

CITY OF HOLYOKE
SCHOOL COMMITTEE

SCHOOL COMMITTEE AGENDA

DATE: MONDAY, JUNE 20, 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**
 - Dean Tech ROTC Distinguished Unit Award (pages 1-3)

4. **NEW BUSINESS**
 - a. **Minutes of Meetings**
 - Regular Meeting of May 16, 2011 (pages 4-9)
RECOMMENDATION: That the School Committee vote to approve the minutes.
 - b. **Reports of Committees**
 - Finance Subcommittee of May 31, 2011 (pages 10-17)
RECOMMENDATION: That the School Committee vote to approve the minutes (no substantive motions.)
 - Finance Subcommittee of June 1, 2011 (pages 18-20)
RECOMMENDATION: That the School Committee vote to approve the minutes (no substantive motions.)
 - c. **Elect Voting and Alternate Delegate to MASC Annual Meeting** (page 21)
 - d. **Order:** Submitted by Committee Member Moriarty that Goal 1 of the District Improvement Plan be deleted and replaced with the following: **“85% of all Holyoke children will be proficient readers by the end of third grade by 2014”**; and

That the Holyoke School Committee declares this “85% Reading Goal” to be the highest priority of the Holyoke Public Schools for FY 12; and

That to oversee the progress of the Holyoke Public Schools in pursuing the “85% Reading Goal” administration will report the following information to the School Committee between September 1 2011 and June 20, 2012: a detailed analysis of the results of the 3rd Grade ELA MCAS administered in

the spring of 2011, and at least three reports of the progress made in each school and grade below 4th grade; reporting for each school and grade by percentage of grade-level equivalent. For an example and description of grade-level equivalent reporting see *The 90% Reading Goal*, Fielding, Kerr & Rosier; New Foundation Press, 2001 at pages 46-47.

e. **Travel Requests** (pages 22-24)

RECOMMENDATION: *That the School Committee vote to approve the travel requests.*

5. **OLD BUSINESS**

a. **Superintendent Evaluation Timeline** (update)

- Superintendent Self-Evaluation – July 15, 2011
- School Committee Evaluations Completed – August 15, 2011

b. **Rezoning Process Update**

c. **Approval of Holyoke Tech Plan** (page 25)

RECOMMENDATION: *That the School Committee vote to receive the Holyoke Tech Plan approval*

RECOMMENDATION: *That the School Committee vote to approve non union salary adjustments as follows: FY 2010, 0.5%, FY 2011, 0.5%, FY 2012, 0.5%.*

d. **FY 2012 School Department Budget**

RECOMMENDATION: *That the School Committee vote to approve the FY 2012 School Department Budget.*

6. **PERSONNEL**

a. **Appointments** (page 26)

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

b. **Retirements** (page 27)

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

c. **Resignations** (page 28)

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

7. **ANNOUNCEMENTS & ADJOURNMENT**

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.

NEWS RELEASE

Dean Technical High School
1045 Main St.
Holyoke, MA 01040



U.S. AIR FORCE

Air Force JROTC 2010-2011 Distinguished Unit Award

MAXWELL AIR FORCE BASE, Ala. — Unit MA-20022 at William J. Dean Technical High School has been selected as one of 196 units to receive the 2010-2011 Air Force Junior ROTC Distinguished Unit Award. This award recognizes Air Force Junior ROTC units that have performed above and beyond normal expectations, and that have distinguished themselves through outstanding service to their school and community while meeting the Air Force Junior ROTC mission of producing better citizens for America.

The objectives of the Junior ROTC program are to educate and train high school cadets in citizenship and life skills; promote community service; instill responsibility, character, and self-discipline through character education, and to provide instruction in air and space fundamentals. Enrollment is open to all young people who are in the 9th grade or higher, physically fit, and are citizens or nationals of the United States.

Air Force Junior ROTC is located in 884 high schools across the United States and at selected schools in Europe, in the Pacific and Puerto Rico. Junior ROTC enrollment includes more than 117,000 cadets.

For more information contact Dean's principal, Mrs. Linda Rex or the Air Force Junior ROTC department at Dean, (413) 534-2071, room 281.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

5 May 2011

Colonel Debra F. Bean
Director, Air Force Junior ROTC
551 East Maxwell Boulevard, Building 500
Maxwell AFB AL 36112-6102

Mr. David Dupont, Superintendent
57 Suffolk St.
Holyoke, MA 01040

Dear Mr. Dupont

Congratulations to Air Force Junior ROTC Unit MA-20022 at William J. Dean Technical High School for earning the Distinguished Unit Award for academic year 2010-2011.

The Distinguished Unit Award recognizes the personal growth and accomplishments of the cadets, the contributions of the instructors as mentors of the cadets, and the support of the school and community. The Distinguished Unit Award is limited to the best of the best of our nation's 884 Air Force Junior ROTC units.

Please present the enclosed certificate to the Dean Tech principal, and AFJROTC instructors and cadets, and pass along my congratulations on a job well done. A suggested press release is also enclosed. We will forward a streamer for the unit guide-on in the near future.

I appreciate your outstanding support in "Developing citizens of character dedicated to serving the nation and your communities."

Sincerely

Handwritten signature of Debra F. Bean in cursive.

Debra F. Bean, Colonel, USAF

Attachments:

1. Distinguished Unit Award Certificate
2. 2010-2011 Distinguished Unit Award Press Release



Air Force Junior Reserve Officer Training Corps
**AIR EDUCATION
AND TRAINING COMMAND**



This is to certify that

AFJROTC MA-20022, Dean Technical High School

is awarded this

Certificate in Recognition

of

***The Air Force Junior ROTC Distinguished Unit Award
2010-2011***

1 May 2011

Handwritten signature of Debra F. Bean.

