

**CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL COMMITTEE**

Monday, December 18, 2023 - Regular Meeting

7:00 p.m. – City Hall Chambers

Members present: Ms. Krepchin, Dr. Ackman, Ms. Barish, Ms. Dion, Mr. Green, Ms. Pitone, Dr. Phillips, Mr. Ewen-Campen and Mayor Ballantyne.

Members Absent: None.

I. CALL TO ORDER

The meeting was called to order at 7:00PM with a moment of silence, followed by a salute to the flag of the United States of America. Chair Krepchin asked Superintendent Dr. Carmona to call the roll, results of which were as follows: PRESENT – 9 – Dr. Phillips, Chair Krepchin, Mr. Ewen-Campen, Mayor Ballantyne, Chair Green, Ms. Barish, Ms. Pitone, Dr. Ackman and Ms. Dion. ABSENT – 0.

Chair Krepchin asked interpreters to introduce themselves:

Tracy Pichardo - Spanish

Adelaine Richardson - Portuguese

Carmen - Haitian Creole

II. REPORT OF STUDENT REPRESENTATIVES

Student representatives were not present.

III. PUBLIC COMMENT

Chair Krepchin read the public comment regulations and asked those who had previously signed up to comment at this time.

Ryan Williams of Kingston St. Ward 7 and President of the Council of PTAs appeared before the Committee. He announced that the Council had won three competitive PTA grants: a) West Somerville won PTA Connected on screen readiness and digital literacy; b) the Winter Hill community won a STEM grant for hands-on design challenges; and c) the Council won a STEM grant to conduct a city-wide science festival.

He Williams urged the city to increase the transparency around the master plan process. While the district was invited into the MSBA process, we should not forget the parents and educators who filled the chamber last March speaking of the conditions under which they worked, leading to the School Committee's vote for statement of interest.

The district is now twenty-four hours away from the first public meeting, and the parents, educators and duly elected members of the School Committee have not seen the plan and are left to speculate, share rumors and read between the lines of emails and press releases. He urged that the process be grounded in the principal, teachers and School Committee who best know our schools.

While we celebrate the victory for the Winter Hill community, many of its proponents will not get to enjoy the new building but have to endure five or six more years of disruption. Many of the students will have to endure two thousand frantic car trips to the new school. The Winter Hill community has endured this disruption, but one must not confuse its grace with approval.

The city must understand that a fundamental repair of trust needs to be restored. When we create this information vacuum, it gets filled with suspicion. Tomorrow night is our next chance to restore that trust. We do not need yo hold finished documents in secret and make decisions behind closed doors. What is set tomorrow is an asymmetric meeting where the city has all the answers and the attendees have no idea of what they are walking into. In a meeting that is supposed to solicit community input, the community will not in fact have enough time to digest, research and to formulate the information with a thoughtful plan. What the community needs is the city to present

an earnest solicitation of community input and not a marketing campaign.

He urges the city to release the K-8 master plan to the School Committee and the community so that we can have a thoughtful discussion on the future of our schools.

IV. REPORT OF SUPERINTENDENT

- **District Report**
- WHCIS Building Project-MSBA vote Update

Dr. Carmona started his MSBS Update -Good evening everyone. We have exciting topics to discuss for today's update. As many of you know, the Massachusetts School Building Authority has advanced the city's proposal for a new K-8 school for the Winter Hill Community. With a favorable vote from the MSBA, Somerville will continue its pursuit to rebuild or fully renovate the Winter Hill Community Innovation School. The independent Statement of Interest for the Brown School was not advanced, but the city's proposed project could also incorporate Brown School and districtwide needs. Following Wednesday's vote by the MSBA, City and SPS staff attended a virtual orientation with the MSBA on Thursday. SPS and the Mayor's office will be hosting a community meeting on December 19th at 630pm to discuss our K-8 planning in light of the MSBA vote.

QUESTIONS/COMMENTS

Dr. Carmona confirmed that there is a timeline for certain information to be submitted to MSBA, and while this is part of the process, the project has in fact already been approved.

Mayor Ballantyne stated there are two entry points in the MSBA process, and we are currently in the feasibility stage. Another entry point is the funding of the feasibility study, as the city did in 2022 as not to be held up on that trajectory of feasibility regardless of whether or not accepted into the MSBA program. The second entry point is the construction phase. The project will be presented to the voters as a debt exclusion.

Discussion ensued on the importance of appointing a point person to track the accuracy and submission of information to MSBA by the required deadlines described by Dr. Carmona above. Mayor Ballantyne stated that a project manager from the capital projects team would be appointed. Mr. Green stated that a liaison from the school side be appointed or fund a consultant whose job is to work with the city on these submissions. Mayor Ballantyne pointed out that part of this feasibility process is to have someone from the School Building Committee since part of the skillset required to be on the committee is technical person in addition to members from the community and a School Committee representative.

Mr. Green, making reference to the recently constructed high school, stated that while the building is "beautiful," in hindsight and learning from the process, it would have made sense to have someone from the school side whose job it was to "stay in the weeds" of detail.

Ms. Pitone agreed and asked what power the Building Committee has and who decides the appointment of members on it. Mayor Ballantyne responded that the MSBA identifies the thirteen-fourteen members who need to be on the Committee with a combination of residents and those who have the particular technical knowledge and expertise. Ms. Pitone added that she was the representative of the School Committee who served on the Building Committee for the prior high school project and noted the names of members who guided the design process and the construction process and providing guidance on where the monies are invested.

Dr. Phillips asked that an overview be presented on how the project is managed and what role and power the Building Committee has in the process. Mayor Ballantyne added that the MSBA process is a well-respected process to include the community, and MSBA can share that information.

Dr. Carmona stated that the representative from MSBA was contacted, and she said she does not do presentations but asked that she be contacted with specific questions.

Ms. Pitone, referencing a former superintendent Tony Pierantozzi who was hired to oversee the high school project, she suggested that the city do likewise for the current project.

Mr. Green noted that the easiest way to view the role of the Building Committee is as the “Board of Directors for the project and a manager is hired to manage the process and keeps “politics out of the decisions.” However, knowing the Somerville community as active participants, over the next couple of meetings the process needs to be “fleshed out on how public input plays out especially in the early stages.”

DR. CARMONA’S Report continue.

Food for Free Market Update: Tonight, I would also like to highlight Somerville Public School’s ongoing partnership with Food For Free School Markets. Food For Free School Markets are free food markets that are open to the community. They look like farmers’ markets but function like food pantries. Throughout the school year, we host monthly food markets for Somerville Public School families to provide a convenient way for parents and caregivers to access healthy and delicious food for their households while picking their children up from school.

