

CITY OF HOLYOKE  
SCHOOL COMMITTEE

**SCHOOL COMMITTEE AGENDA**

**DATE:** MONDAY, JANUARY 23, 2012  
**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**
    - Peck School – School Improvement Plan
    - Metcalf School – School Improvement Plan
    - Third Grade Early Childhood Update (Mary Curro)
4. **NEW BUSINESS**
  - a. **Minutes of Meetings**
    - Special Meeting of December 19, 2011 (pages 1-12)  
*RECOMMENDATION: That the School Committee vote to approve the minutes.*
  - b. **Reports of Committees**
    - Curriculum and Instruction Subcommittee of January 18, 2012 (verbal)
  - c. **Orders**
    - Introduced by Committee member Cesar Lopez, that the Superintendent's office, Operations Subcommittee and the City Procurement Officer explore the possibility of establishing a School Department Purchasing Department to aid in the procurement process and have a report to the full Committee by May 1<sup>st</sup>.  
*RECOMMENDATION: That the School Committee vote to refer the order to the Operations Subcommittee.*
    - Introduced by Committee member Joshua A. Garcia, that the Operations Subcommittee, in conjunction with the Holyoke Poplice Department, review the surveillance systems and School Resource Officer Program at each school.

*RECOMMENDATION: That the School Committee vote to refer the order to the Operations Subcommittee.*

d. **Travel Requests** (pages 13-14)

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

5. **OLD BUSINESS**

a. **Governance Project Update**

b. **Dean Tech Administrative Changes Update**

c. **New Educator Evaluation System Update** (under separate cover)

*RECOMMENDATION: That the information on the New Educator Evaluation System be received.*

6. **PERSONNEL**

a. **Appointments** (pages 15-16)

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

b. **Retirements** (page 17)

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

c. **Resignations** (page 18)

*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.

CITY OF HOLYOKE  
SCHOOL COMMITTEE

REGULAR MEETING OF THE SCHOOL COMMITTEE  
MONDAY, DECEMBER 19, 2011  
TIME: 6:15 PM  
DEAN TECH HIGH SCHOOL

School Committee vice Chair William Collamore called the meeting to order at 6:17 p.m.

**ROLL CALL**

Present: Mayor Elaine Pluta (arriving at 6:26 p.m.), William Collamore, Michael Moriarty, Howard Greaney, Gladys Lebron-Martinez, Dennis Birks, Cesar Lopez, Devin Sheehan and Peggy Boulais.  
Absent: Yvonne Garcia. Also present: Superintendent of Schools David Dupont, School Committee member-elect Joshua A. Garcia, Mayor-elect Alex Morse and Holyoke High school Student Representative Keishabelle Ibarra.

**PLEDGE OF ALLEGIANCE**

**PUBLIC DISCUSSION**

None

**COMMUNICATIONS & REPORTS**

**Choral Student Awards**

Music Director Mark Todd, and members of the Holyoke High School Choir, performed two Holiday songs for the Committee: Caroling, Caroling, Caroling and Up on the Husetop.

Awards were presented to students who were named to the Western District Chorus and those who received All State Chorus Recommendations. Nate Allison, Rachel Marion, Patrick Wells, Abigail Figueroa, Rosa Oliveras, Alexis Newsome, Keila Roman, Lourdes Ramirez, Jaime Rodriguez, Ben Franco, Eric Colon, Miguel Nieves, Hector Concepcion, Michael Pietrzykowski, Nate Alston, Dae Quan Arrington, Terrence Hannan.

Mrs. Lebron-Martinez left the meeting, on an emergency, at 6:29 p.m.

**Student Reports**

Ms. Ibarra told members that the HHS Band Concert would be held at 6:30 p.m. at HHS on Tuesday, along with the Concert Choir; admission is free.

**Superintendent's Communications**

Edward N. White School – School Improvement Plan

Mrs. Hilary Russell explained that in August when she was transferred to White she formed a School Instructional Leadership Team to begin looking at critical data, including MEPA, MCAS and MAP scores. A plan was developed for instruction tied to the District Improvement Plan. An instructional plan was devised based on the District Improvement Goals, and White also included a math goal. The focus on data was critical in guiding the development of instructional plans. Teachers will focus on standards they embed in their lesson planning, how that standard is communicated to students and how they tie in the language objective that goes with it to drive the communication piece. Students are writing about their thinking and talking about their thinking. Time has been provided for teachers to look at data both in grade level team meetings and after school. A professional learning community has been implemented for teachers to work on key elements of literacy. Open response questioning is being used at the third grade level. This allows students to show what they are processing when they read a text. At the K-2 level they decided to work with interactive read-aloud and interactive writing. The focus on literacy in grades 4-8 includes a focus on comprehension. Teachers are meeting monthly after school and during the week in grade level team meetings to focus on a comprehension strategy and to implement that. The by product is not only in student discourse but it is also in writing. Teachers want this open response writing so they can better analyze how students are moving. The leadership team felt it was critical to monitor math improvement at the school as well. The focus on math gives students the opportunity to talk about their thinking and show their thinking in their journal reflections and in classroom writing. There has been a focus with all teachers on ELL and special ed students in particular. There is SIOP based professional learning and there are ELL language objectives embedded in grade level teams from K-8. There has been a big push to focus on ELL students and the students that need support through additional interventions with educational plans.

