

CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MASSACHUSETTS 01609

AGENDA #10

The School Committee will hold a regular meeting:

on: Thursday, June 6, 2013
at: 4:00 p.m. – Budget Hearing
6:00 p.m. - Executive Session
7:00 p.m. – Regular Session
in: Esther Howland South Chamber, City Hall

ORDER OF BUSINESS

ACTION

I. CALL TO ORDER – REGULAR MEETING

INVOCATION - Reverend Kevin Bean
All Saints Episcopal Church

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

II. ROLL CALL

**Miss Biancheria, Ms. Colorio, Mr. Foley, Mr. Monfredo, Ms. Novick,
Mr. O'Connell and Mayor Petty**

III. APPROVAL OF RECORDS

aor #3-8 - Clerk
(May 28, 2013)

To consider approval of the Minutes of the School Committee Meeting of Thursday, May 16, 2013.

IV. MOTION FOR RECONSIDERATION - NONE

**Convened in Open
Session at 4:25 p.m.
See notes**

Approved

V. IMMEDIATE ACTION

gb #3-144.1 - Administration/Mr. O'Connell/Ms. Novick/
Ms. Colorio/Mr. Foley/Miss Biancheria/
Mr. Monfredo/Mayor Petty
(May 21, 2013)

To congratulate the "Tech-Know Commandos" - the Robotics and Automation Team of Worcester Technical High School (Coach Michael Meagher, and students Kahlan Cardin, Greg Carlson, Natalie Correa, Jason McKinney, and Jake Richard) - for winning the 2013 VEX Robotics World Championship, and to acknowledge, with gratitude and appreciation, the assistance of Worcester Polytechnic Institute, National Grid, Metso Automation, EMC and Quinsigamond Community College, for their assistance to the team and its members which helped them to make their championship possible.

gb #3-150.1 - Administration/Administration
(May 21, 2013)

To recognize Eftalia Economou, a first grade student at Nelson Place School, for winning the Massachusetts School Building Authority and State Treasurer Steven Grossman 7th Annual "My Ideal School" Contest.

VI. REPORT OF THE SUPERINTENDENT - NONE

VII. COMMUNICATION AND PETITION

c&p #3-9 - Clerk
(May 29, 2013)

To consider a petition from a citizen regarding an alleged violation of the Open Meeting Law due to a concern about the access to Worcester City Hall.

ACTION

**Certificates
presented**

**Certificate
presented**

**Referred to the City
Solicitor and the City
Manager**

VIII. REPORTS OF THE STANDING COMMITTEES

The Standing Committee on Finance and Operations met at 7:01 p.m. on Wednesday, May 22, 2013 in Room 410 at the Durkin Administration Building.

The Ad Hoc Committee on the Superintendent's Evaluation Process met at 6:05 p.m. on Tuesday, May 28, 2013 in the Superintendent's Office at the Dr. John E. Durkin Administration Building.

The Standing Committee on Finance and Operations met at 3:00 p.m. on Wednesday, June 5, 2013 in 2013 in Room 410 at the Durkin Administration Building.

The Standing Committee on Teaching, Learning and Student Supports met at 5:00 p.m. on Wednesday, June 5, 2013 in 2013 in Room 410 at the Durkin Administration Building.

THE ACTION SHEETS CAN BE FOUND IN THE APPROPRIATE PLACE IN THE BACKUP

IX. PERSONNEL - NONE

ACTION

**Approved as stated
See notes**

**Approved as amended
See notes**

**Approved as amended
See notes**

**Approved as amended
See notes**

X. GENERAL BUSINESS

gb #3-81.1 - Administration/Administration
(May 29, 2013)

Response of the Administration to the request to consider approval of the 2013-14 Policies Handbook of the Worcester Public Schools.

gb #3-104.1 - Administration/Administration
(May 29, 2013)

To consider the proposed FY14 Budget.

gb #3-170 - Mr. Monfredo/Ms. Colorio/Miss Biancheria/
Mr. O'Connell/Mayor Petty
(May 9, 2013)

To set a date to recognize Sheila Harrity, Principal of Worcester Technical High School, for being named the State's Principal of the Year by the Massachusetts Secondary School Administrators.

gb #3-171 - Mr. O'Connell/Mr. Monfredo
(May 21, 2013)

To review "Why Worcester Needs Great Schools," the white paper prepared by Councilor O'Brien.

gb #3-172 - Ms. Novick
(May 21, 2013)

To congratulate the following students for their award-winning projects at the Regional Science Fair held at WPI on April 30: Paris Jensen, Sullivan Middle School and Brianna L. Fisher, Flagg Street School.

gb #3-173 - Ms. Novick
(May 23, 2013)

Request Administration report on the demographics of each of Worcester's Charter Schools.

gb #3-174 - Administration
(May 23, 2013)

Request that the Superintendent be granted the annual authorization to make the final year end transfers necessary to balance surplus and deficit accounts for the fiscal year closing on June 30, 2013.

ACTION

See notes

See notes

**Set the date of
Thursday, June 20,
2013**

**Referred to the
Standing Committee
on Finance and
Operations**

**Set the date of
Thursday, June 20,
2013
See notes**

**Referred to the
Standing Committee
on Accountability and
Student Achievement**

**On a roll call of 7-0, the
item was approved**

GENERAL BUSINESS (continued)

gb #3-175 - Mr. Monfredo
(May 23, 2013)

Request that the Administration forward letters of congratulations to the following students who received medals at the 23rd Annual Massachusetts Instrumental and Choral Conductor's Association Solo and Ensemble Festival on Saturday, May 4th at Concord-Carlisle High School:

Burncoat High School

Silver	Clarinet Quartet	Delphine Mweze Alexandra Donahue Luisa Tymosiuk Elisander Rivera-Sanchez
Bronze		Aline Mweze
Silver		Eva Moynihan

South High Community School

Gold	Flute Trio	Marie Brouillette Iva Hoxha Brielle Stovall
Gold	Saxophone Quartet	Shannon Kelly Erika Akerson Dillon Kempskie Aaron Mada
Silver	Saxophone Quartet	Xherd Aliko Dominik Danko Karolina Janczewski Quyien Tran
Silver	Clarinet Quartet	Kathryn Horback Emily Johnson Christopher Meehan Lucyna Poplawska
Silver	Woodwind Quartet	Marie Brouillette Cody Jones Elise Shea Patrick Shea Tara Shea
Bronze	Mixed Clarinet Quartet	Xiomara Carrasquillo Nicole DeFeudis Tina Tran Michael Truong
Silver	Clarinet Solo	Christopher Meehan
Silver	French Horn Solo	Elise Shea
Silver	Clarinet Solo	Patrick Shea
Silver	Oboe Solo	Tara Shea

ACTION

Forward letters

GENERAL BUSINESS (continued)

ACTION

gb #3-176 - Administration
(May 28, 2013)

See notes

To set an indirect cost rate for all state and federal grants for FY14.

gb #3-177 - Mr. O'Connell/Mr. Monfredo/Ms. Colorio/Mayor Petty
(May 28, 2013)

**Set the date of
Thursday, June 20,
2013
See notes**

To set a date to recognize Kaitlyn Furcinitti, a senior cellist at Burncoat High School, on receiving the Dr. Gerald Mack Music Scholarship.

gb #3-178 - Mr. O'Connell/Miss Biancheria/Mr. Monfredo/
Ms. Colorio/Mayor Petty
(May 28, 2013)

Forward letters

To forward letters of recognition to the following students for being selected as recipients of the Posse Foundation full four-year college scholarships:

Lindsay Degnan	Doherty Memorial High School
Alexa Gjonco	Doherty Memorial High School
Ana Azevedo	Worcester Technical High School
Fransheska Clara	Worcester Technical High School
Ann Quaicoe	South High Community School
My Phan	Claremont Academy

gb #3-179 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

**Referred to the
Standing Committee
on Governance and
Employee Issues**

To consider supporting House Bill 512 – an Act establishing a Special Commission of the Legislature for Mandated Reports and Data Submission for School Districts – filed on behalf of the Massachusetts Association of School Committees.

gb #3-180 - Mr. O'Connell/Mr. Monfredo/Ms. Colorio
(May 28, 2013)

**Referred to the
Standing Committee
on Governance and
Employee Issues**

To consider supporting House Bill 511 – an Act increasing circuit breaker reimbursement to all costs above four times the foundation formula– filed on behalf of the Massachusetts Association of School Committees.