- Families and community members are able to come pick up fresh produce and shelf stable necessities free of charge even in the summers while schools are closed. The markets take place on weekdays at elementary and middle schools throughout Somerville. Hosting markets are part of our cross departmental collaboration and are a part of our efforts to meet our families where they are in an equitable manner.
- This month I attended a market at East Somerville Community School. At that particular market we served 170 families, which represented roughly 300 students and 400 adults. The next market will be Thursday, January 4th. I would like to thank our Somerville Family Learning Collaborative Department staff, Volunteer Coordinator Jen Capuano who reached out to her volunteer network, and all of the volunteers from all walks of life who came to support the market, including Tufts students, SPS parents, SHS students, SOIA staff, and other community members.

CTE students at SkillsUSA Competition Update: I’m delighted to share that 7 Somerville CTE students represented us at the SkillsUSA Fall State Leadership Conference on November 19-20 in Marlborough, MA. These students spent a jam packed 2 days with CTE students from all over Massachusetts learning about leadership and- then competing in leadership events. As always, our students represented Somerville High School with excellence! Following is the list of our students who represented us and their medals:

- Stuart Adam - 1st Place (Gold) for Technical Skills Presentation AND Display (2 Medals)
 - Lucas DaSilva
 - Veronica Flores - 2nd Place (Silver) for Workplace Skills Presentation
 - Elle Gys - 1st Place (Gold) for Technical Skills Presentation AND Display (2 Medals)
 - Timothy Jones - 3rd Place (Bronze) for Community Service Presentation
 - Hayley Machado
 - Timothy Jones - 3rd Place (Bronze) for Community Service Presentation, and
 - Sam Ryan - 3rd Place (Bronze) for Community Service Presentation
 - In addition, 5 of our students also earned their Leadership pin/credential during the conference.
- **Kennedy Blue Ribbon ceremony:** Earlier this month, I attended an awards ceremony in Washington, D.C. with Principal Steve Marshall (and others) to receive the Blue Ribbon Award on behalf of the Kennedy School. The recognition by the U.S. Department of Education, is based on a school’s overall academic performance or progress in closing achievement gaps among student groups on assessments. A big congratulations to all of the students, families, teachers and administrators that made this achievement possible.
 - Details are here: <https://www.thesomervilletimes.com/archives/127186>

Dr. Carmona invited the public to participate in the event.

● **Winter Concerts Update:** As we approach winter recess, many of our schools have put on winter concerts, showcasing the creativity, diversity and wonder of our students from across the district while also bringing our families together for a time of celebration.

At end of report, Mayor Ballantyne congratulated the district on being recognized with this award with over 130K thousand applicants across the nation.

- 2024-2025 Calendar Year (Dr. Boston-Davis)

Dr. Boston Davis shared the 24-25 school Calendar

QUESTIONS/COMMENTS

In response to Ms. Barish's question, Dr. Boston Davis confirmed that she had checked all dates with Ms. Woods to be in compliance with collective bargaining agreements as the day before Thanksgiving and December break being a noon dismissal. Ms. Barish also suggested that another look be taken for the January, 2025 schedule, as the teacher professional development day occurs on January 2nd and students return for a single day on Friday, January 3rd. Insofar as early release days are written on the bottom of the calendar, color coding the calendar to clearly indicate dismissal times at noon for PreK and 1:00PM for K-8. Dr. Boston Davis said she would so adjust for clarity.

Mr. Green suggested making the calendar "design sensitive" to reflect the culture and best interests academically. So he noted that the noon dismissal circle is blue and the first day of school color is blue, clarification is needed on dismissal times. He also noted that in the interests of the multicultural nature of the student body, that while cultural observances are honored, not all "holidays" are made equal on the calendar. The first step is to identify which of the days on Monday may be in conflict with School Committee meetings. Taking the time to be "culturally aware" is important to the community.

Dr. Boston Davis will cross check School Committee meeting dates with overlapping tentative dates for the next school year and will alert the Chair.

While the policy has not changed on sports teams being scheduled on culturally sensitive religious holidays, techniques are being discussed on the most effective way to display that information on the calendar. Dr. Phillips stated that as a parent the more different ways to "tell me something" the better.

Other suggestions on the revision of the calendar were made including the following highlights:

- Ensure that no big events are scheduled on culturally sensitive holidays and asterisk what times holiday runs for, i.e. Rosh Hashanah at sundown.
- Visual layout provides right kind of information for staff and parents making it clear as an example that a science fair will not be scheduled on that day.
- Make color reports ADA compliant for persons color blind/visually impaired with blue and green often used.
- Wednesdays as early release should be color coded the same on the calendar.
- The date of April 22 of the current school year is the Passover holiday reflects three or four meetings.
- The December calendar lists twenty-three district offices open but the calendar needs to reflect that some are and some are not.
- Weather Preparedness Memo (Mr. Mazza)

In Mr. Mazza's absence Dr. Carmona read the following written statement:

With the winter season upon us, we offer the following reminder of weather-related protocols in our district, and support available to students and families who may need additional assistance at this time.
School Cancellation or Late Starts due to Snow or Other Inclement Weather

School Cancellation

A decision to cancel school is not made lightly. Our goal is to keep schools open and students engaged in their learning and social interaction.

Multiple factors are considered in determining whether to cancel school due to snow or other inclement weather conditions, foremost being the safety of our students, staff, and families. In partnership with many other city departments, we monitor local and regional weather and travel conditions to ensure that we make an informed decision. In some cases, the decision is clear; in many cases, it is not. We make the best decision we can based on the information available at the time.

Once a decision has been made to cancel school, families and staff will be notified via voicemail and email,

and through other district and city communications platforms. We make every effort to notify families as early as possible the evening before so that families can adequately plan.

Late Start

Should the conditions be such that a late start to the school day would allow students and staff to safely get to school, we have established procedures for a 2-hour late start. In the event of a late start, we make every effort to notify families via voicemail and email the previous evening by 8:00 p.m.

Outdoor Activities

Outdoor activities will take place as scheduled, unless absolutely necessary. The district will determine whether the temperature and wind-chill are severe enough to cancel outdoor recess. A basic framework for weather decisions is the following:

Below 10 degrees: Indoor Recess (based on the Child Care Weather Watch document

https://drive.google.com/file/d/1QXdxDTFWV8TIw83RSCAyW22HEVtJsFry/view?usp=drive_link

Below 32 degrees: Coat, long pants, glove

We strongly encourage students to dress in layers and wear appropriate footwear during the winter season.

Additional Supports Available

The winter months can present additional challenges for some of our students and families. Emergency winter clothing is available for any student in need through their school-based Family and Community Liaison, or by contacting Jennifer Ochoa in the SFLC Basic Needs and Housing Support Office. jochoa@k12.somerville.ma.us Ext 6996. School liaisons can also connect families with the Fuel Assistance program to help with heating bills.

QUESTIONS/COMMENTS

Dr. Ackman requested that all schools consistently include the School Committee on all distribution lists with regard to weather updates.

