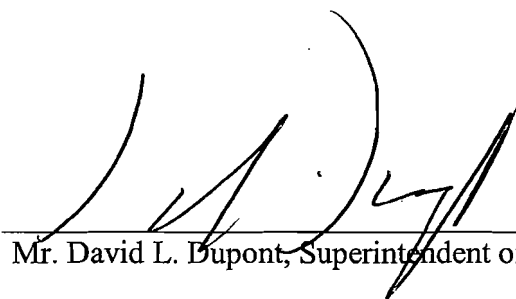
DATE: October 3, 2011

RE: Extended Time Programs

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROGRAM</u>
Alexandro Kiriakopoulos	Graduation Coach	Dean
Alexandro Kiriakopoulos	Teacher	Plato/Credit Recovery Program at Dean
Amanda Johansson	Teacher	Athletic Tutoring Program at HHS
Bruce Frey	Graduation Coach	Dean
Christopher Dragon	Teacher	Athletic Tutoring Program at Dean
Dorothy Albrecht	Teacher	Athletic Tutoring Program at HHS
Elicia Andrews	Teacher	Athletic Tutoring Program at HHS
Helen Donahoe	Teacher	Athletic Tutoring Program at HHS
John Sheedy	Teacher	Athletic Tutoring Program at Dean
Karen Chouinard	Graduation Coach	Dean
Katherine Quirk-Hebert	Teacher	Athletic Tutoring Program at HHS
Kenneth Lombardini	Teacher	Athletic Tutoring Program at Dean
Kevin Cavanaugh	Teacher	Plato/Credit Recovery Program at Dean
Linda Forget	Teacher	Athletic Tutoring Program at HHS
Marcus Holt	Coordinator	Plato/Credit Recovery Program at Dean
Michael Dutton	Teacher	Plato/Credit Recovery Program at Dean
Nelson Garcia	Graduation Coach	Dean
Quentin Donohue	Teacher	Athletic Tutoring Program at HHS
Sarah Pacheco	Teacher	Athletic Tutoring Program at Dean
Sarah Pacheco	Teacher	Plato/Credit Recovery Program at Dean
Tracey Caterine	Teacher	Plato/Credit Recovery Program at Dean
Alecia Pettengill	Mentor	E.N. White
Amy Drohan	Mentor	Morgan
Andrea Bryla	Mentor	Dean
Andrew Verrocchi	Mentor	E.N. White
Animesh Bose	Mentor	HHS
Celia Zuraw	Mentor	Metcalf
Donna Dempsey	Mentor	Donahue
Dorothy Albrecht	Mentor	HHS
Doryn Kelly	Mentor	HHS
Duver Gomez	Mentor	Sullivan
Eileen Farrington	Mentor	McMahon
Elizabeth Flores	Mentor	Dean
Gary O'Connor	Mentor	HHS
Iwona Langlois	Mentor	Donahue
Jacqueline Pueschel	Mentor	Dean

Jeremiah Mullane	Mentor	Dean
Joyce Siok	Mentor	Dean
Julie Griffin-Pluta	Mentor	E.N. White
Karen Chouinard	Mentor	Dean
Karen Kent	Mentor	E.N. White
Lorenda Lewis Carmen	Mentor	HHS
Lori Vaillancourt	Mentor	HHS
Marc Feinberg	Mentor	HHS
Marjorie Leenders	Mentor	Donahue
Michelle Monett	Mentor	Dean
Minerva Rivera	Mentor	Donahue
Peter Flynn	Mentor	Dean
Stephen Morneau	Mentor	Dean
Susan Napolitano	Mentor	HHS
William Sperry	Mentor	Dean

I approve and accept:



Mr. David L. Dupont, Superintendent of Schools

Holyoke Public Schools
MEMORANDUM

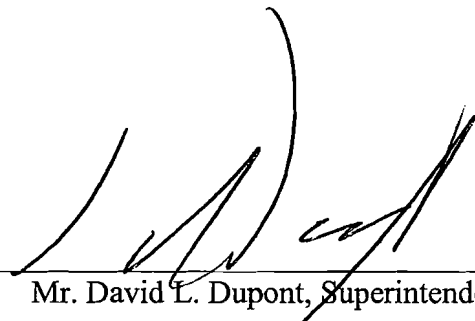
TO: Mr. David L. Dupont, Superintendent of Schools
FROM: David A. Lawrence, Director of Human Resources
DATE: October 3, 2011
RE: Resignations

NAME SCHOOL ASSIGNMENT DATE OF HIRE DATE OF RESIGNATION

Teacher

Jonathan Gaines	McMahon	ELA Teacher	August 25, 2011	September 19, 2011
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I approve and accept:


Mr. David L. Dupont, Superintendent of Schools