GENERAL BUSINESS (continued)

gb #3-181 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

To consider supporting House Bill 901 – an Act requiring private health insurance to cover medically necessary expenses for special needs children – filed on behalf of the Massachusetts Association of School Committees.

gb #3-182 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

To consider supporting House Bill 414 – an Act restoring to School Committees the authority to review and approve school improvement plans submitted by school councils – filed on behalf of the Massachusetts Association of School Committees.

gb #3-183 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

To consider supporting House Bill 222 – an Act which calculates the charter school reimbursement formula on the basis of the students they actually serve (and not on the basis of “assumed in school special education”) – filed on behalf of the Everett School Committee.

gb #3-184 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

To consider supporting Senate Bill 239 – an Act which will include the category of transitory student enrollment in the calculation formula for Chapter 70 assistance.

gb #3-185 - Mr. O'Connell/Mr. Monfredo
(May 28, 2013)

To forward letters of congratulations to the members of the HOSA (“Health Occupations Students of America”) Chapter of Worcester Technical High School on being selected to represent Massachusetts at the 2013 HOSA National Leadership Conference in Nashville, Tennessee.

ACTION

**Referred to the
Standing Committee
on Governance and
Employee Issues**

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Standing Committee
on Governance and
Employee Issues**

**Referred to the
Standing Committee
on Governance and
Employee Issues**

**Referred to the
Standing Committee
on Governance and
Employee Issues**

Forward letters

GENERAL BUSINESS (continued)

ACTION

gb #3-186 - Mr. O'Connell/Ms. Colorio
(May 29, 2013)

See notes

To review a draft of the 2014-15 Worcester Public Schools Policies Handbook, containing any revisions the Administration wishes the School Committee to consider, at the first School Committee meeting of February, 2014.

gb #3-187 - Mr. O'Connell/Ms. Colorio
(May 29, 2013)

See notes

To establish a committee comprised of mathematics and science instructors from the four-year colleges of the Worcester area to review the mathematics and science textbooks and related instructional materials of the Worcester Public Schools, to consider how thoroughly they prepare Worcester students to excel in college in those subjects.

gb #3-188 - Administration
(May 29, 2013)

**Referred to the
Standing Committee
on Governance and
Employee Issues
See notes**

To review the proposed Sections I and II of the Policy Manual for the Worcester Public Schools as prepared by the MASC.

gb #3-189 - Mr. Monfredo
(May 29, 2013)

Forward letter

To forward a letter of congratulations to Aretha Sullivan, a senior at University Park Campus School and a member of the Main South Basketball Team for being named the Central Massachusetts player of the year by the Massachusetts Basketball Coaches Association.

gb #3-190 - Mayor Petty
(May 29, 2013)

**Referred to the
Administration**

To consider the Exam School Report.

GENERAL BUSINESS (continued)

gb #3-191 - Administration
(May 29, 2013)

To consider the appointment of a district representative to the Board of Directors to serve on the Central MA Special Education Collaborative.

gb #3-192 - Administration
(May 29, 2013)

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

XI. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

ACTION

See notes

**Held from 6:05 p.m. to
7:29 p.m.**

9:46 p.m.

N O T E S

On a roll call of 7-0, the School Committee recessed to Executive Session from 6:05 p.m. to 7:29 p.m.

The School Committee reconvened in Open Session at 7:30 p.m.

There were present at the second Call to Order:

Miss Biancheria, Ms. Colorio, Mr. Foley, Mr. Monfredo, Ms. Novick, Mr. O'Connell and Mayor Petty

Vice-chairman O'Connell chaired the meeting from 8:30 p.m. to 8:35 p.m.

REPORTS OF THE STANDING COMMITTEES

STANDING COMMITTEE ON FINANCE AND OPERATIONS

The Action Sheet for the Standing Committee on Finance and Operations is hereto annexed as Annex A and was approved as stated.

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS

The Action Sheet for the Ad Hoc Committee on the Superintendent's Evaluation Process is hereto annexed as Annex B and was approved as amended.

At the Ad Hoc Committee level, Mr. O'Connell and Mr. Foley reached consensus on the following proposed recommendations regarding the Superintendent's Evaluation.

As the School Committee is aware, *603 CMR 35.04* requires that "School Committees shall establish evaluation systems and performance standards for the evaluation of administrators that include all of the principles of evaluation set forth in 603 CMR 35.00-35.11. ... The district shall adapt the indicators based on the role of the administrator to reflect and allow for significant differences in assignment and responsibilities." This regulation applies to the Superintendent of Schools as one such administrator.

Dr. Boone's current contract runs through June 30, 2015 and contains specific language regarding the evaluation process. The Superintendent and the School Committee jointly recognize that the State's regulatory framework has substantially changed the evaluation requirements for all educators, including Superintendents. Accordingly, the Superintendent asked to reopen her contract in order to adopt the Model System developed by the State. The School Committee recognizes the need to ensure compliance with the regulations. In furtherance of the process to bring about such compliance, it was agreed that the contractual timelines would be placed in abeyance.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

The Superintendent Evaluation Subcommittee worked with counsel for the School Committee and met on two occasions with Dr. Boone in open public meetings on May 14, 2013 and May 28, 2013 in order to discuss the evaluation process going forward. Based upon the productive discussions which occurred at those two meetings, it is the recommendation of this Subcommittee that the following process and understandings be adopted by the full School Committee:

1. The Superintendent will be evaluated utilizing the Model "Superintendent Rubric" developed by the Department of Elementary and Secondary Education. The Standards to be utilized will be limited to the four standards identified in the Rubric;
2. The Superintendent will be evaluated utilizing the Model "End-of-Cycle Summative Evaluation Report: Superintendent" developed by the Department of Elementary and Secondary Education;
3. The evaluation cycle shall be from November 1st through October 31st;
4. The Superintendent will be expected to submit goals annually, which under ordinary circumstances, will be submitted for approval, and subsequently approved by the School Committee, prior to June 30th so that they may become part of the Superintendent's Annual Plan for the following evaluation cycle (i.e. November 1st – October 31st). In view of the timing of discussions leading to these recommendations, this will take place at the first meeting in July of 2013 rather than in June as will occur in the future;
5. The number of goals shall be limited to six during each evaluation cycle, which six goals shall include a Professional Practice Goal; a Student Learning Goal; and four District Improvement Goals. The District Improvement Goals shall be developed by the School Committee in collaboration with the Superintendent. It would be expected that District Improvement Goals would be developed utilizing such resources as the District's Redesign Plan; District Report Card; certain identified student achievement data; District Budget; Accountability Plans for Level 3 Schools; and limited aspects of NEASC Reports highlighting high level concerns, such as facilities;