Debra F. Bean, Colonel, USAF
Director, AFJROTC

CITY OF HOLYOKE
SCHOOL COMMITTEE

REGULAR MEETING OF THE SCHOOL COMMITTEE
MONDAY, MAY 16, 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, Dennis Birks (arriving at 6:24 p.m.), Cesar Lopez, Devin Sheehan, Peggy Boulais ; Excused: Dennis Birks and Yvonne Garcia. Also present: Superintendent of Schools David Dupont and Holyoke High School Student Representative Caitlyn Anable.

PLEDGE OF ALLEGIANCE

PUBLIC DISCUSSION

None

COMMUNICATIONS & REPORTS

Student Reports

Miss Anable congratulated the Holyoke High School band on their performance in a recent competition where the band won 1st place in Jazz and Marching and 3rd place in Concert.

She informed the Committee that this would be her last meeting as HHS Student Representative and thanked the members for their support. She will be attending Bay Path College in the fall.

Superintendent's Communications

Enchanted Circle Theater Update

Pricilla Helwig, from the Enchanted Circle Theater, explained that the ECT has had a 35 year relationship with the Holyoke Public Schools. ECT is a nonprofit organization based in Holyoke. Their mission is to engage, enhance and inspire learning through the arts. They are a performing company, a teaching institution and they work in the human service arena to bridge arts, education and human services. Their programming is aimed at enhancing academic achievement and building social and emotional communication skills. Their work is directly aligned with the academic and social needs of students. Students work with a book to create a play. They learn to embody the vocabulary of the book, they learn to work as a team and develop communication and listening skills. Over the past three years they have been building programs for family literacy where parents are brought into the school for a dramatic, expressive reading experience with their students. ECT has been involved with a summer Shakespeare Program for the past four years where students are immersed in dramatic interpretation

and ultimately perform for their friends and peers through the Connections Program. ECT works closely with teachers as they develop their programs.

NEW BUSINESS

Minutes of Meetings

Special Meeting of April 11, 2011

MOTION #1: Mr. Greaney made a motion, seconded by Mr. Lopez, to approve the minutes of the Special Meeting of April 11, 2011. The motion carried unanimously.

Reports of Committees

Rules-Policies Subcommittee of April 25, 2011

MOTION #2: Mr. Moriarty made a motion, seconded by Mr. Greaney, to approve the minutes of the Rules-Policies Subcommittee of April 25, 2011 (no substantive motions). The motion carried unanimously.

McMahon School 8th Grade Field Trip Request to High Meadows

MOTION #3: Mr. Moriarty made a motion, seconded by Mr. Lopez, to approve the McMahon School 8th grade field trip request to High Meadows. The motion carried unanimously.

Donahue School Field Trip Request to Mystic Aquarium

MOTION #4: Mr. Sheehan made a motion, seconded by Mr. Lopez, to approve the Donahue School Field Trip Request to Mystic Aquarium. The motion carried unanimously.

Travel Requests

MOTION #5: Mr. Greaney made a motion, seconded by Mr. Moriarty, to approve the travel request. The motion carried unanimously.

Additional New Business

Mr. Sheehan explained that Ms. Regan had inquired with the DOR about existing rental revolving accounts for Lynch and McHugh Schools. There is a little over \$3,400 in those two accounts. The DOR has indicated that a vote can be taken to reallocate those funds evenly amongst the remaining schools' rental revolving accounts.

MOTION #6: Mr. Sheehan made a motion, seconded by Mr. Greaney, to reallocate the money (in the McHugh School and Lynch School rental revolving accounts) to the rentals areas of the other schools' revolving accounts. The motion carried unanimously.

Mr. Sheehan inquired about a copy of a City Council order that was in the informational packet received by School Committee members. He asked the status of the City Council order relative to moving the School Department to the City Hall Annex.

Mayor Pluta told the Committee that there is a group of department heads meeting on the issue of the Annex Building and whether the City will continue to maintain that building into the future, along with a number of other facilities issues.

Mr. Sheehan said that there were bills submitted to be paid from last fiscal year but the City Council declined use of those funds that were already appropriated for those purchases. He asked if there was any movement on that and whether the bills would be paid to vendors who are waiting for payment.

Mayor Pluta explained that City Council wanted each bill submitted individually and that is in the process.

Mr. Sheehan explained that the Council was willing to approve all but one of the bills; the one in question was for professional development through the Leadership Holyoke program. It was about questioning how specific funds were being spent.

Mr. Dupont said that the schools have been involved with Leadership Holyoke for 25 years.

Mr. Greaney asked if the City had any bids on the old Lynch School yet.

Mayor Pluta said the RFP had not yet been finalized and has not yet gone out.

OLD BUSINESS

Common Core / Mass Core

Ms. Wells provided information on the Common Core / Mass Core that shows the timeline for development and adoption of the Common Core standards. The Common Core came about because under NCLB states had varying degrees of what they believed to be appropriate and rigorous standards for students on state assessments. The Common Core is an initiative to bring all states together with standards that every child should know at the end of each specific grade level. The major differences between the frameworks that exist and the Common Core frameworks are not only the frameworks and standards students need to know, but also the concentration on the high level thinking skills students need to have to be college and career ready.

District personnel have been working to create a crosswalk document between the current Mass Frameworks and the new Common Core standards, along with an inventory of the curriculum maps at each grade level, to identify the specific areas that might need to be improved based on the new standards. A year was spent doing that for ELA and math and that work will continue so that the district can go into partial implementation of the standards and frameworks next year. The district is taking a strong look at early literacy, particularly at the preK to grade 3 level to make sure the children are literate and able to decode fluently and comprehend appropriately by time they leave third grade. The intent is near to full implementation by the year 2012/2013 with full implementation by the year 2014. That directly correlates to the transitioning of the MCAS to the new frameworks. MCAS will be changing

as well. The district is poised and ready to look at where there might be defined gaps that need to be filled and where adjustments might be needed in delivery of instruction.