Students are getting feedback in both math and ELA on a weekly basis and they feel that has been a very big positive. They will look at the January benchmarks to monitor the guided reading levels and how students are improving.

There are still a number of teachers that need to be involved in category training. There are teachers who are ready to be Mela-O certified again; that is category 3 training and that can be conducted at the school by the assistant principal. The category training has been a push at the school. Professional learning is a key in all of the objectives. Professional learning is being targeted so that teachers get the differentiated professional learning and it is blended into all 5 objectives of the SIP.

Mr. Moriarty asked how the benchmark increase is looking for third graders.

Mrs. Russell said the first benchmark was in September. In K, 1 & 2 teachers at doing a lot of read-a-louds. In mid-October to the beginning of November those students become involved in guided reading groups. Students on grade level or above tend to move fairly quickly. They are expecting by January if a student is on grade level, she/he should be able to move about 4-5 levels. Classroom teachers will be given running records training in January and after that they will be asked to progress monitor a child every day to see how that child is moving. That kind of constant data analysis at the K-3 level will begin in January after all teachers are trained. Tracking students who are below grade level is critical. She said that ideally she would need more staff for students who need LLI or Soar to Success at the third grade level as well as at the lower grade levels.

Mr. Dupont said he and Ms. Wells have been meeting with principals to identify every single child that needs an intervention. To provide effective interventions for all students, twenty-four extra staff

members are needed to cover all the schools. The Committee will be receiving a report on this after the first of the year.

Mr. Sheehan asked what percentage of teachers had been through category training and what are some of the challenges with that.

Mrs. Russell said that according to the data she had with her, 17% of staff have had category 1 training, 32% have had category 2, 20% have had category 3 and 20% have had category 4. Category 2 and Category 4 training requires 24 hours. Those trainings are normally given on Saturdays or after school for 3 hours, which can be difficult for teachers. There are teachers who are category trained but need some refreshers.

Mr. Sheehan asked if a majority of the staff is using EdLine.

Mrs. Russell said a few staff are comfortable with the EdLine; training would be required.

Mr. Sheehan asked if 100% of the staff at the school is committed to the school improvement plan and the district improvement plan, are staff fully aware of the details and timelines, etc.

Mrs. Russell said all staff are aware. Staff bring the SIP to data meetings so they are current. Staff are given focus walk feedback, which is driven by the elements of the plan.

#### McMahon School – School Improvement Plan

Mr. Chad Mazza explained that the McMahon School SIP had 5 objectives, which are in line with the district objectives. The first objective is based on instructional quality. The SLIT is made up of representatives from throughout the building and programs. The team has created mission, vision and expectations and it meets bi-weekly to look at data and talk about what students need to improve. He does 12 to 15 walk throughs a week, as a diagnostic tool. Feedback from the walk throughs is immediate, in writing, to teachers. They look at trends to see what improvements have been made and how improvements and success can be shared among classrooms. Category trainings are crucial; 33% of teachers at McMahon have not been trained, most are new teachers. Ten percent of teachers have 1 training, 10% have 2 trainings, 17% have 3 trainings and 30% have 4 trainings. Ninety-five percent of the staff is appropriately licensed and appropriately placed.

The second objective is using data and the inquiry process to look at what the data says. They look at short and long term bench marks and what has to happen to improve and get to end of the year bench marks.

The third objective is 85% proficiency for third graders by 2014 and that is a priority. There is a big focus on differentiation, especially for ELL and special education students. Bench mark data analysis, creating targets for students and individual improvement plans with specific strategies and interventions is key. They are beginning some before and after school programs for interventions because there is just not enough time in the day. They are looking at creative ways to provide interventions. The open response piece in grade 3 is very important; students need to know how to write, how to take meaning from a text and how to respond.

Objective 4 addresses literacy for grades 4-8 and it involves the same crucial pieces as in objective 3, including standards based instruction, differentiation, with a focus on special education and ELL students. They look at data to make decisions about interventions, creating targets and forming guided groups. Grade 5 math is important for McMahon, with similar focus on standards based instruction across all grades along with specific interventions where needed.