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

6. At the time of submission of the proposed goals, the Superintendent will also identify data points and demonstrable evidence categories against which she would expect that her performance would be evaluated, such as student growth measures; advanced placement scores; MCAS; etc. Once adopted, the district improvement, student learning, and professional practice goals, and their associated key strategies, timelines, and benchmarks of progress, become the Superintendent's Annual Plan;
7. By the second meeting in June, the Superintendent will make a mid-cycle report to the School Committee of her progress on the goals in the Superintendent's Annual Plan;
8. At the first School Committee meeting following the end of the evaluation cycle on October 31st, the Superintendent will prepare and deliver an End-of-Cycle Report on progress toward each goal and performance against the Standards;
9. Within two weeks of the Superintendent's submission of her End-of-Cycle Report, the individual members of the School Committee shall each prepare an individual End-of-Cycle Summative Evaluation Report. In completing these reports, individual members shall focus on matters identified in the document, which in turn are tied back to identified goals and standards;
10. The Chair of the School Committee, or his designee, then compiles the End-of-Cycle Evaluation Reports prepared by the individual members and then prepares a single summative evaluation based on the preponderance of individual ratings. This composite End-of-Cycle Summative Evaluation Report will be discussed by the School Committee and the Superintendent at a regular or special meeting in the beginning half of December. After a full opportunity to discuss the Report, the School Committee will adopt an End-of-Cycle Evaluation Report;
11. The End-of-Cycle Evaluation Report shall contain a narrative that outlines the accomplishments of the Superintendent and that identifies areas of continued focus for District improvement. It is recognized that the evaluation of the Superintendent encompasses an evaluation of her management team and its performance.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

12. The School Committee will continue to work with the Superintendent to identify a viable means for seeking the input of the public as part of the Superintendent's evaluation process. In the absence of guidance from the State, the School Committee will consider the results of the current Parent/Student Surveys in order to gauge public feedback. In addition, the School Committee will consider input from those interested in the evaluative process which is submitted to the Clerk of the School Committee so long as such input is tied to and correlated with the approved goals of the Superintendent;
13. In view of the timing of changes to the regulations and the necessity for the Parties to meet and discuss necessary changes, it will be necessary to abbreviate the evaluation process for the current evaluation cycle. With this in mind, it is further recommended that for this current cycle only, the following procedure be adopted by the full School Committee:
 - a. At the meeting of June 20, 2013, the Superintendent shall make a mid-cycle report to the School Committee of her progress on goals. In light of the ongoing nature of discussions and the Parties' agreement to place contractual timelines in abeyance, the goals to be utilized by the Parties shall be those previously approved by the School Committee on November 3, 2011 to the extent that they align with the Standards, Indicators and Elements contained in the Model Rubric for Superintendents. For clarity, the Superintendent will identify at that meeting those goals which she believes are so aligned;
 - b. During the months of October or November of 2013, a training session will be held with the full School Committee in order to assist the members in the utilization of the Model Rubric and Model End-of-Cycle Summative Evaluation Report;
 - c. In view of the expedited timeline for this initial process under the new regulations, the Parties recognize the potential that adjustments to the process may be required moving forward and this initial process shall be regarded as a learning experience for all involved.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

14. Either side may request the opportunity to discuss with the other, at reasonable times and intervals, areas of concern about the process or changes to the process which might be warranted. Any such changes would only be made by mutual agreement of the Parties.
15. The School Committee should memorialize any and all recommendations as to changes in the evaluation process for the Superintendent which are adopted through a formal amendment to the existing Contract of Employment with the Superintendent and should request that Labor Counsel prepare such amendment for consideration by all Parties.

At the School Committee level, Mr. O'Connell and Mr. Foley reached consensus on the following proposed recommendations regarding the Superintendent's Evaluation.

As the School Committee is aware, *603 CMR 35.04* requires that "School Committees shall establish evaluation systems and performance standards for the evaluation of administrators that include all of the principles of evaluation set forth in 603 CMR 35.00-35.11. ... The district shall adapt the indicators based on the role of the administrator to reflect and allow for significant differences in assignment and responsibilities." This regulation applies to the Superintendent of Schools as one such administrator.

Dr. Boone's current contract runs through June 30, 2015 and contains specific language regarding the evaluation process. The Superintendent and the School Committee jointly recognize that the State's regulatory framework has substantially changed the evaluation requirements for all educators, including Superintendents. Accordingly, the Superintendent asked to reopen her contract in order to adopt the Model System developed by the State. The School Committee recognizes the need to ensure compliance with the regulations. In furtherance of the process to bring about such compliance, it was agreed that the contractual timelines would be placed in abeyance.

The Superintendent Evaluation Subcommittee worked with counsel for the School Committee and met on two occasions with Dr. Boone in open public meetings on May 14, 2013 and May 28, 2013 in order to discuss the evaluation process going forward. Based upon the productive discussions which occurred at those two meetings, it is the recommendation of this Subcommittee that the following process and understandings be adopted by the full School Committee:

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

1. The Superintendent will be evaluated utilizing the Model "Superintendent Rubric" developed by the Department of Elementary and Secondary Education. The Standards to be utilized will be limited to the four standards identified in the Rubric;
2. The Superintendent will be evaluated utilizing the Model "End-of-Cycle Summative Evaluation Report: Superintendent" developed by the Department of Elementary and Secondary Education;
3. The evaluation cycle shall be from November 1st through October 31st;
4. The Superintendent will be expected to submit goals annually, which under ordinary circumstances, will be submitted for approval, and subsequently approved by the School Committee, prior to June 30th so that they may become part of the Superintendent's Annual Plan for the following evaluation cycle (i.e. November 1st – October 31st). In view of the timing of discussions leading to these recommendations, this will take place at the first meeting in July of 2013 rather than in June as will occur in the future;
5. The number of goals shall be limited to six during each evaluation cycle, which six goals shall include a Professional Practice Goal; a Student Learning Goal; and four District Improvement Goals. The District Improvement Goals shall be developed by the School Committee in collaboration with the Superintendent. It would be expected that District Improvement Goals would be developed utilizing such resources as the District's Redesign Plan; District Report Card; certain identified student achievement data; District Budget; Accountability Plans for Level 3 Schools; and limited aspects of NEASC Reports highlighting high level concerns, such as facilities;
6. At the time of submission of the proposed goals, the Superintendent will also identify data points and demonstrable evidence categories against which she would expect that her performance would be evaluated, such as student growth measures; advanced placement scores; MCAS; etc. Once adopted, the district improvement, student learning, and professional practice goals, and their associated key strategies, timelines, and benchmarks of progress, become the Superintendent's Annual Plan;

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

7. By the second meeting in June, the Superintendent will make a mid-cycle report to the School Committee of her progress on the goals in the Superintendent's Annual Plan;
8. At the first School Committee meeting following the end of the evaluation cycle on October 31st, the Superintendent will prepare and deliver an End-of-Cycle Report on progress toward each goal and performance against the Standards;
9. Within two weeks of the Superintendent's submission of her End-of-Cycle Report, the individual members of the School Committee shall each prepare an individual End-of-Cycle Summative Evaluation Report. In completing these reports, individual members shall focus on matters identified in the document, which in turn are tied back to identified goals and standards;
10. The Chair of the School Committee, or his designee, then compiles the End-of-Cycle Evaluation Reports prepared by the individual members and then prepares a single summative evaluation based on the preponderance of individual ratings. This composite End-of-Cycle Summative Evaluation Report will be discussed by the School Committee and the Superintendent at a regular or special meeting in the beginning half of December. After a full opportunity to discuss the Report, the School Committee will adopt an End-of-Cycle Evaluation Report;
11. The End-of-Cycle Evaluation Report shall contain a narrative that outlines the accomplishments of the Superintendent and that identifies areas of continued focus for District improvement. It is recognized that the evaluation of the Superintendent encompasses an evaluation of her management team and its performance.
12. The School Committee will continue to work with the Superintendent to identify a viable means for seeking the input of the public as part of the Superintendent's evaluation process. In the absence of guidance from the State, the School Committee will consider the results of the current Parent/Student Surveys in order to gauge public feedback. In addition, the School Committee will consider input from those interested in the evaluative process which is submitted to the Clerk of the School Committee so long as such input is tied to and correlated with the approved goals of the Superintendent;