- **Personnel Report**
 - November 2023

Dr. Carmona shared the personnel Report

QUESTIONS/COMMENTS

In response to Ms. Pitone's question on whether key positions like substance abuse specialist are being backfilled, Dr. Carmona responded that leaves of absence have to be kept open until the person returns. Positions are absorbed by personnel in the buildings as floaters.

Mr. Green, referencing the recent hiring of a school based counselor at the Healey school, he noted the massive shortage of social workers at the national level. Dr. Carmona responded that the district has social worker vacancies. The union has agreed that there are contractual challenges in terms of the agreement not to hire mid-stream without an approval process. He also needs to work within the budget approved by the School Committee. Notwithstanding the fact that some students do not do well as on-line learners, he has reached out to the firm Cartwell that provides outsources for social workers and counseling services to get a sense of how the program works and exploring the option of expanding capacity in this area.

V. REPORTS OF SUBCOMMITTEES

A. School Committee Meeting for Educational Programs and Instruction Subcommittee:

November 16, 2023 (Dr. Ackman)

Ed Program Nov. 16,2023

Dr Ackman called to order at 2:47 pm

Members in attendance:

- Emily Ackman

- Sara Dion
- Laura Pitone

Presenters:

- Dr. Jessica Boston Davis
- Samantha Eligene
- Paula O’Sullivan
- Kathleen Seward

Audience:

- Emily Hickey
- Leigha Lirette

Dr. Ackman welcomed everyone and turned it over to Dr. Boston Davis who introduced the team to present on districtwide assessment, including i-Ready.

- Samantha Eligene, Director of Data, Assessment, and Accountability
- Paula O’Sullivan, K-8 STEM Curriculum, Instruction, & Assessment Coordinator
- Kathleen Seward, Coordinator of -8 Humanities Curriculum, Instruction, and Assessment

Dr. Boston Davis: “And how are the children?” is a Masai greeting. The response is “the children are well.” This is how the district is looking to ground the use of data. Dr. Boston Davis is Looking to use data understand *how do we know how our students are doing across the district?* This is the framing for the choice of i-Ready and the wellbeing of students.

“What role does assessment play in our academic vision?”

As we do walk-throughs we see which students need manipulatives, etc. Lots of assessment is happening at the classroom level every day.

“Our Academic Vision” created by the DILT

“In the Somerville Public Schools, all learning experiences are rich, rigorous, engaging and build high levels of knowledge and skills to meet the diverse needs of our students. The time students spend in SPS will cultivate learning experiences that value and empower students in their full, intersectional identities so that students feel a sense of connection, demonstrate a passion and curiosity for learning, and apply learning in authentic and meaningful ways.”

She went on to share how equity surrounds this work and that Leadership, Instruction, Culture, and Development are all integral to the vision and that the district needs to be realizing which factors play into realizing this vision

Kathleen Seward gave a history of districtw-ide assessments from 2009-2022

- ➔ In previous years, we administered the NWEA Map and the Renaissance STAR which were both formative math and reading assessments for students in grades 3 - 8.

Assessment	Frequency	Grade Bands	Purpose
KESI	Once every fall	K	To assess Kindergarten readiness
DIBELS	Fall, Winter, Spring (only Winter and Spring for K)	K - 3	To assess early literacy skills
ACCESS	Once every Winter	K - 12	To assess English proficiency
MCAS	Once every Spring	3 - 8 and HS	To assess mastery of grade level standards (ELA, Math, Science)
i-Ready	Fall, Winter, Spring	3 - 8	To assess progressive mastery of grade level standards (ELA, Math)

PELI	Once every Fall	PK	Pilot to assess pre-literacy and oral language skills
-------------	-----------------	----	---

Question from Member Pitone: Do we have a homegrown kindergarten assessment?

Ms. Seward: The KESI is a homegrown assessment

Question from Member Dion: 3rd grade administers DIBELS & i-Ready – how do educators feel about that?

Response from Ms. Seward: 3rd grade has always had the overlap because 3rd grade is the end typically of “learning to read” because “reading to learn” comes next. It’s also a precursor to MCAS.

Follow up question from Member Dion: Are DIBELS administered digitally?

Response from Ms. Seward: Prior to this year we used a Google Sheet. This year we have started using Amplify to enter DIBELS data and it will calculate the composite score. You can also see expected growth vs. actual growth.

Question from Member Dion: Test is on paper still?

Response from Ms. Seward: Yes

Comment from Member Dion: I think it’s worth the investment to do it directly on a tablet.

Ms. Seward: As a reminder, as Dr. Boston Davis said, assessment is always happening.

- In addition to district wide assessments, educators and specialists also utilize more frequent assessments such as:
 - Math intervention screeners
 - Unit assessments
 - Quizzes
 - Exit tickets

Director Eligene: what is i-Ready? It’s an adaptive assessment that is taken on the computer to get a sense of student strengths and areas of growth. I-Ready is highly correlated with MCAS so it’s in place to help ensure that students are prepared.

- i-Ready is a formative assessment that measures a students’ mastery of literacy (language, reading, writing) and math skills.
- i-Ready is taken on the computer and is adaptive meaning the questions adjust or adapt based on a students’ responses.
- i-Ready calculates a students’ grade level mastery based on their responses and identifies students’ strengths and areas for growth.

We appreciate that it’s tied to the curriculum and MCAS. We will be able to show performance and progress with families. Will go out with the Q1 report cards.

How are we supporting educators and administrators with the rollout of iReady?

- August 22nd - Leadership training for administrators
- August 28th - Informational training for educators
- October 4th - Post-diagnostic training for educators on how to use the data and resources
- Currently collaborating with instructional coaches and curriculum dept to create district guidance

We want to disrupt the idea the only way to intervene is through a computer-based program.

Parents will receive a report of their child’s performance in ELA and math which includes:

- Their placement level relative to their grade level
- How their child performed compared to students in the same grade level nationwide
- How their child did in specific domains such as Phonics, High-Frequency Words, Vocabulary, etc.

Ms. O’Sullivan: What do we use assessment data for?

In showing an MCAS Math Item Example, she noted that, “These are just examples because there are many different ways to assess an use assessment. Statewide 64% of students got the answer and within SPS 50% of students got the answer right. We can use one item from one test to get an idea about how we might want to adapt instruction.”

Ms. Seward showed an example of students' phoneme segmentation from the DIBELS progress monitoring assessment. "We are using DIBELS not to sort students, but to support students."

Question from Dr. Ackman: Where does teacher knowledge of students come into play?

Ms. Seward: The longer a student is in the school, the more there are adults who can offer suggestions and supports on the best use of intervention for a given student.

Ms. O'Sullivan: This is the same in math.

Dr. Boston Davis: When do we look at various assessment data?

