

**CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL COMMITTEE**

Monday, June 18, 2018 – Regular Meeting

7:00 p.m. - Edgerly Conference Room, 8 Bonair St

Members present: Mr. Futrell, Ms. Palmer, Ms. Ackman, Ms. O’Sullivan, Ms. Normand, Mr. Green, and Ms. Pitone

Members absent: Ms. Ackman, Alderman Ballantyne, and Mayor Curtatone

I. CALL TO ORDER

Mr. Green called the meeting to order at 7:07 p.m. with a moment of silence followed by a salute to the flag of the United States of America.

Mr. Green asked the Superintendent to call the roll, results of which were as follows: PRESENT – 7 – Futrell, Pitone, Palmer, O’Sullivan, and Green and ABSENT – 2 – Ackman, Ballantyne, and Curtatone.

Mr. Green and Ms. Skipper introduced Jessica Boston Davis, the new Harvard Superintendent Fellow, who will focus on race and equity work in the district starting in July.

II. REPORT OF STUDENT REPRESENTATIVES

Student Representatives Emily Nash and Aislinn Cannistraro were present for this evening’s meeting and offered information on the following:

The Somerville High School basement was blocked off for construction this morning, and students received little notice or communication about this closure. The student representatives thanked School Committee for being welcoming, inclusive, and support of them in all meetings. Ms. Normand thanked the students for their reports and service to the committee.

III. AWARDS AND CITATIONS

Mr. Green turned to acknowledge the following retiring staff members for their many years of excellent service to the district. Ms. Skipper praised the room for the many years of amazing, collective teaching experience. She called principals and staff up to say some words of thanks for all present retirees and to present each one with a certificate of thanks and Somerville pin.

Patricia Grady	Margaret Huckins
Sophia Carafotes	Barbara Kelley-Leahy
Dorothy Contos	Grace Kennedy
Shirley Dedrick	Julianne Lyons
Jean Devanthery	Patricia Marques
Theresa DiRusso	Ana Nogueira
Cynthia Finn	Lois Sweder
Charles Gerlach	James Teixeira
Patricia Gill	Carol Tripoli
Kathleen Houghton	Helen Waters

Principal Kathleen Seward recognized the service of Sophia Carafotes. Principal Chad Mazza recognized the service of Theresa DiRusso. SHS Assistant Principal Leo DeSimone recognized Charles Gerlach. Rachel recognized the service of Patricia Gill. Principals Shawn Maguire and Kathleen Seward recognized the service of Julianna Lyons. Rachel recognized the service of Lois Sweder. Principals Shawn Maguire and Kathleen Seward recognized the service of James Teixeira.

Ms. Skipper gave closing remarks that these teachers could not be thanked enough for their dedication and support for Somerville students.

The meeting was called to recess at 7:26 p.m. to thank all retirees.

The meeting was called back to order at 7:42 p.m.

Mr. Green called for special recognition Patricia Marques for her 23 years of service to the district. Ms. Normand read the following proclamation.

WHEREAS, Patricia Marques has been a Somerville Public Schools employee since 1995 and has held several positions in the district including at the Brown School, the Arthur D. Healey School, and the Central Office, retiring as Executive Secretary to the Superintendent and School Committee Liaison, and

WHEREAS, Ms. Marques has served with distinction and dedication as she patiently and generously shared her extensive and detailed institutional knowledge with numerous School Committee members and staff, and

WHEREAS, Ms. Marques, a member of the Somerville High School Class of 1975 and mother of three Somerville High School graduates, has played a critical role in Somerville Public Schools leading the way in improving and innovating the district while also maintaining traditions, and

WHEREAS, Ms. Marques supports students beyond graduation by generously funding the John Marques Memorial Award for Somerville High School track athletes and takes an active role in the selection process, and

WHEREAS, During her tenure, Ms. Marques has demonstrated the highest work ethic in her professional performance, earning the trust and respect of the entire community, therefore be it

RESOLVED: That the Somerville School Committee publicly acknowledge the efforts of Patricia Marques, and wish well in her future endeavors, and be it further

RESOLVED: That this well-earned Resolution be included in the minutes of tonight’s meeting, and that a framed copy be presented to Ms. Marques.