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

13. In view of the timing of changes to the regulations and the necessity for the Parties to meet and discuss necessary changes, it will be necessary to abbreviate the evaluation process for the current evaluation cycle. With this in mind, it is further recommended that for this current cycle only, the following procedure be adopted by the full School Committee:
 - a. At the meeting of June 20, 2013, the Superintendent shall make a mid-cycle report to the School Committee of her progress on goals. In light of the ongoing nature of discussions and the Parties' agreement to place contractual timelines in abeyance, the goals to be utilized by the Parties shall be those previously approved by the School Committee on November 3, 2011 to the extent that they align with the Standards, Indicators and Elements contained in the Model Rubric for Superintendents. For clarity, the Superintendent will identify at that meeting those goals which she believes are so aligned;
 - b. During the months of October or November of 2013, a training session will be held with the full School Committee in order to assist the members in the utilization of the Model Rubric and Model End-of-Cycle Summative Evaluation Report;
 - c. In view of the expedited timeline for this initial process under the new regulations, the Parties recognize the potential that adjustments to the process may be required moving forward and this initial process shall be regarded as a learning experience for all involved.
14. Either side may request the opportunity to discuss with the other, at reasonable times and intervals, areas of concern about the process or changes to the process which might be warranted. Any such changes would only be made by mutual agreement of the Parties.
15. The School Committee should memorialize any and all recommendations as to changes in the evaluation process for the Superintendent which are adopted through a formal amendment to the existing Contract of Employment with the Superintendent and should request that Labor Counsel prepare such amendment for consideration by all Parties.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

AD HOC COMMITTEE ON THE SUPERINTENDENT'S EVALUATION PROCESS
(continued)

Miss Novick made the following amendment to #10 on the Action Sheet:

10. The Chair of the School Committee, or his designee, then compiles the End-of-Cycle Evaluation Reports prepared by the individual members and then prepares a single summative evaluation based on the preponderance of individual ratings. This composite End-of-Cycle Summative Evaluation Report **along with the individual reports of the members** will be discussed by the School Committee and the Superintendent at a regular or special meeting in the beginning half of December. After a full opportunity to discuss the Report, the School Committee will adopt an End-of-Cycle Evaluation Report;

On a voice vote, the motion was approved.

Mayor Petty stated that on June 20, 2013 the Superintendent will make her mid-cycle report on her progress.

It was moved to approve the action sheet as amended.

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON FINANCE AND OPERATIONS

The Action Sheet for the Standing Committee on Finance and Operations is hereto annexed as Annex C and was approved as amended.

gb #2-223 - Mr. Foley/Ms. Colorio/Ms. Novick (July 16, 2012)

To review the status of the FY13 Budget and recommend appropriate account transfers as required.

At the Standing Committee Mr. Allen made a presentation on the 3rd quarter budget status.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON FINANCE AND OPERATIONS (continued)

gb #2-223 (continued)

Mr. Foley made the following motion:

Request that the School Committee approve the following transfers:

AMOUNT	FROM ACCOUNT	TO ACCOUNT
\$200,000	500-91118 Miscellaneous	500132-92000 Tuition
\$30,000	500-91134 Instructional Support	500129-96000 Workers Compensation
\$10,000	500-91134 Instructional Support	500141-92000 Vehicle Maintenance

On a roll call of 3-0, the motion was approved.

At the School Committee Mr. Allen made a presentation on the 3rd quarter budget status.

Mr. Foley made the following motion:

Request that the School Committee approve the following transfers:

AMOUNT	FROM ACCOUNT	TO ACCOUNT
\$200,000	500-91118 Miscellaneous	500132-92000 Tuition
\$30,000	500-91134 Instructional Support	500129-96000 Workers Compensation
\$10,000	500-91134 Instructional Support	500141-92000 Vehicle Maintenance

On a roll call of 7-0, the motion was approved.

gb #3-77 - Administration (February 26, 2013)

To consider the School-Based Health Services Medicaid Claiming Review of the Worcester Public Schools prepared by the Public Consulting Group, Inc. at no cost to the system.

At the Standing Committee level, Mr. Foley made the following motion:

Request that the Administration investigate whether any of these Medicaid reimbursements to the City may be charged against any individual's lifetime cap of benefits.

On a voice vote, the motion was approved.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON FINANCE AND OPERATIONS (continued)

gb #3-77 (continued)

At the School Committee level, it was moved and voice voted to file the item.

gb #3-157 - Administration (May 7, 2013)

To consider a price increase for student lunches for the 2013-14 school year in accordance with the Equity in School Lunch provision of the Health, Hunger-Free Kids Act of 2010.

At the Standing Committee level, Mr. Foley made the following motion:

Request that the School Committee approve an increase of \$.05 for FY13 per the following calculation:

$$\$1.60 \times 4.94\% = \$.078 \text{ or } \$.05 \text{ rounded} = \$1.60 + \$.05 = \$1.65$$

On a roll call of 3-0, the motion was approved.

At the School Committee level, Mr. Foley made the following motion:

Request that the School Committee approve an increase of \$.05 for FY13 per the following calculation:

$$\$1.60 \times 4.94\% = \$.078 \text{ or } \$.05 \text{ rounded} = \$1.60 + \$.05 = \$1.65$$

On a roll call of 7-0, the motion was approved.

STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS

The Action Sheet for the Standing Committee on Finance and Operations is hereto annexed as Annex D and was approved as amended.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS
(continued)

gb #2-212 - Mr. Monfredo/Mr. O'Connell/Miss Biancheria (July 5, 2012)

Request that the Administration review this year's summer programs and provide a report to include the number of students enrolled and the attendance percentage for each school.

gb #2-244 - Mr. Monfredo/Mr. O'Connell (August 30, 2012)

To review the mandated summer reading program and consider ways of encouraging summer reading in the future through a community relations effort.

(These items were considered together).

At the Standing Committee level, Mr. Monfredo indicated that the WRTA will put signs on their busses regarding the Summer Reading Program.

Mr. Monfredo requested that the attendance data from the Summer Programs be reviewed in September 2013.

Miss Biancheria suggested that the Administration contact Lisa Carlin at the Mass Audubon Broad Meadow Brook to see if she could provide some family passes and student passes as incentives to students to attend summer school.

Mr. Monfredo suggested that one of our partners could donate a Kindle for perfect attendance.

Mr. Monfredo made the following motions:

Request that the Administration reach out to parents in connection with Summer School Programs to urge them to help the students to attend the Summer Programs.

Request that the Administration reach out to the WPS partners of summer initiatives, as described in the backup material, to assist with regard to institutionalizing, maintaining and supporting the program.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS
(continued)

gb #2-212

gb #2-244 (continued)

Request that the Administration meet with the summer partners in September to evaluate the program and review options or recommendations for the Summer Reading and Education Program of 2014.