Ms. Wells explained that Mass Core is very different from the Common Core. Mass Core is a very specific state recommended program of study that aligns the high school course work with college and work force expectations. It was developed to provide guidance around the academic preparation that students need in order to be successful with post secondary education. It maintains flexibility for districts to either add in different courses or to make adjustments to courses and it allows schools and districts to set additional graduation requirements. Students would need to meet Mass Core requirements to get into state universities.

The Mass Core Program of studies requires:

4 units of English language arts – which both high schools currently require

4 units of mathematics –both high schools currently require 3 units of math.

3 units of lab-based science – this is an interesting issue for Dean;

Mass Core does not currently recognize science and technology engineering as a science course that would be acceptable as one of the 3 required units and that is a course offered at Dean. While that is used towards a local requirement for 1 of the 3 years, it might be exempt from the Mass Core requirement entrance criteria.

3 years of history and social science

2 units of a foreign language – that can be opted out for technical / vocational programs, as can the arts requirements.

5 additional units of either business education, health, technology, etc.

Completion of the Mass Core is a required project for all urban districts as part of RTTT. Districts have to work on improving and increasing the Mass Core graduation requirements. Holyoke needs to look at the current curriculum versus Mass Core requirements, determine how to align it and fit the system at both high schools, and, by the year 2014 the district has to improve its Mass Core completion rate from 24% currently to 29%.

Holyoke will need to think about what the timeline will be if Mass Core is adopted; what do the financial, staffing and space resources look like; how many students are currently not participating in classes such as required art; how do students participate into those classes while still managing other appropriate classes; how to implement, monitor and assess the pathways to make sure children are making this a reality if it is adopted. All of that has implications on budgeting, planning, staffing, space, etc.

Mr. Greaney noted that the requirements indicate completion of algebra 2 or completion of an integrated math equivalent. He asked what an integrated math equivalent to algebra 2 would be.

Ms. Wells said that would be a course developed locally that addresses all of the standards as identified as necessary under algebra 2.

Mr. Sheehan said this would hurt some of the existing programs. For example, if HHS requires that every student takes one year of the arts, some higher level classes within the arts might have to be eliminated to accommodate that.

Mr. Moriarty said this was discussed at subcommittee. One of the curious things is that some of the highest achieving students are not meeting Mass Core because they are taking electives, such as a second foreign language. Students are taking courses such as Problems of Democracy and World Religions which don't really count towards the Mass Core. The district does not have to mandate the Common Core, but the fact that the State Universities will be looking for those requirements requires that the district makes students aware of those requirements as they enroll in freshman year so that students are not shut out of State University options. Holyoke has to take this seriously and respond to it even if it's not mandated.

MOTION #6: Mr. Moriarty made a motion, seconded by Mr. Birks, to refer the materials on Mass Core and Common Core to Curriculum and Instruction. The motion carried unanimously.

School Lunch Prices and Charging Issues

Mr. Gibbons explained that there are new federal regulations setting a minimum amount that can be charged for meals. The State has sent a communication indicating that districts need to either increase meal prices or find some other means of funding the difference.

MOTION #7: Mr. Moriarty made a motion, seconded by Mayor Pluta, to refer the matter of school lunch prices and charging issues to Finance. The motion carried unanimously.

Suffolk Street Office Bid

Mr. Dupont explained that there was only one responder to the Bid which is the entity that manages the current office site. Mr. Martins has suggested that some action be taken on the bid.

Mr. Sheehan said this was discussed briefly at the joint committee meeting. Mr. Dupont had mentioned the possibility of moving some of offices to the Main Street facility. He said if some of the offices were moved the space needed for central office would be less.

Mr. Dupont said there are a number of unknowns around a timeline to potentially move offices to that Main Street site, such as, when will the current tenants move out, how much work has to be done for technology access, etc., along with what the Committee wants to do in terms of accepting that space for School Department use.

Mayor Pluta suggested that no more than a one year lease be considered at this point because of some of the other space considerations being looked at.

Mr. Dupont said a one year lease would certainly give some time.

MOTION #8: Mr. Moriarty made a motion, seconded by Mayor Pluta, to refer the Suffolk Street Office Bid to Finance. The motion carried unanimously.

Additional Old Business

Mr. Sheehan asked if any additional information had been received on Plan Managers or information about the Educational Management Company.

Mr. Dupont said that on Friday he would be meeting with the District Management Council and Linda Foisey from DESE. He will provide information after that meeting.

PERSONNEL

Appointments

MOTION #8: Mr. Greaney made a motion, seconded by Mr. Sheehan, to receive the appointments. The motion carried unanimously.

Retirements

MOTION #9: Mr. Sheehan made a motion, seconded by Mr. Greaney, to receive the retirements. The motion carried unanimously.

Resignations

MOTION #10: Mr. Greaney made a motion, seconded by Mayor Pluta, to receive the resignations. The motion carried unanimously.

ANNOUNCEMENTS

MOTION #11: Mr. Greaney made a motion, seconded by Mr. Sheehan, to send a letter of congratulations be sent to the Band Director and her students for their performance in the recent competition. The motion carried unanimously.

Mayor Pluta asked that a combined letter with the Mayor's Office and City Council be sent to Springfield on its 375th Anniversary.