<i>In the past...</i>	<i>In the present...</i>	<i>In the future...</i>
<p>-We had A&R (Assess and Re-teach) meetings where educators gathered with their student assessment data and discussed the data and how to use it to inform instruction.</p> <p>-We also had the District Data Team.</p>	<p>-We had two PD sessions (Aug 28 and Oct 4) for educators for an overview of the i-Ready assessment and how to interpret the results of the beginning of year assessment.</p> <p>-We have been developing district guidance around how to utilize i-Ready results to inform differentiated instruction, small groups, and X-block instruction.</p>	<p>-We will have common planning time every Wednesday beginning next school year (SY 24-25) during which teams of educators will have designated time to review and make sense of data together.</p>

These meetings did not always happen because they were reliant on substitutes.

We need to see how our students are doing and then use that information to influence curriculum, instruction, and decision-making.

Over the next few years, we will continue to commit to:

1. Utilizing data to inform instruction and decision making
2. Clarifying expectations around the use of data
3. Creating the structure, resources, and professional development needed for effective use of data

Question from Member Pitone: How has the feedback on i-Ready been so far from educators? Especially 4-8 that's not used to utilizing systematic formative assessment.

Response from Dr. Boston Davis: We sent a survey about it and collected responses from every school and from district-wide roles. Staff were overwhelmingly positive about using i-Ready. I can put this in a memo.

Question from Member Pitone: Are teachers required to do this? What are the layers/levels of data review?

Response from Dr. Boston Davis: All students should be provided the i-Ready assessment 3 times per year. It might not be necessary for all teachers to proctor 3 times per year, but all students will get it.

Based on your level of access, you can see different amounts of data. District staff can see all students. Principals can see all their school. It gets granular to the student level and teachers can see their students.

Ms. O'Sullivan: The first assessment was baseline. We are looking forward to 2nd assessment so that we can see growth data.

Question from Member Pitone: What is your thinking around using online pieces to supplement learning?

Response from Dr. Boston Davis: There is a personalization component of i-Ready but we want to disrupt the idea that the only way to intervene is through a computer-based program. We need to use this information to change practices pedagogy, and core instruction, not just try and rely on a computer-based program to intervene if we are

not utilizing best-practices. As we roll it out, we want to do it well. Additionally, We don't want educators to feel overwhelmed with the trainings.

Response from Director Eligene: There are assessment reports that group students on areas of improvements to use for small-group instruction. These are resources that educators can use right now from i-Ready.

Dr. Boston Davis: Assessment can be tricky because it can be sensitive. I want to underscore that this is not the majority of what we do, but it's part of a larger vision that we need to have these regular check-points in order to ensure that we are doing right by our students. We're not a testing heavy-district, but it is a core piece of our work.

Dr. Ackman called the meeting closed at 3:44 pm

B. School Committee Meeting for Educational Programs and Instruction Subcommittee:
December 13, 2023 (Dr. Ackman)

Ed Programs December 13, 2023

The meeting was called to order at 2:48 pm

Members in attendance:

- Emily Ackman
- Laura Pitone

Presenters:

- Dr. Jessica Boston Davis
- Jackie Piques
- Chad Mazza
- Christopher Glynn
- Dayshawn Simmons
- Rosanna Paribello
- Ruth Santos

Audience:

- Alix Epstein
- Jene' Riley

Dr. Ackman welcomed everyone and turned it over to Dr. Boston Davis who introduced the team to present on Somerville Public Schools Early Release Wednesdays. Dr. Boston Davis opened the presentation by stating the district's objectives for the meeting.

- The purpose of today's presentation is to update the Ed Programs Sub-Committee on the progress in the planning year for the Early Release Wednesday schedule (to be implemented in the 2024 - 2025 School Year).
- We hope to hear feedback from the Committee on areas that need additional focus.

She then went on to present the background on the joint study that lead to the creation of early release Wednesdays.

- A joint study between the district and the SEU will develop a plan to restructure early release Wednesdays to enable additional and consistent Common Planning Time at the PreK-8 schools. The joint study will report their recommendation by January 31st 2023.
- Timeline:
 - September 2022-January 2023: Joint Study meetings
 - January 23, 2023: Preview of Common Planning Time Proposal in Ed Programs
 - February 27, 2023: Common Planning Time proposal to full School Committee
 - March 6, 2023: Common Planning Time follow-up to 2/27/23 to full School Committee
 - April 24, 2023: Common Planning Time discussion at School Committee
 - May 18, 2023: SEU Unit A ratification
 - May 22, 2023: Common Planning Time discussion and vote at School Committee

President Simmons, in representing the union, said the union is happy about the move to invest in common planning time through early release every Wednesday and that SEU is excited and appreciative to be a partner in

this process of developing the schedule and plans.

Directors Piques and Santos presented the communication plan with the stated goal that: "Students, Families, Staff Feel Informed"

Communications Department role

- General outreach
- Blackboard Emails + Calls
- Website
- Social Media
- Coordination with Principals
- Plan for OST

SFLC role:

- Enrollment messaging
- Interactions through liaisons and home visitors
- Community partner communications

Director Paribello presented on the plan for out of school time

- Assess the needs of families who are outside the scope of community schools (in partnership with Children’s Cabinet).
- Work towards providing opportunities for early release programming especially where there is a higher demand for after school care.
- Opportunities would be based on new partnerships with community members or organizations who started in October or will start in January/February.
- Look to organize limited 1.5 hour clubs at schools starting at 1:00 on Wednesdays (1:00 - 2:30).
- Hold a meeting with community partners in January regarding partnership opportunities on early release Wednesdays.

Director Glynn presented on the implementation plan and timeline for educators

Action Step	Timeline
Academic Cabinet initial brainstorm to develop overall Action Plan	October 2023
Communication to all PK-8 Staff & District ILT Work	December 2023 - ongoing
Convene Implementation Team <ul style="list-style-type: none"> • <u>Objectives:</u> • Research where this has / has not worked well in the past. Learn from within (SHS) • Clarify / solidify the goals / outcomes of the CPT initiative: Data to show success • Build the CPT manual / guidelines and repository of resources for leaders Develop the training for CPT leaders	December 2023
Logistics Planning <ul style="list-style-type: none"> • Develop the 2024-2025 school year calendar • School-based team logistics • District-based team logistics • Revise the ILT allotment per school Collaboration with OST around logistics	December 2023 - ongoing
Recruitment of CPT Teacher-Leaders	Late Winter/Early Spring 2024
Plan and implement pilot CPT sessions	Spring 2024
Identify and execute required training for ILT members and CPT leaders	Spring 2024 (District CPT Leaders) Summer 2024 (ILT members)
Final preparations for CPT <ul style="list-style-type: none"> • Implement lessons learned from the Pilot • Close out working group Prepare for rollout	Summer 2024
Begin SY25 CPT	September 2024

Data / Outcomes	Ongoing
-----------------	---------

Dr. Boston Davis then opened the questions up to the committee.

Question from Dr. Ackman: The clubs that Ms. Paribelo presented, will they be academic?