On a voice vote, the motions were approved.

Miss Biancheria made the following motion:

Request that the Administration, within the next three or four months, involve representatives from the community centers, including but not limited to, the Friendly House, South Worcester Neighborhood Center and the Main South CDC.

On a voice vote, the motion was approved.

Mr. O'Connell requested that the Administration also involve representatives from some of the churches running summer programs which would include but, not be limited to, St. John's Church and Belmont AME Zion Church.

On a voice vote, the motion was approved.

Mr. Monfredo made the following motion:

Request that the Administration consider using the number of pages read as opposed to number of books read starting at grade 4 for 2014 and provide a status report when it reports out on the evaluation of the Summer Reading Program.

On a voice vote, the motion was approved.

It was moved and voice voted to approve the Summer Reading Lists as presented in gb #2-244.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS
(continued)

gb #2-212

gb #2-244 (continued)

It was moved and voice voted to approve the Summer Programs as contained in Annex A of gb #2-212.

FILE gb #2-212 and gb #2-244.

At the School Committee level, Mr. Monfredo indicated that the WRTA will put signs on their busses regarding the Summer Reading Program.

Mr. Monfredo requested that the attendance data from the Summer Programs be reviewed in September 2013.

Miss Biancheria suggested that the Administration contact Lisa Carlin at the Mass Audubon Broad Meadow Brook to see if she could provide some family passes and student passes as incentives to students to attend summer school.

Mr. Monfredo suggested that one of our partners could donate a Kindle for perfect attendance.

Mr. Monfredo made the following motions:

Request that the Administration reach out to parents in connection with Summer School Programs to urge them to help the students to attend the Summer Programs.

Request that the Administration reach out to the WPS partners of summer initiatives, as described in the backup material, to assist with regard to institutionalizing, maintaining and supporting the program.

Request that the Administration meet with the summer partners in September to evaluate the program and review options or recommendations for the Summer Reading and Education Program of 2014.

On a voice vote, the motions were approved.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS
(continued)

gb #2-212

gb #2-244 (continued)

Miss Biancheria made the following motion:

Request that the Administration, within the next three or four months, involve representatives from the community centers, including but not limited to, the Friendly House, South Worcester Neighborhood Center and the Main South CDC.

On a voice vote, the motion was approved.

Mr. O'Connell requested that the Administration also involve representatives from some of the churches running summer programs which would include but, not be limited to, St. John's Church and Belmont AME Zion Church.

On a voice vote, the motion was approved.

Mr. Monfredo made the following amendment to his motion:

Request that **students in grades 4-6 to read 5 books or 800 pages starting in 2014.**

On a voice vote, the motion was approved.

Mr. Monfredo requested that the Administration notify the schools that they have some flexibility with the students reading 400 or 500 page books, let's not expect them to read 5 books.

It was moved and voice voted to approve the Summer Reading Lists as presented in gb #2-244.

It was moved and voice voted to approve the Summer Programs as contained in Annex A of gb #2-212.

FILE gb #2-212 and gb #2-244.

NOTES (continued)

GENERAL BUSINESS (continued)

GENERAL BUSINESS

gb #3-81.1

It was moved to delete Rule 9. – Excessive Tardiness on page 33 (Annex A, page 4).

On a roll call of 3-4 (yeas-Mr. Foley, Mr. Monfredo, Mayor Petty), the motion was defeated.

It was moved to delete the following sentences regarding cell phones in Rule 15. – Cellular Telephones, Beepers, IPods/MP3 Players and Laser Pointing Devices on page 34 (Annex A, page 5):

Cell phones and iPods/MP3 players may not be used during school hours. However, cell phones may be used at after-school or sports activities, only with the permission of the coach, instructor or other program director. Cell phones may not be used at any time on school grounds for photos or other functions. Devices used or inappropriately stored during the school day shall be confiscated by the Administration.

On a roll call of 5-2 (nays-Miss Biancheria, Mr. O'Connell), the motion was approved.

Ms. Novick made the following motion to amend the last line of the first paragraph on page 18 (Annex A, page 3):

Students whose parents opt them out of state or district standardized assessments will not be academically penalized or face disciplinary action except as prohibited by the Commonwealth of Massachusetts **or of the United States.**

On a voice vote, the motion was approved.

Ms. Novick made the following motion:

Request that the following motion made at the School Committee Meeting on May 16, 2013 be withdrawn:

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-81.1 (continued)

Page 18, District Testing

Add the following to the end of the second paragraph:

Student data, with or without student identification, will not be posted in any school hallway, classroom, office, or other facility.

Request that the Administration provide recommendations to the School Committee relative to the display of student data.

Ms. Novick made the following motion:

Request that page 21 (Annex A, page 4), sentence 2 under the second paragraph be amended to read as follows:

For general questions about assessment **or for questions or concerns related to testing procedures and security or for information on your child's performance or participation in testing** in the Worcester Public Schools, please contact Maureen Kavanaugh at the Office of Research and Accountability (508) 799-3019 or via email kavanaughm@worc.k12.ma.us.

On a voice vote, the motion was approved.

It was moved to approve the 2013-14 Policies Handbook of the Worcester Public Schools as amended.

On a roll call of 5-2 (nays-Miss Biancheria, Mr. O'Connell), the motion was approved.

It was moved to suspend rules to reconsider the motion to approve the 2013-14 Policies Handbook of the Worcester Public Schools as amended.

On a roll call of 6-1 (nay-Mr. O'Connell), the motion was approved.

It was moved to reconsider the motion to approve the 2013-14 Policies Handbook of the Worcester Public Schools as amended.

On a roll call of 1-6 (yea-Mr. O'Connell), the motion was approved.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1

Mr. Monfredo made the following motions:

Request that the following be referred to the Standing Committee on Finance and Operations to be discussed at a joint meeting with the City's Standing Committee on Education:

To consider reverting back to the 1% processing fee for administrative fees for the handling of grants.

Request that the Administration interact with the City Manager regarding a different financial agreement relative to Medicaid funds.

Request that the Administration and the City review the McKinney-Vento law.

On a voice vote, the motion was approved.

500-91112 School Committee

It was moved and voice voted to approve Account 500-91112 in the amount of \$87,000.

500-91124 Crossing Guards

It was moved and voice voted to approve Account 500-91124 in the amount of \$521,294

Miss Biancheria made the following motion:

Request that the Administration provide a report in a Friday Letter regarding assignments of the crossing guards for the Fall.

On a voice vote, the motion was approved.

500-91122 School Clerical

It was moved and voice voted to approve Account 500-91122 in the amount of \$2,089,147.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1 (continued)

500-91121 Administration Clerical

It was moved and voice voted to approve Account 500-91121 in the amount of \$3,073,782.

500125-92000 Other Insurance Programs

It was moved and voice voted to approve Account 500125-92000 in the amount of \$41,512.

500101-96000 Retirement

Mr. O'Connell made the following motion:

Request that the Administration provide a report as to the number of individuals who participated in or took advantage of the opportunity for early retirement under the incentives offered in 2002 and 2010.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500101-96000 in the amount of \$13,919,356.

500129-92000 Workers Compensation

It was moved and voice voted to approve Account 500129-92000 in the amount of \$952,300.

500123-96000 Health Insurance

Miss Biancheria made the following motion:

Request that the Administration provide the number of employees who have health insurance which is paid for under federal and state grants.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500123-96000 in the amount of \$39,421,840.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1 (continued)

500137-96000 Unemployment

It was moved and voice voted to approve Account 500137-96000 in the amount of \$250,000.