MOTION #12: Mayor Pluta made a motion, seconded by Mr. Sheehan, to agree to sign on to a letter, along with the City Council and Mayor, to be drafted by the Mayor and sent to the City of Springfield on its 375th Anniversary. The motion carried unanimously.

Mayor Pluta noted that there was an article in the Sunday newspaper about the Lt. Governor's new initiative for vocational / technical high schools. She asked that administration look into that initiative and how it might benefit Holyoke.

MOTION #13: Mr. Greaney made a motion, seconded by Mr. Sheehan, to adjourn. The motion carried unanimously.

The Regular Meeting of May 16, 2011 adjourned at 7:49 p.m.

CITY OF HOLYOKE
SCHOOL COMMITTEE

FINANCE SUBCOMMITTEE
TUESDAY, MAY 31, 2011
TIME: 5:00 PM
DEAN TECH HIGH SCHOOL

Finance Subcommittee Chair Peggy Boulais called the meeting to order at 5:00 p.m.

Present: Peggy Boulais, Howard Greaney, Cesar Lopez; also Mayor Elaine Pluta, Devin Sheehan, Michael Moriarty (arriving at 5:06 p.m.), Superintendent of Schools David Dupont, Business Manager Chris Regan, Assistant Superintendent Kim Wells. All principals and were present.

Ms. Regan explained that they analyzed the Title 1 grant based on a March census in terms of low income levels, etc., as well as all other grants and funding sources and analyzed funding based on specific requirements to determine allocations to schools. Each school has made proposed reductions based on those numbers. Since that time administration has examined the non-school areas of the budget to try to come up with additional funds to be reallocated to the schools. It is anticipated that there could be as much as \$400,000 left in the supplemental education services budget that will not be spent; however that amount has to be set aside at this point. Certain purchases will be put on hold until a determination can be made on those funds. There is also a possibility that the MTRS amount could be less than is budgeted if fewer positions are paid by federal grants.

Mr. Sheehan asked if textbooks in the curriculum area are duplicates in terms of what is being requested for textbooks in each school's budget.

Ms. Wells said schools budget for replacement of textbooks and the curriculum budget reflects new purchases of textbooks for alignment of curriculum or new core purchases.

Ms. Regan explained that district expenditure reductions accomplished by administration since the last round amount to approximately \$1.3 million that can now be reallocated to the schools. The cuts proposed at this point do not take that \$1.3 into consideration. That money will focus mainly on classrooms.

Cuts to administrative budgets include:

Assistant Superintendent:

\$35,000 - Rebus Professional Development

\$3,000 - professional learning materials

Business and Finance:

\$30,000 - eliminate 1 clerical position

\$5,000 - professional development

\$250 - service agreement

\$30,000 - postage

Human Resources:

\$2,000 - advertising

Operations:

\$50,000 – contracted services

School Committee:

School Committee salaries - \$675.00

School Health Services:

Nurse Supervisors - \$55,000

Special Education: Teacher Stipends – Excelsior - \$5,000

Futures Healthcore – contracted services \$200,000

Excelsior Paraprofessional Stipends - \$2,000

PD – Teacher stipends - \$2,000

PD – Presenters - \$5,000

PD – materials - \$1,000

Technology:

Educational Software Licenses - \$40,000

Mr. Moriarty asked what is being reduced in terms of educational software licenses.

Ms. Wells said all current licenses are being maintained; that is \$40,000 in case something new and unusual comes up that the district might be interested in purchasing and piloting at a specific school.

Mr. Sheehan asked if the non union personnel costs are reflective of a half percent raise retroactive to the beginning this academic year.

Ms. Regan said the half percent is reflected but she hoped to pay that retroactive cost from this year's budget; it is a very small amount.

Mayor Pluta asked what is covered under school committee legal services "general" and under "negotiations".

Dave Lawrence said he would have to look at the contract to determine the difference.

Ms. Wells explained that under district level budget reductions the following changes have been proposed.

Early Childhood:

PreK teachers, PreK paraprofessionals and materials have been eliminated.

Reductions have been made in early childhood curriculum committees and curriculum mapping and alignment.

Advertising and printing costs

Textbooks reduced

Instructional materials reduced

ELE and Compliance:

Reductions to curriculum mapping and alignment
 Western Mass Writing Project PD
 PD through MELT
 Proposed ELL Coach
 Curriculum materials and supplies
 Proposed Assistant Director for Grants

Mr. Sheehan asked if any funding would be lost without someone whose focus is the Title 1 grant.

Ms. Wells said she will be working closely with the State and Federal Grants Director to make sure deadlines are met and that the district gets as much grant funding as possible. The decision had to be made based on the need to staff classrooms versus administrative positions.

Mr. Moriarty suggested highlighting for potential reinstatement the ELL intake coordinator, Rosetta Stone licenses and the Early Literacy language development software because of the potential to better identify incoming students.

Further Curriculum Department reductions include:

PD for Instructional Staff

The Humanities, Math, Science/Technology/health and PE curriculum areas have all be drastically reduced in terms of PD, curriculum alignment and textbook acquisition.

Proposed 4 health teachers eliminated.

Ms. Wells said it will be a challenge to work with teachers after school next year on curriculum development with funds to pay stipends.

The proposed additional 4 health teachers would have provided each school with one health teacher. Currently there are 4 health teachers servicing the 7 K-8 schools and CFE.

Mr. Lopez suggested highlighting the 4 proposed health teachers for reinstatement if possible.

Ms. Regan said that the school based budgets were looked at in terms of revenue allocated based on grant related eligibility or the Chapter 70 formula relative to enrollment, low income, ELL, and special education. Some schools made major reductions and other did not, based on those formulas.

The Center for Excellence reduced the substitute line.