Mr. Moriarty said he liked hearing about regular meetings where individual students and differentiation for success is being discussed.

Mr. Mazza said you have to know your students. Teachers present around their class status and they talk about individual students. This allows the staff to identify strengths and weaknesses with all students which will allow them to group appropriately and intervene where necessary. This is something McMahon continues to improve on.

Mr. Moriarty said he liked the idea of the contract with K-3 parents. This is a way to really affect change in the school culture.

Mr. Mazza explained that a survey went home and responses are being analyzed. The contracts will go out right after the holidays. Every survey that went out was returned. About 90% of parents that responded indicated that they read to their children at least 2 times a week.

Mrs. Boulais asked if teachers are using EdLine.

Mr. Mazza said that is in the process but there needs to be more training.

Mr. Sheehan asked if there is staff buy-in, participation and commitment to both the school and district improvement plans, and do staff know the what the goals and outcomes are and what the path is to get there.

Mr. Mazza said there is buy-in. They talk about it at staff meetings and grade level meetings all the time. There is 100% buy-in because they cannot reach the students if that doesn't happen.

#### Sullivan School – School Improvement Plan

Principal John Breish explained that, similar to other schools, Sullivan's plan has 5 strategic objectives. The first is to improve instructional quality by improving instructional leadership in the school and the ability to lead teachers to the highest quality instruction possible. The SILT's focus is on instruction and improving instruction in the school, including planning professional development to monitoring, looking data, students, and instructional fidelity. They contracted with an organization called Focus on Results, which is working with Sullivan to develop a whole school instructional focus. This has been a unique and transformative approach at the school. Teachers and leadership are looking at and identifying what the best and most powerful practices are that need to get better in order to move students through learning improvements. An instructional focus statement was identified so that everything is focused on improving students' ability to demonstrate their comprehension through oral expression and through writing. The seven habits of effective thinkers was identified as the series of instructional practices that will be a focus this year and next for professional learning. They are fully engaged in the walk through process and the initiatives the district has taken on. They are using open response questions at the third grade. The SILT looked at why so many students are fairly so poorly on the 3<sup>rd</sup> grade ORQ. They

initiated an inquiry process where the SILT was asked to examine the questions they had, look at the performance data and how students performed in relation to the district. They then created some hypotheses as to why students are not performing well on these tests. They are in the process of testing some of the hypotheses through surveys with staff.

Objective 2 is around data; first and foremost they are engaged completely in collecting, recording and sharing bench mark data as well as pre and post math test data. They are trying to mirror some of the inquiry processes being done at the district level at the school instructional team level and to make sure that teachers are trying to mirror some of those same processes. They are looking at student performance data and teacher fidelity to specific practices to look at how specific practices are happening and how effectively they have been happening.

The third strategic objective is the 85% literacy goal. They are working to strengthen the core instruction in the classroom. If the core instruction continuously improves in the school across all classrooms, many students will be impacted. The work on instructional focus and common practices across the content areas is most important to help students meet this goal. They have been looking at bench mark data for grade 3 from the fall. They are seeing a disconnect between the bench mark data in terms its reliability for predicting success and proficiency on the MCAS. Sullivan has a lot more second language learners than ever before. They have dedicated a large proportion of teachers to work with level 1, 2 and 3 English language learners in K-3. They have been working on the development of a family literacy center. They want to provide a comfortable space for families to use in the school. They are working with parents to help them become better English speakers and writers. Parents receive 2.5 hours of ESL instruction in the evening while the children work with a teacher on homework help and enriching reading and writing abilities with a shared reading component between parents and children every day.

Objective 4 is a literacy focus for grades 4-8. Again, there is a push to strengthen the instructional core through a full school instructional focus, through walk throughs and through continuous coaching and strategic professional development. There are a number of interventions in place for students in need. There will be afterschool programming for interventions four days a week. There is a full school 25 book campaign which is being constantly advertised and promoted. Students are being acknowledged publically at the school for achievements. The ELA coach has been working with teachers to work on increasing reading time in classrooms and looking at ways for students to have more opportunities to respond in writing to beyond the text types of questions. Staff is thinking on a daily basis of how to have students respond to authentic literature with the types of questions they will see on the MCAS.

Objective 5 is a focus on math, looking at strengthening the core through PD, coaching, walk throughs and through the instructional focus practice. Teachers are being trained to look a lot more diagnostically in math to look at all the discrete competencies. A lot of students are in math interventions through the ALEKS program.

Mayor Pluta asked if there are social/emotional interventions in place for students as well.

Mr. Breisch said the improvement plans almost exclusively talk about educational interventions to get students additional instruction targeted to specific needs. With the limited resources available, they believe that the single best way they can help children in all aspects of their lives is to improve their ability to read, write and do math.