500-91134 Educational Support

Miss Biancheria made the following motion:

Request that the Administration indicate which salary is the correct one for the Credit Recovery Lab Technologist at North High School:

-page 116 the salary is listed as \$45,762

-page 204 the salary is listed as \$44,896

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500-91134 in the amount of \$2,097,494.

500133-92000 Printing & Postage

It was moved and voice voted to approve Account 500133-92000 in the amount of 207,531.

500138-92000 In-State Travel

It was moved and voice voted to approve Account 500138-92000 in the amount of \$62,500.

500105-92000 Out-of-State Travel

Ms. Colorio made the following motion:

Request that the Administration provide a report on the success rate of the teacher recruitment program.

On a voice vote, the motion was approved.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1 (continued)

500105-92000 Out-of-State Travel (continued)

Ms. Novick requested that the Administration continue to provide the out-of-state travel reports.

It was moved and voice voted to approve Account 500105-92000 in the amount of \$5,000.

500-91114 Day by Day Subs

It was moved and voice voted to approve Account 500-91114 in the amount of \$871,200.

500-91118 Supplemental Programs

Mr. O'Connell made the following motion:

Request that the Administration prepare a report regarding the physical education program at the Evening High School to include a recommendation as to status quo or changes for the 2014-15 fiscal year.

On a voice vote, the motion was approved.

Miss Biancheria made the following motion:

Request that the Administration provide a description of a community school program and indicate the offerings at the community school sites.

On a voice vote, the motion was approved.

Ms. Novick made the following motion:

Request that the Administration provide a report on the success rate of the Worcester Teachers Academy.

On a voice vote, the motion was approved.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1 (continued)

500-91118 Supplemental Programs (continued)

It was moved and voice voted to approve Account 500-91118 in the amount of \$1,644,963.

500-91116 Coaches

Mr. O'Connell made the following motion:

Request that the Administration provide a report in February or March 2014 from the Athletic Department as to any recommendations it may have with regard to expanding the number of sports teams available to students at all levels in the Worcester Public Schools. That report to include but, not be limited to:

- any recommendations as to any additional varsity and junior varsity secondary teams
- any additional sports that the system should offer to the students and
- any option in terms of giving a school its own team and then allowing other schools to combine to have a team independently.

On a voice vote, the motion was approved.

Ms. Novick made the following motion:

Request that the Administration provide a report on the cost to run an elementary citywide sports program.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500-91116 in the amount of \$474,219.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-104.1 (continued)

500122-92000 – Athletics OM

Ms. Novick made the following motion:

Request that the Administration provide a report for our next meeting on the inventory of all gymnastics equipment currently in the system including condition and location.

On a voice vote, the motion was approved.

500122-96000 – Athletics OM (continued)

Ms. Colorio made the following motion:

Request that the Administration devise a plan to generate or expand more revenue at Foley Stadium possibly through advertising the games more or getting more parent support.

On a voice vote, the motion was approved.

Mr. Monfredo made the following motion:

Request that the Administration provide the cost of operating a citywide gymnastics team.

On a voice vote, the motion was approved.

Miss Biancheria made the following motion:

Request that the Administration provide a breakdown on the team costs by school for both the out-of-city transportation and in-city transportation.

On a voice vote, the motion was approved.

Miss Biancheria suggested that the Administration indicate in the descriptions for j. and k. the allocation of the gate receipt funds.

It was moved and voice voted to approve Account 500122-92000 in the amount of \$444,242.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-172

Ms. Novick stated that Paris Jensen won first place in the State Science Fair and Brianna L. Fisher received honorable mention in the same event.

gb #3-176

Mr. O'Connell made the following motion:

Request that the indirect cost rate for all state and federal grants for FY14 be set at 1%.

On a roll call of 4-3 (nays-Mr. Monfredo, Ms. Novick, Mayor Petty), the motion was approved.

gb #3-177

Mr. O'Connell made the following motion:

Request that the Administration invite Kaitly Furcinitti to play a cello rendition of the National Anthem at the School Committee Meeting on June 20, 2013.

On a voice vote, the motion was approved.

gb #3-186

Mr. O'Connell made the following motion:

Request that the Administration provide a draft of the 2014-15 Policies Handbook of the Worcester Public Schools in the winter in order for the School Committee to have ample time for review of it.

On a voice vote, the motion was approved.

gb #3-187

Ms. Novick made the following motion:

Request that the item be filed.

On a roll call of 4-3 (nays-Miss Biancheria, Ms. Colorio, Mr. O'Connell), the motion was approved.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #3-188

It was moved and voice voted to suspend rules to allow Mrs. Correira, Field Director, Massachusetts Association of School Committees to address the School Committee regarding the formulation of a Policy Manual for the Worcester Public Schools.

Ms. Novick made the following motion:

Request that the Administration provide:

- the relevant sections of the City Charter
- review the section of the Constitution of the Commonwealth that was cited in the document
- utilize the section of the Exam School Report that provides a history of the Worcester Public Schools.

On a voice vote, the motion was approved.

gb #3-192

It was moved and voice voted to appoint Dr. Boone to the Board of Directors to serve on the Central MA Special Education Collaborative.

O T H E R

Pursuant to action taken in Executive Session, it was moved to approve the long-term suspension for Student #12/13-08 at an alternative education setting.

On a roll call of 7-0, the motion was approved.

Pursuant to action taken in Executive Session, it was moved to approve the contract between the Worcester School Committee and Attorney Sean P. Sweeney, effective September 20, 2013.

On a roll call of 7-0, the motion was approved.

Pursuant to action taken in Executive Session, it was moved to approve the contract between the Worcester School Committee and Murphy, Lamere and Murphy, effective July 1, 2013.

On a roll call of 7-0, the motion was approved.

Committee Members
John Foley, Chairman
Donna Colorio, Vice Chairman
Tracy O'Connell Novick

AGENDA #4
F/O
5-22-13
Page 1

A C T I O N S

The Standing Committee on Finance and Operations met at 7:01 p.m. on Wednesday, May 22, 2012 in Room 410 at the Dr. John E. Durkin Administration Building.

There were present: Ms. O'Connell Novick, Vice-Chairman Colorio and Chairman Foley

Representing Administration were: Mr. Allen, Dr. Boone, Dr. Rodrigues and Dr. Friel

Others in Attendance: C. Bethea, P. Brezniak, R. Chattersee, R. Cohane, K. Hersey, K. Kolaczyk, T. Leary, M. Lipka, B. McDermott, L. Merchant, A. Olaes, M. Paynich, K. Robeau, R. Schoen, K. Scott and G. Vaughn

ros #3-1 - Administration (January 8, 2013)

FY14 PRELIMINARY BUDGET ESTIMATES

Mr. Allen provided an update on the FY14 Budget. The video is available for your perusal on the Worcester Public Schools' website under Archived School Committee Meetings. Individuals asked questions about the Budget and others presented concerns relative to the individual schools that their children attend.

The meeting adjourned at 9:10 p.m.

Helen A. Friel, Ed.D.
Clerk of the School Committee

Committee Members

John L. Foley
Brian A. O'Connell

AGENDA #1

5-28-13

Page 1

A C T I O N S

The Ad Hoc Committee on the Superintendent's Evaluation Process met at 6:05 p.m. on Tuesday, May 28, 2013 in the Superintendent's Office at the Dr. John E. Durkin Administration Building.

There were present: Mr. Foley and Mr. O'Connell

Representing Administration: Dr. Friel

Others in attendance: Attorney Sweeney

Mr. O'Connell and Mr. Foley reached consensus on the following proposed recommendations regarding the Superintendent's Evaluation.