Response from Assistant Superintendent Maza: The clubs will be focused on whole child. Academic enrichment will be a part of it, but we plan to partner with community organization as much as we can to cover as many bases as we can. New programming coming with out of school time in January/February 2024 will help us see where interest and needs are.

Question from Dr. Ackman: When can we expect to see the data that we will be using to assess?

Response from Mr. Glynn: We are hoping the team can meet biweekly starting in January to understand the data we have and start discussing how to best utilize it.

Response from Dr. Boston Davis: In working with this team there is an overarching question "how do we know how our students are doing in general and how do we know that this work is enhancing our students growth?" We use this question as a frame to help understand what data we need in order to answer these questions. The DILT will work in concert with this implementation team. We're thinking about MTSS processes in the district and how we use them in concert with iReady and other assessment data to look at progress overall and how to use those data to leverage for planning and growth.

Comment from Member Pitone: Thank you for being specific about how data will be used to improve educator competency and collaboration. I appreciate the reference to the MTSS process and presume that when this is going well, our MTSS will be more effective. My understanding as a parent is that we currently have a lot of variability with MTSS implementation. My hope is this will improve employee engagement because this gives us an opportunity to inspire us to document whether this is the beginning of sea change for the district.

Question from Member Pitone: I'm concerned about room use and staffing limitations. How can we ensure that public buildings are being used comprehensively for public groups, before, during, and after school?

Response from Assistant Superintendent Maza: We are working with the union to communicate with teachers about access to classrooms and we are working to figure out programming. This does not mean that we will have programming at all schools, but we will be doing our best to figure that out.

Response from Director Glynn: The joint study was successful because it was partnership with families, educators, and administrators. This is a wonderful opportunity to invite our staff to be welcoming community partners in how classrooms are used during out of school time.

The meeting was adjourned at 3:38 pm

MOTION: There was a motion by Mr. Green, seconded by Ms. Pitone to accept the report of the School Committee Meeting for Educational Programs December 13, 2023 and Instruction Subcommittee November 16, 2023.

The motion was unanimously approved 7-0, unanimous.

VI. UNFINISHED BUSINESS

A. Somerville Public Schools Policy Manual

The Following policies are being presented this evening for a second reading and vote:

- File JIC: Student Conduct
- File DJE: Procurement Requirements
- File EFE: Civil Rights Complaint Policy for Child Nutrition Programs
- File DJA: Purchasing Authority
- File IGA/File IGS: Curriculum Development and Adoption **Tabled**

Ms. Pitone noted the absence of combined File IGA/File IGD in the packet. This item will be tabled to the next meeting.

MOTION: There was a motion by Mr. Green, seconded by Ms. Dion to approve File JIC, File DJE, File EFE and File DJA as presented. The motion was unanimously approved 9-0.

The following policies are being presented this evening for a second reading to be removed from our policy Manual

- File EBC-R: Evacuation Policy

MOTION: There was a motion by Ms. Dion, seconded by Ms. Pitone to approve File EBC-R from the policy manual. The motion was unanimously approved 9-0.

VII. NEW BUSINESS

A. School Committee Calendar

Chair Krepchin noted above the discrepancy of the April 22nd date. Ms. Barish requested that there were two rules meetings listed and will work with Ms. Garcia to choose one date.

B. Resolution – Sara Dion

Sara Dion

WHEREAS, *Ms. Dion was elected in a contested election to represent Ward 7 on the Somerville School Committee, and*

WHEREAS, *Ms. Dion has served diligently in her role for two years, consistently looking for new and creative solutions, and*

WHEREAS, *During Ms. Dion’s term, on School Committee she has been a member of the Rules Management and Educational Programs subcommittees as well as the School Buildings and Maintenance Special Committee - a joint subcommittee with City Council, and*

WHEREAS, *Ms. Dion has been motivated by and for student voice, and*

WHEREAS, *Ms. Dion has passionately advocated for optimal teaching and learning environments, and*

WHEREAS, *Ms. Dion has enthusiastically solicited community input on the work of School Committee, let it therefore be*

RESOLVED: *That this well-earned Resolution be included in the minutes of*

tonight's meeting, and that a framed copy be presented to Ms. Dion.

MOTION: There was a motion by Ms. Barish, seconded by Ms. Pitone to approve the resolution as presented. The motion was approved unanimously via roll call vote.

C. SHS Diploma (Recommended Action Approval)

MOTION: There was a motion by Dr. Ackman, seconded by Ms. Pitone to approve the SHS Diploma for Destin Skeete who completed all of the Somerville High School and state graduation requirements. Motion passed 9-0.

D. Field Trips (Recommended action: approval)

MOTION: There was a motion to by Dr. Ackman , seconded by Ms. Dion to approve out of state field trip on **June 10, 2023 – June 11, 2023** - students from Grade 7 and 8 from the Healey School will visit the Big Apple in Manhattan, New York; travel via bus cost \$400 per student funds will be raise to cover student cost.

E. Acceptance of FY23 Grants Funds (Recommended action: approval)

MOTION: There was a motion by Ms. Barish, seconded by Ms. Pitone to accept all federal entitlement and continuation grants and all state continuation grants awarded to the Somerville Public Schools listed below:

State

- **Mass Cultural Council STARS Residency Program Grants** - SPS educators applied for to support their schools/programs.
 - Capuano: \$4,150
 - Healey: \$5,950
 - WSNS: \$4,150
 - Winter Hill: \$4,150

These funds will be used to continue a program in partnership with local artists to use puppetry, music and art to deepen student SEL skills.

The motion was approved unanimously via roll call vote.

Mr. Green noted that the district's having the most schools applying for the grant is a testament to the district's long-term commitment to the arts.

F. Donations (Recommended action: approval)

The Superintendent recommends the acceptance, with gratitude, of the following donations.

MOTION: There was a motion by Dr. Ackman, seconded by Mr. Green to accept all federal entitlement and continuation grants and all state continuation grants awarded to the Somerville Public Schools listed below:

<i>Donation</i>	<i>Donor</i>	<i>City, State</i>	<i>Value</i>	<i>Programs Donated to</i>
<i>Monetary</i>	<i>Mary Anna</i>	<i>Somerville, MA</i>	<i>\$500</i>	<i>Community Schools After</i>
<i>Donation</i>	<i>Sullivan</i>			<i>School program</i>

The motion was approved unanimously via roll call vote.

VIII. ITEMS FROM BOARD MEMBERS

Dr. Phillips asked that members submit reports of their office hours to consolidate into one report.

Ms. Pitone added that she has emailed the Superintendent and Assistant Superintendent Mazza about safety concerns that have been expressed to her about crossing McGrath to Winter Hill at Edgerly. It would be helpful to know what has transpired between the district and city and state. In these office hours the State Senator, Representative and City Councillors are present and can advocate and share what has happened so far.

The second item is the status of acceptance of the high school field.