Dean School has put forth a number of proposed and existing positions for reduction including:

Vice Principal

Temporary Clerk

In-House Suspension Teacher

Read 180 Teacher

Not replacing some positions through attrition

Some Occupational Ed Programs

Substitutes

Custodial Positions

There was discussion about the reduction in applications to the school for 9th graders next year, down from 150-175 last year to 76 this year (for next year). There has been indication from the middle schools that many students are choosing HHS for next year.

Mayor Pluta asked if there are any adjustment counselors at Dean and Mrs. Rex said there were not. Mayor Pluta recommended that a school adjustment counselor be added rather than replacing the retiring guidance counselor and reviewing the elimination of the proposed adjustment counselor.

Donahue School will be reducing proposed positions as follows:

- Elementary Teacher
- Match Intervention
- Instructional Technology specialist
- Summer hours for Coaches
- Special Ed Inclusion Teacher

A number of non personnel instructional materials and services reductions were also made.

Mr. Moriarty noted that the loss of the proposed elementary teacher would impact the 3rd grade reading improvement initiative. He asked if any other cuts would impact the ability to utilize tools around that initiative.

Mrs. Fitzgerald said that her EduJobs funds paid for a Systems 44 teacher. The district is purchasing Read 180A program. They had Read 180 B, which is the higher level program, this year. There were not a lot of students that qualified for Systems 44 so that teacher has been doing LLI in grades 1 & 2 this year.

Mr. Moriarty suggested highlighting that early grade teacher as another consideration for funding if possible.

Mrs. Fitzgerald said she is focusing on keeping 3 classrooms at grades K, 1 & 2.

Holyoke High School has proposed eliminating a number of existing positions and one proposed new position, along with PD, supplies and equipment. Personnel reductions include:

- Dropout Prevention Specialist
- English
- Math Intervention program
- Math
- Physical Education
- Science
- World Language
- History
- ELL/ELA Teacher
- Outreach Worker
- Custodian

These reductions will mean the elimination of a number of electives and some class sizes will increase.

Mr. Sheehan said he was very concerned about the elimination of the Dropout Prevention Specialist considering the strides made to reduce the dropout rate at the high school.

Ms. Bauer explained that the position had been funded with EduJobs money. She has been told that RTTT funding will include 10 graduation coaches which will help in that area.

Mr. Moriarty expressed concern about the reduction of MCAS prep electives and the impact on students.

Mayor Pluta asked that an adjustment counselor be considered for the High School.

Mr. Dupont said this is the worst case scenario. There will be some relief for schools based on the additional funds reduced from district wide and administrative costs which will be presented after school reductions are heard.

Kelly School is proposing a reduction in substitutes, materials and supplies, 2 proposed Sped Teachers and 5 proposed ELL Teachers.

Mr. Moriarty said these reductions are concerning for the 3rd grade reading initiative.

Mr. Mazza said he currently has 3 certified ELL staff with 2% of students designated as ELL which does create an issue. There is an ELL support teacher in grades, 1, 2, 3.

McMahon is proposing the reduction of one existing sped inclusion teacher and four proposed positions.

Mr. Moriarty expressed concern about the loss of the inclusion teacher. Ms. Russell explained that the position being reduced was funded through the AARA grant. With this budget she is able to maintain one additional position added this year through the special education budget.

Mr. Sheehan noted that McMahon has a school adjustment counselor but not a guidance counselor.

Ms. Wells explained that the district is getting a grant called the Massachusetts Comprehensive Guidance Model so the whole guidance structure will be looked at and reformed.

Mr. Moriarty said that there is nothing that can be done this year but any K-8 school without 2 vice principals is insufficient but there is nothing that can be done to change that this year.

Metcalf will not have to make reductions based on the revenue scenarios.

Mr. Sheehan left the meeting at 6:41 p.m.

Morgan School is proposing reducing existing personnel by almost \$700,000 along with 2 proposed positions and non personnel reductions.

Convert K-4 School Adjustment Counselor to Case Manager

Read 180 Teacher
 Middle School Math Teacher
 Middle School ELA Teacher
 Grade 4 Teacher
 ELL Teacher
 Music Teacher
 Technology Teacher
 Half Time Health Teacher
 Elementary Support Teacher
 Librarian

Mr. Moriarty said he did not know how the Music Teacher, Technology or Health teachers could be eliminated.

Peck had proposed 7 reductions in existing positions and 13 proposed positions along with non personnel items.

Proposed Receptionist
 Proposed Data Assistant
 Proposed Systems 44/Read 180 Teacher
 Proposed Transience Program Coordinator/Counselor
 Proposed K-2 Transience Program Teacher
 Proposed 3-5 Transiency Program Teacher
 Proposed 6-8 Transiency Program Teacher
 Proposed K-1 Math Specialist
 Proposed 2-3 Math Specialist
 Proposed 6-7 special Ed Inclusion Teacher
 Proposed Elementary ELL Special Ed Inclusion Teacher
 Proposed Middle School ELL Special Ed Inclusion Teacher

Middle School Math Success Teacher
 Robotics Teacher
 Instructional Technology Teacher
 6-8 ELL Teacher
 Alternative Learning Center Teacher
 Family Case Manager
 Custodian

Mr. Moriarty said he was concerned about the reduction of the Family Case Mangers and said he hoped that the district would be looking for a grant to replace those positions. He asked how the Robotics teacher has been working out for students.

Mr. Hyry said that he did not want to cut the Robotics position but the schools are at a level now where the cuts are deep and painful; he had to consider Robotics versus early literacy.