Mr. Sheehan asked how EdLine is being utilized at Sullivan.

Mr. Breish said that the assistant principal has done some good work with EdLine. Some teachers use it and some do not. They are trying to push to get more teachers to use it.

Mr. Sheehan asked about staff buy-in and participation, and if 100% of the staff are aware of and committed to the goals and timeline.

Mr. Breisch said they have been talking with staff about the plan since the end of the summer; everything he communicates to staff is about the instructional focus and the walk throughs and results from those. They discuss data and interventions regularly with all staff.

#### Human Resources – Presentation on Recruitment

David Lawrence, Human Resource Director, told members that Assistant HR Director, Carmen Sikand, spends a good deal of time on waivers for teachers and recruiting and developing highly qualified teachers.

Mr. Greaney left the meeting at 8:00 p.m.

Ms. Sikand explained that the recruitment goals in Holyoke are similar to other districts in the state: Holyoke wants to identify the best educators possible to work with students. HR has spent some time looking at the issue of retention of teachers as well. She provided a handout to members explaining recruitment goals and objectives. Recruitment is looked at on an individual basis. Many positions require specific recruiting based on timing. Recruiting strategies are different in the spring and summer than they are in the fall and winter to fill unexpected vacancies. Holyoke, as well as other districts, has a difficult time finding enough qualified, certified people to fill a number of ELL and special education positions. There is great competition for specific licensed applicants.

Mr. Lawrence said that the funds available for advertising has been reduced over time, as have other significant areas in the district. The district has converted to the on-line service, School Spring, for the application process. This program saves time and money and it makes it easier for individuals to screen applicants. HR does try to look within the district as well in terms of recruiting and training staff for various positions. Ms. Sikand attends career events, job fairs and panel presentations as well.

Ms. Sikand said she works with teachers in terms of specific training needed for various licensed positions. This is important because teachers and other staff members in the system are already familiar with the students and their needs so this is a valuable method of recruitment and training. School Spring is an on-line program that casts as wide net as is available to people everywhere who are looking for specific employment in the teaching field.

Mr. Moriarty left the meeting at 8:08 p.m. and returned later (at 8:37 p.m.)

Ms. Sikand said that they focus on the numbers of highly qualified teachers working in classrooms with students as that is very important to the district. She communicates regularly with local colleges, such as the Elms, to negotiate course offerings to help prepare teachers to take the MTEL exams. Finding certified vocational instructors is a big challenge because teachers not only have to be expert in their vocational field and be licensed, but they also have to have teacher certification. An expert in a trade

can, in fact, make a great deal of money working in their trade so it is difficult to recruit and retain vocational teachers. In addition to all the other challenges in recruiting specific licensed applicants, many surrounding districts have benefits packages that are more attractive than Holyoke can offer, increasing the challenges in some cases.

Mr. Sheehan questioned the numbers of highly qualified versus waived staff at Dean, based on the comments about the difficulty finding vocational instructors.

Ms. Sikand said that 100% of the academic staff was certified in 2010/2011 and 8 vocational staff were on waiver, based on the report.

Mr. Sheehan said he would like to see information on how many core subject teachers are highly qualified, as well as the status for various other categories of non-core staff and the status of those teachers, across the system, including Dean for academic and vocational teachers.

Ms. Sikand said she does meet with non certified staff to discuss plans and requirements in order to become certified. Individual plans are created for non certified staff, which the staff sign off on. There is a focus on new teachers involved in the induction program in terms of providing mentoring. New teachers have a lot to learn about the district, the students and their needs, policies and procedures, and they have to work on making progress towards certification and prepare for licensure tests.

#### Bus Incident

Mr. Dupont indicated that late last Friday a bus incident was reported involving a contractor that carries homeless students involving suspicion of the driver being under the influence of alcohol. The Kelly School Principal notified the police immediately. All students were dropped off safely. The police did arrest the driver and impound the bus. The contractor is conducting a full investigation of the matter. He complimented the police for their quick action.

#### **NEW BUSINESS**

##### **Minutes of Meetings**

##### Special Meeting of December 5, 2011

**MOTION #1:** Mrs. Boulais made a motion, seconded by Mr. Sheehan, to approve the minutes of the Special Meeting of December 5, 2011. The motion carried unanimously.

##### **Holyoke Business/Education Partnership**

Mr. Dupont explained that this information is a result of several months of meetings and information sharing. There are a number of businesses and entities offering help and they are working to determine the best way to organize the offerings. With the help of the Holyoke Employment Partnership, the Chamber of Commerce, and the Regional Employment Board, it was proposed that a Coordinator position be developed relative to business specifically supporting the Holyoke Public Schools. The proposal is for funding for an 18 month period at \$90,000. The Regional Employment Board offered to fund \$30,000 of that. They also discussed raising money from businesses to fund another \$30,000. There is another \$30,000 that the School Department could not commit from now until the end of the

school year and that was understood. There is also no ability to commit beyond this year. The group did say that with or without the support, once the \$60,000 is in place, they would get this coordinator going on their own. He likes this idea and the support.