Chair Krepchin stated that minutes of previous meetings are being worked on and will be presented for approval in January.

Mayor Ballantyne stated that in her hosting sessions with high school seniors, they have asked when the curriculum will be updated to reflect students of all genders.

Dr. Boston Davis stated that Health Smart in the curriculum has been updated and very inclusive. She will however follow up and get more details on why there appears to be a disconnect between what is being providing in terms of content and what the students are experiencing.

Mayor Ballantyne also reported that the other comment was with regard to making education theory broader, i.e. history about India is about colonization will little mention of Indian culture. She quotes a student in saying "it hurts to be excluded." Noting that the curriculum is missing the complexity of living in the world, they felt that it would also be good for mental health clinicians to understand that complexity and diversity that exists in our schools.

The Mayor shared the comments she received on the city side with regard to rental control, public transportation, traffic calming and raised crosswalks, pedestrian protected bike lanes and accessibility of food in multiple locations. They also thought that offering multiple languages at football games would increase attendance which is now low.

Ms. Pitone noted that feedback from the Student Advisory Committee has not been present at recent meetings. Mayor Ballantyne agreed and would reach out to students for more consistent attendance.

IX. CONDOLENCES

There were none.

X. ADJOURNMENT

The meeting was adjourned at 8:24PM.

Related documents:

Agenda

Personnel Report

File JIC: Student Conduct

File DJE: Procurement Requirements

File EFE: Civil Rights Complaint Policy for Child Nutrition Programs

File DJA: Purchasing Authority

Submitted by Christine Martin Barraford

ATTACHED DOCUMENTS STARTING ON THE NEXT PAGE

CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL COMMITTEE
CITY COUNCIL CHAMBERS – CITY HALL
REGULAR MEETING – DECEMBER 18, 2023 – 7:00 P.M.

Pursuant to Chapter 20 of the Acts of 2023, this meeting of the School Committee will be conducted via hybrid participation.

We will post an audio recording, audio-video recording, transcript, or other comprehensive record of these proceedings as soon as possible after the meeting on the City of Somerville website and local cable access government channels.

To **watch** this Regular School Committee meeting live from home please visit the following link:
somervillema.gov/GovTVLive

To **listen** live to the simultaneous interpretation of this meeting in **Spanish, Portuguese or Haitian Creole**, or to participate in Public Comment, please join this Zoom Webinar and choose your desired language by clicking the **interpretation globe on the Zoom**:

https://k12somerville.zoom.us/webinar/register/WN_ZMsOspO1SSClSjXOKcunug

Meeting ID: 847 5813 4927

Password: SPSSC23

Somerville Public Schools - School Committee Goals 2023 - 2025

In order to address the root causes of systemic inequity in our schools, the Somerville School Committee and SPS commit to the following goals, knowing that these can only be achieved through ensuring meaningful partnerships with Somerville families, district staff, city government, and community partners. Our goals attempt to address deep-rooted systemic barriers that have prevented us from achieving our district vision of equity and excellence and ensure that all students, regardless of race or ethnicity, have the supports and resources they need to achieve educational success in our district now and in the future.

1. Whole Child Teaching and Learning... we will:

- prepare students to demonstrate strong literacy and mathematics foundation by grade 3, grade 6, and grade 10
- provide all students with integrated classroom lessons from a high quality social-emotional learning curriculum that helps students value and develop their ability to build relationships with other students, to be self aware and socially aware, to self regulate, and to make responsible decisions
- expand access to real-world learning experiences through students' participation in Early College, Advanced Placement courses, CTE, and/or other learning experiences that help students build critical 21st century skills, meeting with their college and career counselor in their junior and senior year, and students graduating with a defined post-secondary plan.

2. Equitable Access to Programming... we will conduct a district enrollment study to understand the prospective future population of the district and create and begin implementing a strategy for school building development, school assignment, and programming that aligns with the district's equity policy, and which is based on results of the enrollment study and the projected 10+ year plan for school facilities.

3. Workforce Diversity... we will increase the percentage of support staff of color, teachers and counselors of color, and administrators of color by 6% per group compared to SY22 rates through evaluating and strengthening all elements of our personnel system – recruitment, processes, training, retention, development, advancement, and staff data collection systems on which we base and measure our improvement efforts.

4. Equitable Resource Allocation... we will design, evaluate, and partially or fully implement student-based budgeting by 2025, or identify alternative mechanisms to more equitably allocate district resources.

ORDER OF BUSINESS

I. CALL TO ORDER

Call to order with a moment of silence and a salute to the flag of the United States of America.

II. SCHOOL COMMITTEE STUDENT ADVISORY COMMITTEE REPRESENTATIVES

III. PUBLIC COMMENT – In person or via Zoom

To participate in Public Comment remotely please use the following Zoom link:

https://k12somerville.zoom.us/webinar/register/WN_5Qd-wwxSTTWhgCBlbxdpQ

Meeting ID: 828 3714 1335

Password: SPSSC24

IV. REPORT OF SUPERINTENDENT

A. District Report

- WHCIS Building Project-MSBA vote Update

- 2024-2025 School calendar (Dr. Boston Davis)
- Weather Preparedness Memo (Mr. Mazza)
- District Update

B. Personnel Report

- November 2023

V. Report of Subcommittees

A. School Committee Meeting for Educational Programs and Instruction: November 16, 2023 (Dr. Ackman)

MOTION: To accept the report of the School Committee Meeting for Educational Programs and Instruction of November 16, 2023

B. School Committee Meeting for Educational Programs and Instruction: December 13, 2023 (Dr. Ackman)

MOTION: To accept the report of the School Committee Meeting for Educational Programs and Instruction of December 13, 2023

VI. UNFINISHED BUSINESS

A. Somerville public Schools Policy Manual

The Following policies are being presented this evening for a Second reading and vote

- File JIC: Student Conduct
- File DJE: Procurement Requirements
- File EFE: Civil Rights Complaint Policy for Child Nutrition Programs
- File IGA: Curriculum Development and Adoption
- File DJA: Purchasing Authority

The Following policies are being presented this evening for a Second reading to be removed from our policy Manual

- File IGA: Curriculum Development
- File IGD: Curriculum Adoption
- File EBC-R: Evacuation Policy

VII. NEW BUSINESS

A. School Committee Calendar

B. Resolution –Sara Dion

C. SHS Diploma (Recommended action: approval)

Destin Skeete

completed all of the Somerville High School and state graduation requirements

D. Field Trips (Recommended action: approval)

June 10-11

Students from Grade 7 and 8 from the Healey School will visit the Big Apple in Manhattan, New York. Travel Via bus cost \$400 per student funds will be raise to cover student cost.

E. Acceptance of FY24 Grant Funds (Recommended action: approval)

MOTION: To accept all federal entitlement and continuation grants and all state continuation grants awarded to the Somerville Public Schools listed below:

State

- **Mass Cultural Council STARS Residency Program Grants-** SPS educators applied for to support their schools/programs..