Somerville School Committee

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| <i>Andre Green, Chair</i> | <i>Carrie Normand, Vice Chair</i> |
| <i>Emily Ackman</i> | <i>Dan Futrell</i> |
| <i>Lee Erica Palmer</i> | <i>Laura Pitone</i> |
| <i>Paula O’Sullivan</i> | <i>Joseph A. Curtatone, Mayor</i> |
| <i>Katjana Ballantyne, Adlermanic President</i> | <i>Mary Skipper, Superintendent</i> |

Ms. Skipper noted that Somerville Public Schools has been made significantly stronger thanks to Ms. Marques years of service to the district and commitment to the city. She noted that Ms. Marques had raised her three children here and was proud of the traditions of Somerville High. Ms. Skipper noted that Ms. Marques was instrumental in supporting her during her first years as superintendent and that Ms. Marques’ retirement is a significant loss for the district.

Mr. Green gave honor to all that Ms. Marques does without notice or fanfare that makes this district run so smoothly. He noted that Ms. Marques is consider the face of and main contact for SPS for many community members across Somerville.

Several retirees could not attend in person, and Superintendent Skipper read their names aloud in recognition of their service to the district.

IV. APPROVAL OF MINUTES

- May 21, 2018
- June 11, 2018

MOTION: Ms. Normand made a motion, seconded by Ms. O'Sullivan, to approve the minutes.

This motion was approved via voice vote.

V. PUBLIC COMMENT

No members of the audience signed up to give public comment.

VI. REPORT OF SUPERINTENDENT

A. PERSONNEL REPORT

Ms. Skipper read the names of the other retirees who could not make the meeting tonight: Patricia Grady, Dorothy Contos, Shirley Dedrick, Jean Devanthery, Cynthia Finn, Kathleen Houghton, Margaret Huckins, Barbara Kelley-Leahy, Grace Kennedy, Patricia Marques, Ana Nogueira, Carol Tripoli, Helen Waters To these educators, we thank them.

B. DISTRICT REPORT

Moving On Celebrations are continuing at schools across the district this week, as students prepare to transition to a new school. Congratulations to all the students who are preparing for the next part of their educational journeys!

- WSNS 8th graders held their Moving Up ceremony this evening.
- Brown School 5th grade students will be celebrating at their Moving Up ceremony tomorrow morning at 9:00 a.m.
- Healey School 8th grade students will host their Moving Up ceremony tomorrow at 6:30 p.m.
- Kennedy School hosts its 8th grade Moving Up ceremony Thursday morning at 9:00 a.m.

Tomorrow evening, the **Somerville SEPAC (Special Education Parent Advisory Committee)** is hosting a social for parents and other adult stakeholders involved in special education. The event takes place at the Somerville-Alewife VNA Community Room from 7:00-9:00 p.m. Special Education Director Christine Trevisone will kick off the evening with an update on special education programming/policy. That will be followed by a social hour with food and wine.

We are so excited about the impact that our new out-of-school-time community partners are making in our schools. Among the new partners is **Breakthrough Greater Boston**, who has spent this initial year getting to know the district, recruiting our initial cohort of students, and preparing families for the start of the program this summer. BTGB will be celebrating the start of the Somerville program with a Ribbon-Cutting event this Thursday at 6:00 p.m. at the Argenziano School.

For several months now, a dedicated group of community members has been working to establish the **Somerville Education Foundation (SEF)** to support the work we're doing as a community to provide students with rich learning experiences. SEF held their first fundraising campaign recently and received more than \$27,000 in financial commitments to support summer learning opportunities in existing community programs for Somerville youth. We are so grateful for this community's active engagement in ensuring that our vision of meeting the needs of all students remains at the forefront of the work we do as a community.

Congratulations to Cynthia Masillon, Social Studies teacher at Somerville High School, for being selected as a winner of the **Nellie Mae Education Foundation Lawrence W. O'Toole Award**. Ms. Masillon received a \$15,000 award for a student-centered learning grant project that she will be leading in the 2018-19 school year.

Just a reminder that the **last day of the 2017-2018 school year is Thursday, June 21st**. It will be a half day for all students, and a full day for staff.

VII. REPORT OF SUBCOMMITTEES

A. Rules Management Subcommittee: June 11, 2018 (Ms. Palmer)

Subcommittee members present: Chair Lee Erica Palmer, Laura Pitone and Emily Ackman. Also present: Jeff Curley, School Committee Chair Green, Human Resources Director Mariana MacDonald and District Wellness Coordinator Caitlin Kelly.

Meeting began at 5:40pm.

There were 7 agenda items.

1. Approval of minutes

We did not move to approve the minutes/report of our last meeting as that report was already presented and accepted by the full body.