In reply to a question from Mr. Lopez Mr. Hyry said the Case Manager capabilities would be cut in half by this reduction. Eliminating the ELL positions would mean that only beginning level English language learners will have targeted instruction other than what the classroom teachers can provide. Currently

the level 2 and 3 ELL students get very special customized instruction for their levels and that can no longer be afforded.

Mayor Pluta suggested that the Family Case Manager reduction be highlighted for possible return. Mr. Lopez suggested that the Robotics Teacher also be included for review.

Sullivan School has proposed reducing a number of positions and non personnel reduction including 2 existing custodians and 5 proposed positions.

2 Custodians
 Proposed Executive Assistant
 Proposed Parent Liaison/Academic Concierge
 Proposed Special Education Resource Teacher Middle School
 Proposed Elementary Adjustment Counselor
 Proposed Kindergarten Support

Mrs. Boulais noted that Sullivan has 2 assistant principals.

Mr. Breisch said that the second assistant principal was hired with EduJobs funds and he is proposing that position remain. That position has focused on curriculum and as a result the school has been able to get a number of interventions up and running. These things would have happened without the second VP.

White has proposed eliminating 8 existing and 8 proposed positions along with some PD and other non personnel costs.

Phys Ed
 Music
 2 Regular Ed Teachers
 Grade 1 and Grade 2 Intervention Teachers
 Academic Support/In-House Teacher
 Math Support K-3
 Math Support 4-5
 ELL Support Grade 4-5
 ELL Support Grades 6-8
 Additional Assistant Principal
 Librarian
 Custodian

Mr. Moriarty expressed concern about the reduction of specials and asked that those positions be given careful consideration if and when available funds are identified.

Ms. Wells provided a list of areas and where administration has been able to cut further to free up funds that can go back to the schools to help to reinstate some of the cuts. There have been additional cuts to central office, curriculum budgets, and other district wide expenses, which total about \$2 million. That \$2 million was broken out based on percentage cut by individual school to reallocate an amount per school so they could offset some of the drastic cuts that have been made to existing positions. For

example, Morgan had to cut \$692,902; Morgan will now be able to re-implement \$520,000 of those cuts.

Mr. Moriarty said some schools cut more deeply into supplies than personnel and that formula doesn't give as much back to those schools.

Wednesday's meeting will focus on those positions that will be reinstated.

MOTION: Mrs. Boulais made a motion, seconded by Mr. Moriarty, to adjourn. The motion carried unanimously.

The Finance Subcommittee meeting of May 31, 2011 adjourned at 7:16 p.m.

CITY OF HOLYOKE
SCHOOL COMMITTEE

FINIANCE SUBCOMMITTEE
WEDNESDAY, JUNE 1, 2011
TIME: 5:00 PM
DEAN TECH HIGH SCHOOL

Finance Subcommittee Chair Peggy Boulais called the meeting to order at 5:00 p.m.

Present: Peggy Boulais, Michael Moriarty, Howard Greaney; excused: Cesar Lopez. Also present: Superintendent of Schools David Dupont, Business Manager Chris Regan, and School Committee Vice Chair William Collamore.

Chris Regan explained that information provided shows positions restored or adjusted to the school budgets. Some non personnel related expenditures are also included.

In the Administration budget \$54,000 was added back in to cover contract services for a level 4 district management consultant; that represents a portion of the fee.

Dean restored the following positions:

In-House Suspension Teacher
Read 180 Teacher
ELE Teacher
Sped Shop Teacher
2 Custodians
Proposed Vocational Coordinator
Proposed Sped ELA Teacher
Proposed Sped Math Teacher
Proposed Health Assisting Teacher
Total restoration \$460,000

Donahue School did not have any restorations as no existing positions were cut.

Holyoke High School had \$380,000 restored.

ELL Teacher
History Teacher
Math Teacher
Phys Ed Teacher
Science Teacher
World Language Teacher
Proposed Math Intervention Teacher

Kelly restored stipended positions for Saturday School and Before and After School Programs for a total of \$6,000.

McMahon restored a Sped Inclusion Teacher and eliminated the part time literacy teacher and reduced the sub account.

Morgan restored \$520,000 and they restored the following positions:

- 2 ELL Teachers
- ELL Support
- Grade 4
- Music
- Technology
- Half Time Health
- Sped Resource Specialist
- Sped Para
- Case Manager
- Elementary Support
- Librarian

Peck School was able to restore the following positions with \$280,000:

- Middle School Math Success Teacher
- Robotics Teacher
- Technology Teacher
- Grade 6-8 ELA Teacher
- Alternative Learning center Teacher
- Family Case Manager

Mr. Hyry explained that the Alternative Learning Center Teacher will retire midyear and that position will not be replaced. The remainder of that salary will be used to hire an ELL teacher.

Sullivan School restored one custodian and some educational materials for a total of \$40,000.00.

Mr. Moriarty said he would like to see the Focus on Results Program restored if at all possible.

White School restored the following positions with \$220,000:

- Read 180 Teacher
- Grade 5 Teacher
- Grade 1 Intervention Teacher
- Math Support Sped Teacher

Mr. Greaney inquired as to whether the phys ed or music teacher is being restored at White.

Mr. Dupont said White will have one phys ed and one music, rather than two of each.

Mr. Moriarty said he was troubled that the district is budgeting \$54,000 for a level 4 management consultant while music at White is being hit and McMahon is letting go of an early literacy position. He said he did not think the district could afford that level 4 position and the State should be told that.

Mr. Dupont said his intent is to use no more than half of that amount if the district has to; he is pushing for the State to pay for this position.

MOTION: Mr. Greaney made a motion, seconded by Mr. Moriarty, to go to Public Hearing on the FY 2012 School Department Budget on June 20th at 6:00 p.m. The motion carried unanimously.