As the School Committee is aware, *603 CMR 35.04* requires that "School Committees shall establish evaluation systems and performance standards for the evaluation of administrators that include all of the principles of evaluation set forth in 603 CMR 35.00-35.11. ... The district shall adapt the indicators based on the role of the administrator to reflect and allow for significant differences in assignment and responsibilities." This regulation applies to the Superintendent of Schools as one such administrator.

Dr. Boone's current contract runs through June 30, 2015 and contains specific language regarding the evaluation process. The Superintendent and the School Committee jointly recognize that the State's regulatory framework has substantially changed the evaluation requirements for all educators, including Superintendents. Accordingly, the Superintendent asked to reopen her contract in order to adopt the Model System developed by the State. The School Committee recognizes the need to ensure compliance with the regulations. In furtherance of the process to bring about such compliance, it was agreed that the contractual timelines would be placed in abeyance.

The Superintendent Evaluation Subcommittee worked with counsel for the School Committee and met on two occasions with Dr. Boone in open public meetings on May 14, 2013 and May 28, 2013 in order to discuss the evaluation process going forward. Based upon the productive discussions which occurred at those two meetings, it is the recommendation of this Subcommittee that the following process and understandings be adopted by the full School Committee:

1. The Superintendent will be evaluated utilizing the Model "Superintendent Rubric" developed by the Department of Elementary and Secondary Education. The Standards to be utilized will be limited to the four standards identified in the Rubric;
2. The Superintendent will be evaluated utilizing the Model "End-of-Cycle Summative Evaluation Report: Superintendent" developed by the Department of Elementary and Secondary Education;
3. The evaluation cycle shall be from November 1st through October 31st;
4. The Superintendent will be expected to submit goals annually, which under ordinary circumstances, will be submitted for approval, and subsequently approved by the School Committee, prior to June 30th so that they may become part of the Superintendent's Annual Plan for the following evaluation cycle (i.e. November 1st – October 31st). In view of the timing of discussions leading to these recommendations, this will take place at the first meeting in July of 2013 rather than in June as will occur in the future;
5. The number of goals shall be limited to six during each evaluation cycle, which six goals shall include a Professional Practice Goal; a Student Learning Goal; and four District Improvement Goals. The District Improvement Goals shall be developed by the School Committee in collaboration with the Superintendent. It would be expected that District Improvement Goals would be developed utilizing such resources as the District's Redesign Plan; District Report Card; certain identified student achievement data; District Budget; Accountability Plans for Level 3 Schools; and limited aspects of NEASC Reports highlighting high level concerns, such as facilities;
6. At the time of submission of the proposed goals, the Superintendent will also identify data points and demonstrable evidence categories against which she would expect that her performance would be evaluated, such as student growth measures; advanced placement scores; MCAS; etc. Once adopted, the district improvement, student learning, and professional practice goals, and their associated key strategies, timelines, and benchmarks of progress, become the Superintendent's Annual Plan ;

7. By the second meeting in June, the Superintendent will make a mid-cycle report to the School Committee of her progress on the goals in the Superintendent's Annual Plan;
8. At the first School Committee meeting following the end of the evaluation cycle on October 31st, the Superintendent will prepare and deliver an End-of-Cycle Report on progress toward each goal and performance against the Standards;
9. Within two weeks of the Superintendent's submission of her End-of-Cycle Report, the individual members of the School Committee shall each prepare an individual End-of-Cycle Summative Evaluation Report. In completing these reports, individual members shall focus on matters identified in the document, which in turn are tied back to identified goals and standards;
10. The Chair of the School Committee, or his designee, then compiles the End-of-Cycle Evaluation Reports prepared by the individual members and then prepares a single summative evaluation based on the preponderance of individual ratings. This composite End-of-Cycle Summative Evaluation Report will be discussed by the School Committee and the Superintendent at a regular or special meeting in the beginning half of December. After a full opportunity to discuss the Report, the School Committee will adopt an End-of-Cycle Evaluation Report;
11. The End-of-Cycle Evaluation Report shall contain a narrative that outlines the accomplishments of the Superintendent and that identifies areas of continued focus for District improvement. It is recognized that the evaluation of the Superintendent encompasses an evaluation of her management team and its performance.
12. The School Committee will continue to work with the Superintendent to identify a viable means for seeking the input of the public as part of the Superintendent's evaluation process. In the absence of guidance from the State, the School Committee will consider the results of the current Parent/Student Surveys in order to gauge public feedback. In addition, the School Committee will consider input from those interested in the evaluative process which is submitted to the Clerk of the School Committee so long as such input is tied to and correlated with the approved goals of the Superintendent;

13. In view of the timing of changes to the regulations and the necessity for the Parties to meet and discuss necessary changes, it will be necessary to abbreviate the evaluation process for the current evaluation cycle. With this in mind, it is further recommended that for this current cycle only, the following procedure be adopted by the full School Committee:

- a. At the meeting of June 20, 2013, the Superintendent shall make a mid-cycle report to the School Committee of her progress on goals. In light of the ongoing nature of discussions and the Parties' agreement to place contractual timelines in abeyance, the goals to be utilized by the Parties shall be those previously approved by the School Committee on November 3, 2011 to the extent that they align with the Standards, Indicators and Elements contained in the Model Rubric for Superintendents. For clarity, the Superintendent will identify at that meeting those goals which she believes are so aligned;
- b. During the months of October or November of 2013, a training session will be held with the full School Committee in order to assist the members in the utilization of the Model Rubric and Model End-of-Cycle Summative Evaluation Report;
- c. In view of the expedited timeline for this initial process under the new regulations, the Parties recognize the potential that adjustments to the process may be required moving forward and this initial process shall be regarded as a learning experience for all involved.

14. Either side may request the opportunity to discuss with the other, at reasonable times and intervals, areas of concern about the process or changes to the process which might be warranted. Any such changes would only be made by mutual agreement of the Parties.

15. The School Committee should memorialize any and all recommendations as to changes in the evaluation process for the Superintendent which are adopted through a formal amendment to the existing Contract of Employment with the Superintendent and should request that Labor Counsel prepare such amendment for consideration by all Parties.

The meeting adjourned at 6:05 p.m.

Helen A. Friel, Ed.D.
Clerk of the School Committee

Committee Members
John Foley, Chairman
Donna Colorio, Vice Chairman
Tracy O'Connell Novick

AGENDA #1
F/O
6-5-13
Page 1

A C T I O N S

The Standing Committee on Finance and Operations met at 3:09 p.m. on Wednesday, June 5, 2013 in Room 410 at the Dr. John E. Durkin Administration Building.

There were present: Ms. Colorio, Ms. Novick and Chairman Foley

Representing Administration were: Mr. Allen and Dr. Friel

Others in Attendance: R. Antonelli, G. Bares, J. Bedard and D. Lombardi

c&p #2-2 - Clerk (February 16, 2012)

To consider a communication from the City Clerk:

That the Worcester School Committee be and is hereby requested to review the parking situation at the Gates Lane School on Main Street and pursue options including negotiating with the owner of the Webster Square Plaza to allow staff to park at the plaza in order to alleviate the current congestion in and around Holland Road, Catalpa Street and Wentworth Street that creates an unsafe pedestrian situation. Further, request City Manager and the Superintendent of Schools report back to City Council plans to alleviate the parking situation. Further, request City Manager and Superintendent of Schools consider revisiting the plan to expand the circular driveway at Gates Lane School which would add parking and allow buses to maneuver in and out of the school and further, provide City Council with costs to implement this plan. Further, request City Manager provide the School Committee with the Bennett Field plan.