2. Review of policies:

- Wellness Policy

The Wellness Committee of our district has been working for many months to present to us an updated version of the district's Wellness Policy for our consideration. Ms. Kelly walked us through the major changes and answered our questions.

We moved to approve with the following 4 amendments:

- Move the first two sentences of the "Rationale" section to the end of that section.
- Last sentence of "Rationale" section deleting "and" before physical education and adding, "health education."
- Adding "either as part of the site council, another existing body, or independently" to 1(b) after "wellness team"
- spell out YRBS = Youth Risk Behavior Survey in IV(5)(b)

Comments included whether we want to consider a shorter policy overall and allow the Wellness Committee to develop their own implementing procedures instead. Also, Ms. Pitone expressed a desire for the next iteration of the policy (or if move to procedures, a summary of those) to include a focus on comprehensive health topics (i.e. substance abuse, mental and sex education). Also, a desire to have the YRBS presented formally to the school committee as it had been in the past.

- Workforce Diversity

Tabled to consult with counsel as to why they included "race, color or national origin" only in the last sentence and to determine legal significance of same (in the event we wish to strike that phrase). Overall the Subcommittee was in agreement that it's an important policy and once clarified, we are looking to vote it out to full Committee.

- Gender Identity Staff Support

We moved to approve with the following 4 amendments:

- Change "lead" to "formal, written request" in the 2nd sentence of the 2nd paragraph.
- Delete all "will"(s) and change to "shall" in the 3rd paragraph.
- Sever GBBA "harassment policies" section into a new policy and name it GBBA-R and reference that instead of GBBA in the last sentence. (And change to "harassment" wherever "Sexual Harassment" appears in GBBA.)

Note: add "harassment policies review" to future Rules agenda.

- File: GBGE – Domestic Violence Leave

No substantive change needed, change of policy file number only, so no formal action needed or take.

- File: GBEBD – Online Fundraising and Solicitation

Tabled due to time constraints.

3. Distribution of information district-wide

Ms. Pitone will review options over the summer, consult with Administration and SFLC and bring proposed language in the fall for consideration.

Meeting adjourned at 6:50pm.

MOTION: Ms. Palmer made a motion, seconded by Ms. Pitone, to accept the report of the Chair of Ed Programs for the meeting of June 11, 2018.

The motion was approved via voice vote.

VIII. NEW BUSINESS

A. Somerville Public Schools Policy Manual:

The following policies are being presented tonight for first reading:

- File: EFD - Wellness Policy, as amended
- File: Gender Identity Support for Staff

The first reading of these policies was tabled until August.

B. Wellness Champions Report

Ms. Palmer gave an update on the Wellness Champions Report encouraging members to review the great progress happening at our schools. Ms. Palmer highlighted the many great wellness initiatives happening across our schools. Ms. Pitone acknowledged the important work and system created by SPS Wellness Coordinator Caitlyn Kelley.

C. Master Building Task Force Report

Ms. Pitone gave the following preliminary update on the work of the Master Building Task Force.

Capital Projects Master Planning Working Group

Preview of Findings and Description of Process

June 2018

Laura Pitone, Ward 5 School Committee Representative

Mark Niedergang, Ward 5 Alderman

Summary Preview of Findings: The Master Planning initiative is lead by the City's Capital Projects and Planning Department. Initiated by the city in 2016 and joined by Somerville Public Schools, School Committee and Board of Aldermen representation in fall of 2017, the cross-functional group has been working with consultants from Kleinfelder, a construction and engineering firm, to assess the space needs of city and school administration and develop a long-term space-usage plan. The Master Planning Working Group has created a recommendation, with input from the Superintendent of Schools and the Mayor, which is being finalized for review by the Board of Alderman and School Committee in a joint meeting to be scheduled for fall 2018.

The Capital Projects Master Planning Working Group is in support of this plan, which over several years, (conditioned upon availability of financing for building renovations and improvements), facilitates:

- City and Somerville Public Schools consolidation of their administrations on Central Hill and at the Edgerly building, respectively;
- thoughtful department adjacencies and alleviation of overcrowding; the co-location of the Recreation Department with SPS administration at the Edgerly;
- creation of a larger, new, right-sized home for the SCALE adult learning center
- adjacent to the new High School in the 1895 building;
- a capital improvement plan which will include major renovations to the 1895 building, City Hall and the Edgerly; and transition out of the current Recreation building, TAB (Tufts Administration Building) building, City Hall Annex and the Cummings School.