Mr. Moriarty returned at 8:37 p.m.

**MOTION #2:** Mr. Sheehan made a motion, seconded by Mr. Lopez, to receive the Holyoke Business/Education Partnership. The motion carried unanimously.

#### **District Governance Support Program**

Mr. Sheehan said that members had received some material via e-mail and a brochure was provided to members. A communication was sent to the School Committee last fall and there was emphasis on this program at the MASC Conference in November. This Governance Support Program is a partnership between MASS, MASC and DESE, the point of which is to provide some tools and information to school committees on effective governance geared towards increasing student achievement. If Holyoke chooses to participate, a coach would be assigned to work with the school committee. This is a multi-hour professional development piece for school committees. Participation in this program is not mandatory. If the board wishes to have someone come to a meeting to speak more in depth about the program, that can be arranged.

Mr. Dupont said the intent of this program is great, especially in districts where there might not be good cooperation between the school committee and the superintendent. It is also good to be working to get everyone on the same page with regard to student achievement and what the state expectations are. He is not sure of the extent of the time commitment, but Holyoke does have a lot of important work going on already.

Mr. Sheehan said that he did attend sessions at the conference and has seen some of the material. There are some points of the training that would be beneficial to any school committee. If the committee does what the superintendent asked in his evaluation and having a school committee retreat, with a good curriculum, much of what this program is about can be accomplished in a different venue working with administration.

Mr. Moriarty said he has been to board retreats for other boards he has served on. This information seems to indicate much more skills-based oriented professional development. Very often the retreats he has participated in are about goal setting and setting strategic plans for the overall organization. His typical experience has been a half to a full day commitment for such a retreat.

Mr. Sheehan said he thought that much of this information could be covered at a full day retreat. The message coming from MASC and DESE is that school committees need to focus on student achievement in all their work including budgeting and negotiations. He sees this as a program that will over time turn into more of a required training for school committees.

Mr. Dupont said he thought it would be appropriate to hear more about this program at the board level.

**Order**

Submitted by Committee member Sheehan, that the Superintendent have all financial records placed on the Holyoke Public Schools web site.

Mr. Moriarty suggested that financial records be defined.

Ms. Regan suggested that the weekly expenditure reports be put on-line which gives a snap shot of spending.

**MOTION #3:** Mr. Sheehan made a motion, seconded by Mr. Moriarty, to post the weekly expenditure report on-line at the Holyoke Public Schools web site. The motion carried unanimously.

### **OLD BUSINESS**

#### **Peck Parents Winter Transportation Request**

Ms. Regan provided a summary of potential costs for providing transportation.

1 to 5 buses would cost \$65 per day per bus for 42 days or \$2730 per bus  
6 or beyond buses would cost \$150 per day per bus for 42 days or \$6300 per bus.

Mr. Moriarty noted that only one bus was used last year for this purpose. He asked how much money is in the Peck School revolving account. Peck is in a different situation from other schools because of the move from the original Lawrence School. Using the school's discretionary funds would make the school community that there is a cost to this type of arrangement.

Mr. Dupont said he was not sure that revolving account funds could be used for this purpose; he said he would check into that. He will also look into use of consolidated funds for this purpose.

**MOTION #4:** Mr. Birks made a motion, seconded by Mr. Lopez, to allow the request for transportation for Peck students as requested, contingent on funding, not to exceed 2 busses, if needed. The motion carried unanimously.

#### **Snow Days**

Mr. Dupont said that in response to the loss of 3 days of school due to the storm on Halloween and the resulting power outages, he sent a communication to all union presidents proposing the use of days during the April vacation, if necessary, to make up any excessive school cancellations due to inclement weather. Most unions agreed to that. If the Committee approves of this proposal, staff will be notified of the potential for use of April vacation days.

**MOTION #5:** Mr. Moriarty made a motion, seconded by Mayor Pluta, to notify the collective bargaining units that, in the event that 7 snow days are exceeded going forward, it is the intent to take additional days from the April vacation. The motion carried unanimously.

#### **Other/NSBA Conference**

Mr. Collamore reminded members that the NSBA Conference would be held in Boston this year and that there is a discounted price for registration available for Massachusetts school committee members. He asked any member interested to notify the secretary as soon as possible.

### **Concussion Policy Statement**

Athletic Director Aaron Patterson said that Holyoke was already doing most of the things required and only slight updates were required. The Committee did pass a policy last fall about how the district would address concussions. There is a lengthy statement in the student handbook that spells out all of the requirements, protocols and procedures.