Mr. Foley made the following motion:

Request that the City Clerk the notify School Committee whenever there is a motion put forth to change parking around schools to "resident only parking."

On a voice vote, the motion was approved.

gb #2-223 - Mr. Foley/Ms. Colorio/Ms. Novick (July 16, 2012)

To review the status of the FY13 Budget and recommend appropriate account transfers as required.

gb #2-223 (continued)

Mr. Allen made a presentation on the 3rd quarter budget status.

Mr. Foley made the following motion:

Request that the School Committee approve the following transfers:

AMOUNT	FROM ACCOUNT	TO ACCOUNT
\$200,000	500-91118 Miscellaneous	500132-92000 Tuition
\$30,000	500-91134 Instructional Support	500129-96000 Workers Compensation
\$10,000	500-91134 Instructional Support	500141-92000 Vehicle Maintenance

On a roll call of 3-0, the motion was approved.

gb #2-285 - Administration (October 10, 2012)

To accept the Quarterly Report of the Central Massachusetts Special Education Collaborative.

FILE.

gb #3-39 - Ms. Novick (January 29, 2013)

Request that the Administration prepare recommendations for the City of Worcester's Park and Recreation Plan.

Mr. Antonelli made a presentation on the City of Worcester's Park and Recreation Plan.

HOLD.

gb #3-77 - Administration (February 26, 2013)

To consider the School-Based Health Services Medicaid Claiming Review of the Worcester Public Schools prepared by the Public Consulting Group, Inc. at no cost to the system.

Mr. Foley made the following motion:

Request that the Administration investigate whether any of these medicaid reimbursements to the City may be charged against any individual's lifetime cap of benefits.

On a voice vote, the motion was approved.

gb #3-91 - Administration (March 7, 2013)

To review the following documents:

- Management Letter that was done in conjunction with the city's audit of the fiscal year which ended June 30, 2012 by Sullivan, Rogers & Company, LLC.
- the Report on Internal Control over Financial Reporting, Compliance and Federal Award Programs for the fiscal year which ended June 30, 2012 that was prepared by Sullivan, Rogers & Company, LLC, and
- the Independent Accountants' Report on Applying Agreed-Upon Procedures for the End of Year Financial Report submitted to the Massachusetts Department of Elementary and Secondary Education for the fiscal year which ended June 30, 2012 as prepared by P.L. Jones and Associates, P.C.

It was moved and voice voted to accept the report and file the item.

gb #3-157 - Administration (May 7, 2013)

To consider a price increase for student lunches for the 2013-14 school year in accordance with the Equity in School Lunch provision of the Health, Hunger-Free Kids Act of 2010.

Mr. Foley made the following motion:

Request that the School Committee approve an increase of \$.05 for FY13 per the following calculation:

$$\$1.60 \times 4.94\% = \$.078 \text{ or } \$.05 \text{ rounded} = \$1.60 + \$.05 = \$1.65$$

On a roll call of 3-0, the motion was approved.

The meeting adjourned at 4:50 p.m.

Helen A. Friel, Ed.D.
Clerk of the School Committee

Committee Members
Brian A. O'Connell, Chairman
John F. Monfredo, Vice-Chairman
Dianna L. Biancheria

AGENDA #4
TLSS
6-5-13
Page 1

A C T I O N S

The Standing Committee on Teaching, Learning and Student Supports met at 5:15 p.m. on Wednesday, June 5, 2013 in Room 410 at the Dr. John E. Durkin Administration Building.

There were present: Mr. Monfredo and Miss Biancheria

There was absent: Mr. O'Connell

Mr. O'Connell arrived at 5:22 p.m.

Ms. Novick was also in attendance.

Representing Administration were: Dr. Rodrigues and Dr. Friel

Others in Attendance: P. Goldstein, Dr. Gribouski and Dr. Meade-Montaque

gb #2-212 - Mr. Monfredo/Mr. O'Connell/Miss Biancheria (July 5, 2012)

Request that the Administration review this year's summer programs and provide a report to include the number of students enrolled and the attendance percentage for each school.

gb #2-244 - Mr. Monfredo/Mr. O'Connell (August 30, 2012)

To review the mandated summer reading program and consider ways of encouraging summer reading in the future through a community relations effort.

(These items were considered together).

Mr. Monfredo indicated that the WRTA will put signs on their busses regarding the Summer Reading Program.

Mr. Monfredo requested that the attendance data from the Summer Programs be reviewed in September 2013.

gb #2-212
gb #2-244 (continued)

Miss Biancheria suggested that the Administration contact Lisa Carlin at the Mass Audubon Broad Meadow Brook to see if she could provide some family passes and student passes as incentives to students to attend summer school.

Mr. Monfredo suggested that one of our partners could donate a Kindle for perfect attendance.

Mr. Monfredo made the following motions:

Request that the Administration reach out to parents in connection with Summer School Programs to urge them to help the students to attend the Summer Programs.

Request that the Administration reach out to the WPS partners of summer initiatives, as described in the backup material, to assist with regard to institutionalizing, maintaining and supporting the program.

Request that the Administration meet with the summer partners in September to evaluate the program and review options or recommendations for the Summer Reading and Education Program of 2014.

On a voice vote, the motions were approved.

Miss Biancheria made the following motion:

Request that the Administration, within the next three or four months, involve representatives from the community centers, including but not limited to, the Friendly House, South Worcester Neighborhood Center and the Main South CDC.

On a voice vote, the motion was approved.

Mr. O'Connell requested that the Administration also involve representatives from some of the churches running summer programs which would include but, not be limited to, St. John's Church and Belmont AME Zion Church.

On a voice vote, the motion was approved.

gb #2-212
gb #2-244 (continued)

Mr. Monfredo made the following motion:

Request that the Administration consider using the number of pages read as opposed to number of books read starting at grade 4 for 2014 and provide a status report when it reports out on the evaluation of the Summer Reading Program.

On a voice vote, the motion was approved.

It was moved and voice voted to approve the Summer Reading Lists as presented in gb #2-244.

It was moved and voice voted to approve the Summer Programs as contained in Annex A of gb #2-212.

FILE gb #2-212 and gb #2-244.

gb #3-139 - Administration (April 17, 2013)

To consider approval of the following courses:

- Three Dimensional Design
- Advanced Three Dimensional Design
- Photography
- Digital Media Research
- African American Studies
- Financial Literacy
- Forensics
- Arts Appreciation & Critique
- Class Guitar
- Community Arts Internship
- Dance for Fitness
- Introduction of Music Theory
- Introduction of Music History
- Introduction to Theatre
- Percussion Ensemble
- Songwriting

gb #3-139 (continued)

Mr. O'Connell requested that the Administration spell the word "theater" consistently in Annex N, page 1.

Miss Biancheria made the following motion:

When the courses are fully in place, request that the Administration provide a report in the Fall in a Friday Letter as to what schools have implemented the courses and the enrollment numbers.

On a voice vote, the motion was approved.

It was moved and voice voted to approve the following courses:

- Three Dimensional Design
- Advanced Three Dimensional Design
- Photography
- Digital Media Research
- African American Studies
- Financial Literacy
- Forensics
- Arts Appreciation & Critique
- Class Guitar
- Community Arts Internship
- Dance for Fitness
- Introduction of Music Theory
- Introduction of Music History
- Introduction to Theatre
- Percussion Ensemble
- Songwriting

The meeting adjourned at 5:55 p.m.

Helen A. Friel, Ed.D.
Clerk of the School Committee