Mr. Moriarty asked if the City had budgeted the minimum required contribution at this point.

Ms. Regan said the City budgets the minimum required and they give schools the reimbursement from the charter schools. The City also budgets for non net school spending items such as transportation, HALO rent, admin rent, Medicaid processing and crossing guards.

Mr. Moriarty said the City can provide funding beyond the minimum and there are things being lost that the schools should not do without. It is difficult to make requests to the City in advance, based on the State's budgeting process and the fact that the entire budget was rebuilt this year. Next year that is something that needs to be considered earlier in the budgeting process.

Ms. Regan said the Chapter 70 formula is actually out of date and Holyoke loses money based on its student population versus the population the State bases the formula on. The State has implemented a task force to look at that. Another area that is underfunded for all districts in that formula is employee benefits.

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

The Finance Subcommittee of June 1, 2011 adjourned at 5:36 p.m.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Dorothy Presser, President

DATE: March 2011
TO: MASC member school committees, c/o superintendent of schools
RE: Voting delegate to annual business meeting
Date: WEDNESDAY, NOVEMBER 9, 2011 3:00PM
Location: RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS

SECOND NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
Deadline for receipt of delegate forms by the Executive Director for the 2011 annual meeting is November 2, 2011.

Official Delegate Form

For the school committee of _____

The official voting delegate is: _____
(name)

(address)

The alternate voting delegate is: _____
(name)

(address)

Signed _____
(superintendent of schools)

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

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>
Jacqueline Motyl	Teacher-Donahue	LLI Literacy Training	3 days	In State	\$491.46	Title I ARRA Grant
Jacqueline Motyl	Teacher-Donahue	PD Creating A Collaborative Mural	2 days	In State	\$326.87	Title I ARRA Grant
Marria Carrington	Teacher-Donahue	Math Recovery Intervention Specialist	4 days	Out of State	\$1,096.85	Title I ARRA Grant

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Page 1 of 3
(Over for instructions)

Name: Jacqueline Motyl School: Maurice A. Donahue Date of Request: 6.7.11

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

Destination: Greenfield, MA Dates of Travel: From 7/27/11 To 7/29/11

In-State Out-of-State Reason for travel: LLI Literacy Training
(Attach copy of Conference Notice)

	Estimated Expenses	Advance Reimbursement	Reconciliation Report Actual Expenditures
Transportation and Registration			
Personal Auto	\$16.6 miles @ \$.50 = \$8.30	RECEIVED JUN 27 2011 \$59	miles @ \$.50
Air Fare	\$		\$
Tolls	\$		\$
Parking	\$		\$
Registration, etc.	\$		\$
Total Transportation and Registration	\$ 78.00		\$
Meals (max. \$5/day)	\$ 50.00 x 3 = 150.00		\$
Total Meals	\$		\$
Hotels & Phone	\$ n/a		\$
Hotels	\$		\$
Telephone	\$		\$
Total Hotels & Phone	\$		\$
TOTAL EXPENSES	\$ 491.46		\$

LLI literacy training is @ Greenfield Comm. College.
86.1 miles each way x 3 days = 516.6

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)
67701060-53035 - Reconciliation

Reimbursement Summary/Advance Reconciliation

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

** - If Allowable <\$50, Actual = \$0

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.

Jacqueline Motyl
Signature of employee seeking authorization, or advance or reimbursement

Superintendent of Schools' Signature

Mayor's Signature

(Over)

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Page 1 of 3
(Over for instructions)

Name: Jacqueline Motyl School: Donahue School Date of Request: 6.7.11

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

Destination: Greenfield, MA Dates of Travel: From 8/4/11 To 8/5/11

In-State Out-of-State Reason for travel: Professional Development Creating A Collaborative Rural
(Attach copy of Conference Notice)

	Estimated Expenses	Reconciliation Report Actual Expenditures
Transportation and Registration		
Personal Auto	327.2 miles @ \$.50 = \$163.60	miles @ \$.50
Air Fare	\$	\$
Tolls	\$	\$
Parking	\$	\$
Registration, etc.	\$	\$
Total Transportation and Registration	\$ 50 x 2 = 100	\$
Meals (max. \$5/day)	\$	\$
Total Meals	\$	\$
Hotels & Phone	\$ n/a	\$
Hotels	\$	\$
Telephone	\$	\$
Total Hotels & Phone	\$	\$
TOTAL EXPENSES	\$ 326.87	\$

RECEIVED JUN - 9 2011

Guided Reading Training is in Deerfield.
81.8 miles each way x 2 = 327.2

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)
67701060-53035 - Reconciliation

Reimbursement Summary/Advance Reconciliation

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

** - If Allowable <\$50, Actual = \$0

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.

Jacqueline Motyl
Signature of employee seeking authorization, or advance or reimbursement

Superintendent of Schools' Signature

Mayor's Signature

(Over)

City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: Marria Q. Carrington School: Donahee Date of Request: 6/8/11

Authorized by: [Signature] Principal/Director Signature
[Signature] Superintendent of Schools' Signature
[Signature] Mayor's Signature

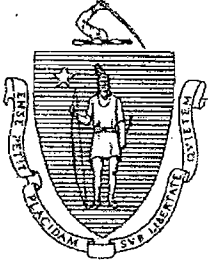
Destination: Nashville, TN Dates of Travel: From 8/28/11 To 8/31/11
 In-State Out-of-State Reason for travel: Math Recovery Intervention Specialist - Part 2
 (Attach copy of Conference Notice)