Mr. Sheehan said that school districts were awaiting guidance from the Department of Public Health on school committee policy, which has just come through. This can be approved as a provisional policy and it has to be in place as a school committee policy by the end of 2011.

Mr. Moriarty said the details of how all this works have already been vetted in subcommittee and approved and that exists in the student handbook.

**MOTION #6:** Mr. Moriarty made a motion, seconded by Mrs. Boulais, to adopt Concussion Policy JJIF, and regulation JJIF-R, to be included in the School Committee policy manual. The motion carried unanimously.

### **Statement of Interest for Dean School Science Lab Renovations**

Mr. Dupont said the district was made aware through the MSBA that there were funds available to upgrade science labs. The School Committee recommended looking at the science facilities at Dean for upgrade through this program.

**MOTION #7:** Mr. Sheehan made a motion, seconded by Mr. Birks, to approve the statement of interest for the Dean School Science renovation as follows: Resolved: Having convened in an open meeting on December 19, 2011, the School Committee of Holyoke in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 11, 2012 for the Science Department/Labs at William J. Dean Technical High School located at 1045 Main Street, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future Priority 7: Concerns and deficiencies of these rooms include: lab stations are not handicap accessible; inadequate access to water and sinks; gas jets are not functional; gas shut off valve is taped shut; eyewash is not functional; lack of proper sanitation stations for hands and goggles; ventilation is inadequate; fixed lab tables limit flexibility needed to service multiple sciences; white boards/chalkboards are damaged/some unusable; access to technology is limited or non-existent; there are no full black window treatments making it difficult to carry out labs/lectures requiring a darkened environment; total square footage does not meet the MSBA required allotment of 60 nsf per student. Rooms 329/291/287C/182 have no separate prep room. Rooms 291/297C lab tables are not flame resistant and no gas jets, eyewash or safety shower; Room 287C has a lack of adequate access to electricity; Room 182 is not designed for lab science; Storage/Prep Room-shelves allow equipment stored too close to the ceiling as per regulation by NSTA safety standards; ventilation is inadequate for storage; no dedicated dishwasher for cleaning glassware; textbooks are stored along with science equipment; chemical storage concerns include; an acid cabinet that does not

meet NSTA standards for storing acids; no dedicated cabinet for bases; venting inadequate for chemicals-no active venting system; electrical switch is inside the room; no dedicated storage area capable of storing biological stains; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. The motion carried unanimously.

**MOTION #8:** Mr. Sheehan made a motion, seconded by Mr. Lopez, to send a letter to Senator Knapik and Representative Kane, urging them to support the statement of interest for the Dean science renovations to the MSBA. The motion carried unanimously.

### **Budget Reduction Update**

Mr. Dupont reminded the Committee about the approximately \$344,000 that the City was going to be reappropriated due to a change in charter school reimbursement. He and Ms. Regan attended a Finance Committee meeting of the City Council. The City Council has indicated that they would reappropriate the money and if the School Department wanted the money back, or any part of it, free cash would have to be used. A recommendation was made to the Mayor to try to get the money back. Requests were prepared for the Mayor requesting all of the money, 75% of the money and 50% of the money. A breakdown was provided to the City Council as to what the reduction could affect.

Mr. Sheehan said the three letters were prepared at the suggestion of City Councilor Jourdain. The City Council has other financial concerns they are addressing.

Mayor Pluta asked if all three letters should be submitted to City Council.

Mr. Sheehan repeated that the three letters were prepared at the suggestion of Councilor Jourdain so that the Council would have options to consider.

### **HEDIC – Main Street Building Update**

Mr. Collamore said that he talked with Kathy Anderson and she said that the City Council voted to send the matter of taking the Main Street building to committee and, that the chair of that committee had not brought up the matter as of yet. She said she would talk to the Council President to see if she could get this moving.

### **PERSONNEL**

#### **Appointments**

**MOTION #9:** Mayor Pluta made a motion, seconded by Mr. Birks, to receive the appointments. The motion carried unanimously.

**MOTION #10:** Mr. Lopez made a motion, seconded by Mr. Birks, to receive the retirements. The motion carried unanimously.

**ANNOUNCEMENTS**

Mr. Dupont reminded members that on Wednesday, December 28<sup>th</sup> there would be an appreciation luncheon at the High School for custodians and clerks; all members are invited to attend.

Mr. Collamore noted that this would be the last meeting for Mayor Pluta and Mrs. Lebron Martinez. He said that he appreciated all of their work and commitment to the children of the City of Holyoke over the years and that he was thankful to have served with two such thoughtful, concerned members on the School Committee.