Plans for either reuse or disposition of buildings proposed to be transitioned out of were not included in the scope of this work. Specifically, the fate of the Cumming School building would be considered by the School Committee, the remaining buildings through additional city planning efforts and by the Board of Aldermen. Three city departments may not be housed in the buildings considered in this plan, and options are being explored to identify future locations for them. Renovation construction is not proposed to

be initiated until the completion of the new Somerville High School in 2021; however, design work is proposed to begin in 2019.

Working Group Membership: The Capital Projects Master Planning Working Group includes the following representatives:

Capital Projects (leading the initiative) – Robert King, Chris Rais, Robert Cassano
Board of Alderman - Mark Niedergang
School Committee – Laura Pitone
Finance Department – Mike Mastrobuoni
Inspectional Services Dept (ISD) - Goran Smiljic
OSPCD Planning Dept – George Proakis
Somerset - Emily Monea, Alex Lessin
Somerville Public Schools- Mary Skipper, Jeff Curley
Construction and Engineering Consultants - Kleinfelder – Michael Epp, Warren Randle, Andre Martecchini

Scope and Objectives of the Capital Projects Master Planning Working Group -

The Working Group has focused primarily on the long range view (5+ years) as to the future facility use for city and school administration. The work has not included the school buildings currently occupied by pre-K-12 schools & programs with the exception of Edgerly, which is the current home of Next Wave/Full Circle (a 6-12 program that is planned to move to the new High School) and SPS Central Administration. Objectives of the master planning work were to:

- Alleviate overcrowding which in some cases has limited expanding capacity;
- Consider capacity of underutilized city buildings;
- Explore valuable adjacencies between departments;
- Improve delivery of services;
- Explore relocation of groups currently located in leased Tufts space (Tufts Administration Building);
- Improve working conditions to continue to attract and retain excellent staff.

Buildings under discussion:

- City Hall
- 1895 building (the main entrance of SHS, which is not included in the future SHS plan)
- Cummings School
- Edgerly
- City Hall Annex
- Recreation Dept building
- TAB (Tufts Administration Building) building

Process: The consultants from Kleinfelder augmented prior analyses of city needs with interviews with city staff and SPS administration. The Working Group reviewed and refined the findings, and identified valuable department adjacencies. Kleinfelder developed and refined possible layouts of space based on space needs and adjacency analysis, exploring City Hall, 1895, Edgerly and Cummings and exiting the TAB and City Hall Annex, as well as relieving overcrowding at the DPW building. The final recommendation, which is in the process of being refined, resulted in City Hall continuing to be the primary city administration building, the Edgerly as the primary SPS administration, and co-location of both city and SPS staff in a renovated 1895 building. A draft of a several-year transition plan, including some intermediate moves and estimated timing for relocation, was created.

Former School Buildings - For the city to assume use of the former school buildings (1895, Cummings or Edgerly) would require the School Committee to authorize the release of the buildings. The SC has identified future enrollment strategy as a priority for long-range planning over the next 1- 2 years. These efforts may need to be accelerated for the SC to make informed decisions regarding these three buildings. The Capital Projects and Planning Dept is engaged in city-wide facility assessments to

document the current state of all city facilities (including school buildings), which will also inform this process.

D. Somerville High School Diploma: (recommended action: approval)

The following student has successfully completed all local and state requirements for a diploma from Somerville High School.

- Sophia Maloney

MOTION: Ms. Palmer made a motion, seconded by Ms. Normand, to grant the diploma request.

The motion was approved via voice vote.

E. Field Trips (recommended action: approval)

Aug. 19-22, 2018

Somerville High School Cheerleading to Providence, RI to participate in Cheer Camp. Transportation via bus. Cost to students - TBD.

Aug. 24-27, 2018

Somerville High School Athletics to Brewster, MA for pre-season prep and bonding. Transportation via coach bus with a cost to \$100 per student.

MOTION: Ms. O’Sullivan made a motion, seconded by Ms. Normand, to approve the field trips. The motion was approved via voice vote.

F. FY2018 SCALE/ADP Graduates – (Recommended Action: Approval)

The Superintendent of Schools recommends that the following students, who have successfully completed the requirements for graduation from SCALE, be granted their diplomas:

- Mikayla Erin Arenella, Somerville, MA

MOTION: Mr. Futrell made a motion, seconded by Ms. Normand, to grant the diploma request. The motion was approved via voice vote.