- Capuano: \$4,150
- Healey: \$5,950
- WSNS: \$4,150
- Winter Hill: \$4,150

These funds will be used to continue a program in partnership with a local artists to use puppetry, music, and art to deepen student SEL skills

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

F. Donations (Recommended action: Approval

The Superintendent recommends acceptance, with gratitude, of the following donations:

Donation	Donor	City, State	Value	Program Donated to
Monetary Donation	Mary Anna Sullivan	Somerville, MA	\$500	Community Schools Afterschool Program

VIII. FROM COMMITTEE MEMBERS**IX. CONDOLENCES****X. ADJOURNMENT****For Simultaneous Interpretation in Spanish, Portuguese and Haitian Creole See below:****Español - Para Interpretación**

Para **ver** la Reunión Regular del Comité Escolar el 27 de Febrero a las 7:00, en vivo desde casa, visite el siguiente enlace y elija **GovTV**: <https://www.somervillema.gov/departments/communications-and-community-engagement/somerville-city-tv>

Para **escuchar** en vivo la interpretación simultánea de la Reunión Regular en español, portugués o criollo haitiano, únase a este Zoom y elija el idioma que desee haciendo clic al globo de interpretación:

https://k12somerville.zoom.us/webinar/register/WN_ZMsQspO1SSClSjQXOKcunug

Identificación de la reunión: 828 3714 1335

Contraseña: SPSSC24

Português - Para Interpretação

Para **assistir** à Reunião Regular do Comitê Escolar 27 de fevereiro às 7:00, ao vivo de casa, visite o seguinte link e selecione **GovTV**: <https://www.somervillema.gov/departments/communications-and-community-engagement/somerville-city-tv>

Para **ouvir** ao vivo a tradução simultânea da Assembleia Ordinária em espanhol, português ou crioulo haitiano, entre neste Zoom e escolha o idioma desejado clicando no balão de interpretação:

https://k12somerville.zoom.us/webinar/register/WN_ZMsQspO1SSClSjQXOKcunug

ID da reunião: 828 3714 1335

Senha: SPSC24

Kreyòl ayisyen - Pou entèpretasyon

Pou **gade** reyinyon regilye Komite Lekòl la 27 fevriye a 7:00, an dirèk nan kay la, vizite lyen sa a epi chwazi **GovTV**:

<https://www.somervillema.gov/departments/communications-and-community-engagement/somerville-city-tv>

Pou **w tande** entèpretasyon similtane Reyinyon Regilye a an panyòl, pòtigè oswa kreyòl ayisyen an, rantre nan Zoom sa a epi chwazi lang ou vle a lè w klike sou balon entèpretasyon an:

https://k12somerville.zoom.us/webinar/register/WN_ZMsQspO1SSClSjQXOKcunug

Reyinyon ID: 828 3714 1335

Modpas: SPSSC24

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

Somerville Public Schools

Education • Inspiration • Excellence

2023-2024 School Year

November 2023

RESIGNATION FOR PURPOSE OF RETIREMENT:				
SCHOOL	POSITION	INCUMBENT	EFFECTIVE DATE	YEARS OF SERVICE
WHCIS	Grade 2 Teacher	Maureen Cronin	07/31/22	26 years
ESCS	Grade 5 UNIDOS	Fernando Cantillo	10/11/22	9 years
Central Office/SFLC	Director of SFLC	Nomi Davidson	02/01/23	31 years
SHS/CTE	Business Teacher - CTE	Debra Allen	06/30/23	25 years
Food Services	FT Utility Aide	William Brown	01/11/23	20 years
FC/NW/SHS	School Nurse	William Bingay	06/30/23	25 years
WSNS	Senior Clerk	Dignora Diaz	03/01/23	26 years
ESCS	Interim Principal	Samaria C. Hashem	06/30/23	2 years
WSNS	Grade 1 Teacher	Kathleen Hern	06/30/23	34 Years
BR	Grade 3 Teacher	Patricia Creedon	06/30/23	25 years
SHS/CTE	Social Studies Teacher	Everett Roscoe	09/27/23	27 years
Central Office/HR	HR Administrative Assistant	Patricia Difraia	06/30/23	23 years
SHS/CTE	Teacher-CTE	Hugh Wallace	12/22/23-Revised	16 years
SHS	Head Clerk 1	Barbara Favaloro	07/31/23	21 years
ESCS	Teacher-Science	Rosa Delgado Castilla	12/31/23	7 years
SHS/CTE	Teacher-CTE	Robert Puopolo	02/14/24	28 years
District Wide	SPED Educational Evaluator	Kenneth Black	01/31/24	21 years

RESIGNATION NOTICES:			
SCHOOL	POSITION	INCUMBENT	EFFECTIVE DATE
AFAS	K SEI Teacher	Sarah Soares	11/09/23
Capuano	ECIP Paraprofessional	Louise Casparriello	11/01/23
DW	Data Analyst	Sarah Jo Torgrimson	12/15/23
ESCS	El Sistema Teaching Artist	Emiel De Jaegher	12/22/23
Healey	Paraprofessional	William Losch	11/22/23
SHS/Athletics	Girls JV Soccer Coach	Richard Oliveira	11/06/23
WSNS	Building Substitute	Elisabeth Kistner	11/17/23

ASSIGNMENT ENDED:

NEW HIRES					
SCHOOL	POSITION	INCUMBENT	VICE	DUAL/SEI	EFFECTIVE DATE
Brown/Healey	School Based Social Worker	Brooke Lyons-Justus	New Posiiton	No/No	11/06/23
DW	Afterschool Program-High School Helper	Luzmila Magana	Deni Martin	No/No	10/27/23
DW	Afterschool Program-High School Helper	Taylin Smith	Ashley Castro	No/No	10/11/23
DW	Afterschool Program-High School Helper	Devin Andrade	Nehemie Simon	No/No	09/18/23
DW	Intermittent Substitute Teacher	Rachel Vallery	NA	No/No	11/13/23
DW	Intermittent Substitute Teacher	Robert Turner	NA	No/No	11/08/23
DW	Intermittent Substitute Teacher	Martha Pantanella	NA	No/No	10/26/23
DW	Intermittent Substitute Teacher	Alexander Snow	NA	No/No	12/05/23
DW	Youth Robotics Mentor	Silas Wickenden	Yearly Appointment	No/No	10/16/23
DW	Youth Robotics Mentor	Jacob Soltysiak	Yearly Appointment	No/No	10/16/23
DW	Youth Robotics Mentor	Bhavroop Kaur	Yearly Appointment	No/No	10/16/23
DW	Youth Robotics Mentor	Rafael Ronen	Yearly Appointment	No/No	10/16/23
DW	Youth Robotics Mentor	Emilia Graham	Yearly Appointment	No/No	10/16/23
ESCS	Building Substitute	Carmen Perez	Edna Gamba	No/No	11/16/23
Food Services	Intermittent Lunch Attendant	Lizbeth Galarza Cepeda	NA	No/No	11/20/23
SHS	Interim Community Engagement Specialist	Jose Mario Garcia	David Thelamaque	No/No	10/30/23
WHCIS	SPED BCBA	Margaret Smith	Laura Walley	No/No	12/04/23

Student Conduct

The School Committee recognizes that good citizenship in schools is based upon respect and consideration for the rights of others. It is the policy of the School Committee that every student has a right to an education in a safe, inclusive and supportive environment and that every teacher has a right to expect respectful, prepared students in their classrooms. The purpose of disciplinary action is to restore acceptable behavior and to consider ways to reengage the student in the learning process. The student code of conduct will be crafted and administered with fairness, equity and due process and shall recognize and incorporate culturally and linguistically sensitive behavioral strategies.