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
Transportation and Registration			
Personal Auto	60 miles @ \$50 = 30.60	RECEIVED miles @ \$50 JUN 19 2011 7/16/11	miles @ \$50
Air Fare	\$ 400		
Tolls	\$ 0		
Registration	\$ 50		
ETC.	\$ 0		
Total Transportation and Registration	\$ 480.60		
Meals	50 @ 4 days		
Meals (max \$50/day)	\$ 200		
Total Meals	\$ 200		
Hotels & Phone			
Hotels	3 nights - 416.25		
Telephone	\$ 0		
Total Hotels & Phone	\$ 416.25		
TOTAL EXPENSES	\$ 1096.85		

Request for Travel Expenses Advance	Account # to charge	Reimbursement Summary/Advance Reconciliation
Est. Reimbursable Cost \$ _____	Net Reimbursement	Total Expenses-all days \$ _____
Maximum Allowable % <u>X50%</u>	or Actual Advance or	Less Advance (if any)* \$ _____
Allowable Advance \$ _____	to credit (Net Return)	(Net Return) or
Actual Advance **\$ _____	<u>67701060-53035 - Registration only</u>	Net Reimbursement \$ _____
- If Allowable <\$50, Actual = \$0	<u>VED 11</u>	* - 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. 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 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] Signature of employee seeking authorization, or advance or reimbursement
[Signature] Superintendent of Schools' Signature
[Signature] Mayor's Signature
 (Over)



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148

Telephone: (781) 338-3000
TDD/Relay: 1-800-439-2370

Mitchell D. Chester
Commissioner

MEMORANDUM

TO: David Dupont, Superintendent

FROM: Mitchell D. Chester, Ed.D. *Mitch D. Chester*
Commissioner of Elementary and Secondary Education

SUBJECT: Approval of Holyoke Tech Plan

DATE: May 2011

We have reviewed the data you have submitted for the implementation of your technology plan and have determined that this data aligns with your long-range technology plan. I am pleased to inform you that the Holyoke Technology Plan has been approved through June 30, 2012.

We will continue to work with you on the annual submission of your online data forms so that your technology plan will remain valid for E-Rate discounts and state and federal technology grants.

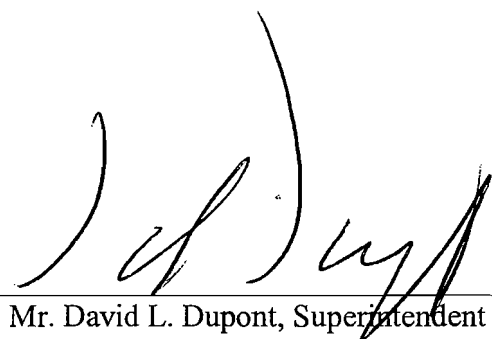
If you have questions about your technology plan, Baiba Ozols, Instructional Technology Specialist, will be pleased to assist you. You can contact her at 781-338-6831 or bozols@doe.mass.edu.

Copy: Leonard Gibbons, Technology Director/Coordinator

Holyoke Public Schools
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools
FROM: David A. Lawrence, Director of Human Resources
DATE: June 20, 2011
RE: New Appointments

<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>	<u>DATE OF HIRE</u>
<i>Teachers</i>			
Mark Grasso	Dean	Graphic Communication Vocational Instructor	June 13, 2011
<i>Paraprofessional</i>			
Colleen Byrne	Peck	Special Education Paraprofessional	August 29, 2011
Jesus Rivera	Dean	Paraprofessional	June 6, 2011
Zuheily Morales-Cecilio	Dean	Paraprofessional	June 6, 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: June 20, 2011
RE: Retirements

Name School Assignment Date of Retirement Years of Service

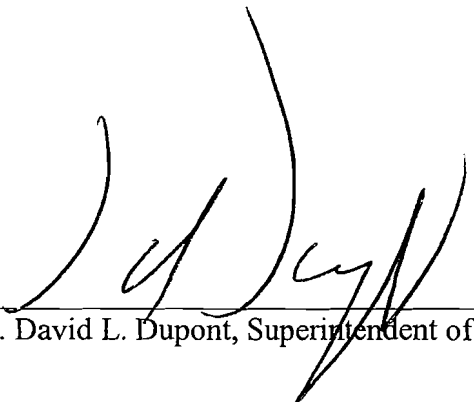
Teachers

Maureen Lyons	Dean	Guidance Department Head	June 30, 2011	34
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Paraprofessional

Louise Cavanaugh	Morgan	Kindergarten Paraprofessional	August 20, 2011	15
Mary Jo Moson	Sullivan	Special Education Paraprofessional	June 25, 2011	14

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: June 20, 2011
RE: Resignations

NAME SCHOOL ASSIGNMENT DATE OF HIRE DATE OF RESIGNATION

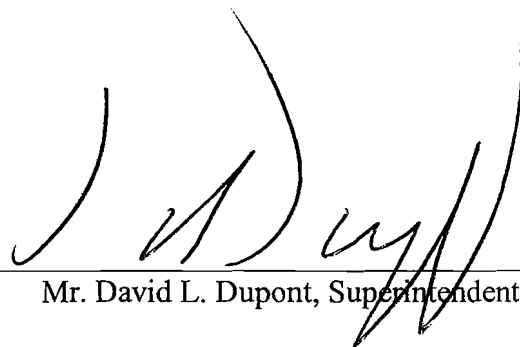
Teacher

Rachel Chaput	E.N. White	Kindergarten Teacher	November 30, 2009	March 21, 2011
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Paraprofessional

June Lavelle	Sullivan	Special Education Paraprofessional	September 25, 2006	May 13, 2011
Denise Chapdelaine	Peck	Special Education Paraprofessional	November 1, 1999	May 27, 2011

I approve and accept:



Mr. David L. Dupont, Superintendent of Schools