G. Acceptance of Donations (recommended action: approval)

Donation	Donor	City, State	Value	Program donated to
Books, etc.	Michelle Phoenix	Somerville, MA	\$306	CTE Cosmetology

MOTION: Ms. Pitone made a motion, seconded by Ms. O’Sullivan to accept the donations. The motion was approved via voice vote.

H. Participation in National School Lunch and Breakfast Program

The Superintendent of Schools recommending that the School Committee vote to participate in the National School Lunch and Breakfast Program, and the Commodity Food Distribution Program, in conformity with requirements of the State Bureau of Nutrition Education and School Food Services for the 2018-2019 school year, as in previous years.

I. Student Accident Insurance - (Recommended Action: Receive and place on file)

The Superintendent advising that the contract for Student Accident Insurance for the 2018-19 school year has been renewed with Moran Insurance Agency, 23 Spruce St., Suite B, Malden, MA 02148 at the following rates:

- Plan A – STUDENT INSURANCE
- Premium: School Time \$ 7.50
- Premium: 24-Hour Coverage \$49.00
- Dental: Extended \$10.00
- Plan B - ALL-SPORTS, SHOP AND LAB COVERAGE
- Premium: Gold Plan \$5,835.00
- Catastrophic Cash Benefit \$1,039.50

MOTION: Ms. Pitone made a motion, seconded by Ms. Normand to renew the Student Accident Insurance contract. The motion was approved via voice vote.

J. Authorization for Summer Months – (Recommended Action: Approval)

MOTION: to: Authorize the Superintendent to act on the School Committee's behalf to:

- a. Pay bills on school department accounts for which commitments have been made by bid or purchase order before the close of schools, said bills to be ratified by the committee at the first meeting in September.
- b. Expend from FY2019 Salaries Account funds for payment of salaries of personnel under all federal grants beginning in September.
- c. Expend from the FY19 Salaries Account funds for payment of salaries of personnel as detailed in the FY19 budget.
- d. Use Salaries Account and School Operations Account funds to pay encumbrances and salaries for summer programs.
- e. Authorize and/or reauthorize school department revolving accounts. To accept all monies received by the School Committee in connection with the conduct of said revolving accounts according to the purposes of the program or programs from which receipts in each account were derived.
- f. Accept all state and federal grant monies awarded through the Department of Elementary and Secondary Education, and the Department of Early Education and Care and to authorize the establishment of separate grant accounts that may be expended by the School Committee without further appropriation for the purposes designated in each grant proposal.

MOTION: Ms. Palmer made a motion, seconded by Ms. Normand to accept the Superintendent's recommendation for summer months authorization. The motion was approved via voice vote.

K. Acceptance of FY2019 Grant Funds

MOTION: To accept all federal entitlement and continuation grants and all state continuation grants awarded to the Somerville Public Schools during FY2018 and to authorize the establishment of separate grant accounts that may be expended by the School Committee without further appropriation for the purposes designated in each grant proposal.

MOTION: Ms. Palmer made a motion, seconded by Ms. O'Sullivan to accept the Superintendent's recommendation for acceptance for FY2019 grant funds. The motion was approved via voice vote.

VII. ITEMS FROM BOARD MEMBERS

Ms. Pitone

- Asked the Chair to speak about the Superintendent's Evaluation process.
- Stated that she thought past practice of SPS has been full evaluation every year, including staff input. Ms. Pitone assumed that we would continue past practice. Surprised not to have full staff input — and at least wanted the discussion to be brought to the whole group.

Mr. Futrell

- Stated that he believed we asked for staff input every other year. Requested that we use the upcoming 6/25 meeting to have a discussion about the evaluation process.

Ms. Skipper

- Reminded the group that evaluations generally alternate between formative and summative. In formative, we usually decide whether the school committee will focus on DESE standards or district goals. Reminded the groups that she was evaluated at end of last year; more than 30 gave input to her 360 review in December 2016. Small portion of staff were represented.
- Agreed it's worth rethinking past practice and that School Committee should have a discussion about the evaluation policy.

Ms. Palmer

- Recommended the formation of an ad hoc committee on the evaluation process to meet 6/25. There was general agreement with this idea. Chair Green asked Ms. Pitone to serve as chair of this ad hoc personnel committee.

VIII. ADJOURNMENT

The meeting was adjourned at 8:50 p.m. via voice vote.

Related documents:

Agenda

Minutes – Regular Meeting – May 21, 2018 and June 11, 2018

Personnel Report – May and June 2018

Minutes – Rules Management Subcommittee – June 11, 2018

Minutes – District Wellness Committee – March 27, 2018