Mayor Pluta thanked everyone for their support and for their work on behalf of the children. She said it was a pleasure working with School Committee members.

Mayor Pluta informed members that members of the City staff would be caroling at Kelly School on Tuesday.

Mr. Sheehan told members that he attended a breakfast at Donahue School and said the staff should be applauded for the work they did putting on the Holiday breakfast for the school. Mr. Tirrell from Donahue and Mr. LaBlanc at Dean led the charge for this event.

**MOTION #11:** Mayor Pluta made a motion, seconded by Mr. Sheehan, to adjourn. The motion carried unanimously.

The Regular Meeting of December 19, 2011 adjourned at 9:20 p.m.

## 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>
Joshua A. Garcia	School Committee	NSBA Annual Convention	4 days	In State	\$2,028.20	City Funds
Kathleen Scott	Teacher-Sullivan	Math Recovery	4 days	Out of State	\$1,008.89	City Funds

# City of Holyoke

Travel Authorization, Advance & Expense Voucher

Name: Joshua A. Garcia School: School Committee Date of Request: 1/18/12

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

Destination: Boston, MA Dates of Travel: From 1/20/12 To 1/23/12  
In-State  Out-of-State Reason for travel: NSBA Annual Convention  
(Attach copy of Conference Notice)



	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	<u>240</u> miles @ \$.555 <u>133.20</u>	miles @ \$.555	miles @ \$.555
Air Fare	\$.....	\$.....	\$.....
Tolls	\$..... <u>10.00</u>	\$.....	\$.....
Parking	\$..... <u>100.00 (est)</u>	\$.....	\$.....
Taxis, etc.	\$.....	\$.....	\$.....
Registration	\$..... <u>625.00</u>	\$.....	\$.....
<b>Total Transportation and Registration</b>	\$ <u>868.20</u>	\$	\$
Meals	\$..... <u>200.00</u>	\$.....	\$.....
Meals (max \$50/day)	\$.....	\$.....	\$.....
Total Meals	\$ <u>200.00</u>	\$	\$
Hotels & Phone			
Hotels	\$..... <u>960.00 (est)</u>	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....
<b>Total Hotels &amp; Phone</b>	\$ <u>960.00</u>	\$	\$
<b>TOTAL EXPENSES</b>	\$ <u>2028.20 (est)</u>	\$	\$

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$ _____	Net Reimbursement or Actual Advance or to credit (Net Return.)	Total Expenses-all days \$ _____
Maximum Allowable % \$ _____ X50%	Actual Advance **\$ <u>CITY FUNDS</u>	Less Advance (if any)* \$ _____
Allowable Advance \$ _____		Net Reimbursement \$ _____
Actual Advance **\$ _____		

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. 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.

Joshua A. Garcia Superintendent of Schools' Signature  
\_\_\_\_\_  
Mayor's Signature

# City of Holyoke

Travel Authorization, Advance & Expense Voucher

Page \_\_\_\_ of \_\_\_\_  
(Over for instructions)

Name: Kathleen Scott School: Sully Date of Request: 1/13/11

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

Destination: Nashville, TN Dates of Travel: From 1/8/12 To 1/11/12

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

	Estimated Expenses	Advance Request	Reconciliation Report Actual Expenditures
<b>Transportation and Registration</b>			
Personal Auto	<u>60</u> miles @ \$.55 <u>33.00</u>	miles @ \$.55	miles @ \$.55
Air Fare	\$..... <u>317.30</u>	\$.....	\$.....
Tolls	\$.....	\$.....	\$.....
Parking	\$.....	\$.....	\$.....
Taxis, etc.	\$..... <u>40.00</u>	\$.....	\$.....
Registration	\$..... <u>paid</u>	\$.....	\$.....
<b>Total Transportation and Registration</b>	\$ <u>390.30</u>	\$	\$
Meals	\$..... <u>200.00</u>	\$.....	\$.....
Meals (max \$50/day)	\$.....	\$.....	\$.....
Total Meals	\$ <u>200.00</u>	\$	\$
Hotels & Phone			
Hotels	\$..... <u>418.59</u>	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....
<b>Total Hotels &amp; Phone</b>	\$ <u>418.59</u>	\$	\$
<b>TOTAL EXPENSES</b>	\$ <u>1,008.89</u>	\$	\$

<b>Request for Travel Expenses Advance</b>	<b>Account # to charge</b>	<b>Reimbursement Summary/Advance Reconciliation</b>
Est. Reimbursable Cost \$ _____	Net Reimbursement or Actual Advance or to credit (Net Return.)	Total Expenses-all days \$ _____
Maximum Allowable % \$ _____ X50%	Actual Advance **\$ <u>504.89</u>	Loss Advance (if any)* \$ _____
Allowable Advance \$ _____		Net Reimbursement \$ _____
Actual Advance **\$ _____		

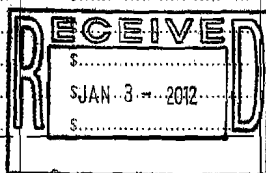
\* - If Allowable <\$50, Actual = \$0 172 38999 - 53035 - Attach copy of travel voucher used to receive this advance.