The Administration and staff will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe, healthy, supportive and inclusive environment.

The Somerville Public Schools adheres to state and federal laws and regulations with regard to student discipline. The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building and should reflect the district mission to maintain a safe environment that nurtures the curiosity, dignity and self-worth of each individual. The District, with the annual input of the school improvement council, shall develop student handbooks for each school that are consistent with the law and District policy. Each handbook will include language stating that administrators will be judicious in determining whether suspension is the appropriate consequence for student misconduct, and will include evidence-based strategies and programs to strengthen school culture and climate and address behavioral and social-emotional issues that can give rise to student misconduct. The student handbooks shall be considered District policy and shall be approved by the School Committee.

All students are expected to meet the requirements for behavior as set forth in the student handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. Procedures for the discipline of students with special needs are found in the student handbooks.

LEGAL REFERENCE; M.G.L. c. 71:37H, 71:37H1/2; 71:37H3/4; M.G.L. c. 76:16; 76:17

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law. ~~Any contract between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.~~

Commented [P51]: This is not necessary. It's also confusingly worded, because there are many contracts that are exempt. See M.G.L. c.30B, §1.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$~~50~~100,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the ~~Superintendent~~ or their designee and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

Commented [GF2]: Sealed Bids are mailed to the Finance Office, addressed to the CFO as the designee for the Supt.

~~To the extent permitted by law, the Committee reserves for the District the right to reject any or all bids; to accept the bid that appears to be in the best interest of the school district; and to waive any informality in, or reject, any or all bids or any part of any bid.~~ The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

~~The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.~~

Commented [P53]: This is the standard for certain types of bids, but not others. I would leave greater discretion to the procurement officer.

~~The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposal, instead of the above process.~~

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$~~50~~100,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC Updated 2023²

LEGAL REF.: M.G.L. 7:22A; 7:22 B; 30:39M: 30B

CROSS REF.: DJA, Purchasing Authority

NOTE: The cross-reference is to a closely related policy in this manual.

NOTE: Chapter 198 of the Acts of 2022 lifted the thresholds for both written quotations and for bids for school districts ONLY from \$50,000 to \$100,000. The School Committee of a municipal district conducting all of its own purchasing may choose to lift the caps above at its discretion. In order for districts in which purchasing is conducted by the municipal purchasing department to do so, the municipality may, per the Office of the Inspector General, 1) change the procurement policy to decentralize the procurement function so the school department can conduct its own procurement process; OR 2) make a limited policy change by using the Chief Purchasing Officer's delegation to revert some school-related procurements back to the school department; OR 3) keep a centralized process but the CPO can make separate purchases for the school department using the higher school-related thresholds. If none of these occur, the Committee must keep the thresholds as they stand.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

Commented [GF4]: Can we discuss with Counsel the proper way to address lifting the threshold. It appears to be a simple vote of SC. The upper threshold gives the district more flexibility and the ability to expedite contract, which was the intent of the Act.

Commented [PS5R4]: I don't know what your local procurement requirements are, but if the schools do their own procurement in this regard, it is an SC vote to amend this policy.

Commented [PS6]: Based on a review of the city charter provisions regarding procurement (not an exhaustive review of the entire charter), I don't see any conflicts between this policy and the charter, and I'm not aware of any provisions that absolutely must be in this policy, but your procurement officer may be aware of something that is relevant and should be included. It's just a matter of clarity, though; some provision of the charter may govern a particular procurement issue, but not every charter provision has to be copied and pasted into this policy.

DRAFT

PROCUREMENT REQUIREMENTS

~~All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law. Any agreement between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.~~

~~To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.~~

~~For any supply or service over \$100,000/50,000, bids will be advertised appropriately with an Invitation to Bid. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.~~

~~All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.~~

Commented [G77]: Bids are addressed to CFO, mailed to Finance Office.

~~The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.~~

~~Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.~~

~~The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.~~

~~The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposal instead of the above process.~~

~~A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$100,000/50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.~~

~~A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.~~

SOURCE: MASC Updated 2022

LEGAL REF: M.G.L. 7:22A; 7:22 B; 30:20M; 20B

CROSS REF: DJA, Purchasing Authority

CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS

The _____ School District is committed to complying with Civil Rights Requirements in all of its programs, including the USDA Food and Nutrition Services and DESE School Food and Nutrition Programs, and specifically the Civil Rights Requirements outlined in Food and Nutrition Programs Instruction 113-1 and the 2016 MoU between USDA FNS Civil Rights Division and the Massachusetts DESE Office for Food and Nutrition Programs.

Any person alleging discrimination in the District's School Food and Nutrition Program based on race, color, national origin, age, sex, or disability, either written or verbal, has the right to file a complaint. The designee at the District/school level will provide assistance to the individual(s) including but not limited to explaining the steps in the complaint process, and maintain a complaint log, as required by law.

LEGAL REF.: [FNS 113-1: Civil Rights Compliance and Enforcement](#)

NOTE: [Procedures Template for USDA Food and Nutrition Services Complaints can be found here.](#) Districts are required by FNS 113-1 to establish procedures to receive complaints, assist individuals with complaints, log, and report Civil Rights complaints related to School Food and Nutrition Services.

NOTE: The Superintendent or designee will develop complaint procedures

SOURCE: MASC 2023

PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the District budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

Contracts may be entered into for a period of up to three years. Contracts of longer duration may only be entered into by vote of a duly called town meetingthe City Council.

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

NOTE: The cross reference is to a closely related policy in this manual. Local town and city charters may have additional purchasing language, which should be referenced as necessary.

NOTE: In cities, contracts of longer duration may be entered into by vote of the City Council, with mayoral approval if required by municipal charter.

SOURCE: MASC 2023+

Commented [PS1]: The City Charter indicates that mayor can veto city council votes, but city council can override. That level of detail is not necessary in this policy. It's implied that city council will have to approve longer contracts by the process/authority specified in the charter/ordinances.