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 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.

Kathleen M. Scott Superintendent of Schools' Signature  
\_\_\_\_\_  
Mayor's Signature

ORIGINAL MUST BE RETURNED FOR REIMBURSEMENT

ORIGINAL MUST BE RETURNED FOR REIMBURSEMENT



**Holyoke Public Schools  
MEMORANDUM**

**TO:** Mr. David L. Dupont, Superintendent of Schools  
**FROM:** David A. Lawrence, Director of Human Resources  
**DATE:** January 23, 2012  
**RE:** New Appointments

**NAME                      SCHOOL                      ASSIGNMENT                      DATE OF HIRE**

***Administration***

Jonathan Carter	Dean	Principal	January 23, 2012
Pedro Rivera-Moran	Dean	Assistant Principal	January 11, 2012

***Teachers***

Eleanor Wilson	Donahue	Teacher of Moderate Disabilities	January 5, 2012
Kathryn Johnson	HHS	Math Teacher	December 22, 2011
Ricky Cates	Donahue	Instructional Technology Instructor	January 3, 2012
Tina Lariviere	Sullivan	Elementary Teacher	January 5, 2012
Yonit Bousany	Dean	Math Teacher	December 20, 2011

***Paraprofessional***

Emily Andujar	Dean	Special Education Paraprofessional	December 20, 2011
Janette Delgado	Metcalf	Special Education Paraprofessional	January 26, 2012

***Non-Union***

Glenda Morales	Morgan	Full Service Community School Family Access and Engagement Coordinator	January 3, 2012
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I approve and accept:

  
 \_\_\_\_\_  
 Mr. David L. Dupont, Superintendent of Schools

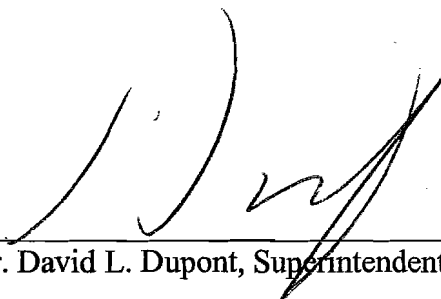
Holyoke Public Schools  
MEMORANDUM

TO: Mr. David L. Dupont, Superintendent of Schools  
FROM: David A. Lawrence, Director of Human Resources  
DATE: January 23, 2012  
RE: Extended Time Programs

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<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROGRAM</u>
Michael Dutton	Teacher	Saturday School – Dean
Lori McKenna	High School Graduation Initiative Coordinator	Dean
Stephen Sullivan	High School Graduation Initiative Coordinator	HHS

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: January 23, 2012  
RE: Retirements

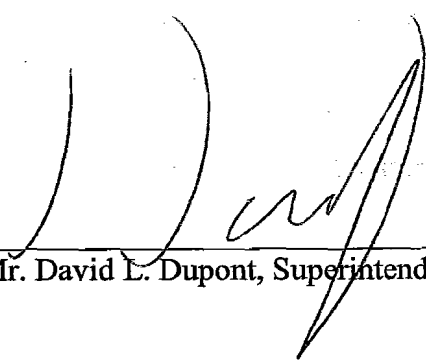
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Name                      School                      Assignment                      Date of Retirement      Years of Service

**Teachers**

William Rigali	HHS	Teacher	June 30, 2012	37
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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: January 18, 2012  
RE: Resignations

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NAME                      SCHOOL                      ASSIGNMENT                      DATE OF HIRE                      DATE OF RESIGNATION

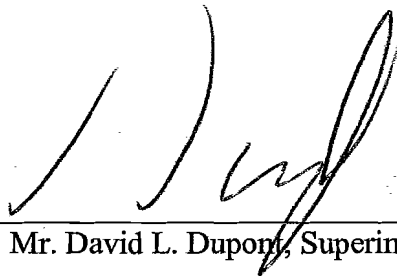
***Teacher***

Michael Moriarty	HHS	Biology Teacher	August 25, 2011	February 3, 2012
Michelle Monett	Dean	Teacher of Moderate Special Needs	August 29, 2006	January 22, 2012

***Custodian***

Melvis Romero	Morgan	Jr. Building Custodian Floater	October 22, 2007	January 13, 2012
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I approve and accept:



Mr. David L. Dupont, Superintendent of Schools