

*Quincy, MASSACHUSETTS – October 5, 2011*

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Regular Meeting of the Quincy School Committee

A regular meeting of the Quincy School Committee was held on Wednesday, October 5, 2011 at Quincy High School. Present were: Mayor Thomas Koch, Chairman, Mrs. Jo-Ann Bragg, Mrs. Elaine Dwyer, Ms. Barbara Isola, Mrs. Emily Lebo, Mr. Dave McCarthy, Mrs. Anne Mahoney, Vice Chair.

Regular

Chairman  
Presiding

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The Superintendent called the roll and all were present. Also present were: Dr. Richard DeCristofaro, Secretary; Ms. Laura Owens, Acting Clerk; Messrs. Draicchio, McGuire, Mullaney, Mulvey, and Keith Segalla; Mrs. Roberts, Erler, Fredrickson, Papile; Ms. Todd, and Ms. Allison Cox, President, QEA.

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There was a moment of silence for Mary Capiferri, who recently passed away. Ms. Capiferri was a teacher in the Quincy Public Schools for 36 years.

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On a motion by Mr. McCarthy, seconded by Mrs. Lebo, the Committee approved the regular session minutes for September 21, 2011. The ayes have it.

Regular Meeting  
Minutes Approved  
9/21/2011

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The Superintendent opened his remarks by noting some upcoming events, including the Teacher Mini-Grant Reception on October 18<sup>th</sup> at 3:00 pm at North Quincy High School, the 'Tis the Season: Symphony and Song event on December 6<sup>th</sup>. He also mentioned an upcoming fundraiser on Thursday, October 6<sup>th</sup> at the North Quincy High School vs. Quincy High School volleyball game at North Quincy High School.

Superintendent's  
Report

The Montclair School and Parent-Teacher Organization are working together to raise funds to build a playground at the Montclair School. Further updates will be provided as the fundraising campaign begins.

The Career and Technical Education Advisory Board meeting will be held on October 20<sup>th</sup> from 5:30 to 7:30 pm at Quincy High School. All are welcome to attend.

The Superintendent announced that Maria Anastasi has been appointed to the Transportation Administrative Assistant position reporting to the Director of Security and Transportation, Mike Draicchio.

Mrs. Roberts spoke about Quincy Public Schools enrollment and class size, based on the October 1 data that is required to be filed with the state Department of Elementary and Secondary Education. Total enrollment is 9,396 students for pre-Kindergarten through Grade 12. In terms of class size, all classes at Kindergarten through Grade 5 meet the School Committee guidelines and most are well under the upper limit. In three schools, there are half-time skills support teachers in Grades 4 and 5 classrooms. In the middle schools, there are only five classes that exceed guidelines and in the high schools, there are just nine classes, most being honors classes. Principals and guidance staff are working to resolve these issues by adjusting schedules where possible. For future budgets, Mrs. Dwyer suggested adding reserve funds for additional teachers that might be needed when fall enrollments are known.

Enrollment and Class Size

Dr. DeCristofaro spoke about the overall enrollment picture, the movement in student population between Quincy High School and North Quincy High School for Chapter 74 and English Language Learner programs, and the close watch kept on larger school populations, such as Central Middle School, Lincoln Hancock, and Clifford Marshall.

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Ms. Linda Perry spoke about Worldwide Teacher Appreciation Day, celebrated on October 5, and the upcoming Quincy Community Action Program fundraiser being held on Thursday, October 6<sup>th</sup> at Granite Links.

Open Forum

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Dr. DeCristofaro presented the update on building projects, renovations, and construction in Mr. Murphy's absence. Dennis McGillivray has been supervising the Maintenance Department and compiled a report of ongoing completed projects. Work was completed in seventeen schools, plus the bus garage. Work on the roofing projects is ongoing, but Maintenance is working with the City's Public Building department on getting a revised schedule and addressing issues as they arise with completed work.

Building Projects Update

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Mrs. Dwyer reported that she had a discussion with Tishman about outstanding issues related to the new Quincy High School. The lift has been returned to the school, so the painting of the gymnasium columns can be completed. The restaurant area flooring will be repaired, the landscaping warranty replacement grass and shrubs are still pending, and the auditorium seating repairs are still to be completed.

Quincy High School

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Mrs. Bragg reported on the neighborhood meeting that was held earlier this evening on the process for abatement and demolition for the Central Middle School building site. A fence will be erected around the property on October 7th. Hazardous material abatement protocols are in place, including sealing rooms as they are working on them and washing trucks as they leave the site to prevent spreading dust. Abatement is scheduled to be completed by the end of November, with demolition to follow in December. Traffic concerns were addressed; restrictions are in place about which streets can be used. The work day is from 7:00 am to 3:00 pm; occasionally, there may be extended days on the interior demolition, but this will not include truck traffic. The next meeting is scheduled for October 17<sup>th</sup>.

New Central Middle School Project

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Mrs. Bragg reported that a process has been developed for the review of Program Improvement Plans: the School Policy Subcommittee members reviewed the plans in advance of a formal presentation at a subcommittee meeting. After each presentation, the Subcommittee formally approves each plan. The first two meetings were held on September 26<sup>th</sup> and September 29<sup>th</sup> and four Program Improvement Plans were presented at each meeting. One recommendation to come out of the meetings was to add a budget page to each Program Improvement Plan. Mrs. Bragg presented the following summary of each Program Improvement Plan.

New Business  
Program Improvement Plans

At the first School Policy Subcommittee meeting held on September 26, 20011, the Health Services Program Improvement Plan was presented by Mrs. Kisielius, who reported each school has an experienced, full-time school nurse. School nurses have many responsibilities, including student and parent interactions, daily medication administration, first aid, illness assessment, helping families manage chronic conditions and life-threatening allergies, as well as annual screenings for hearing, posture, BMI and vision. In addition, school nurses provide health education, reinforce self-care with students through regular classroom presentations, and hold staff Professional Development.

This year's goals are: (1) to revise the QPS Medication Policy to include a self-administration component by December 2011. This will be forwarded to the Policy Subcommittee. (2) Adapt the Performance Standards for Professional Educators in for school nurses by January 2012. (3) Design and implement parent trainings to comply with the MA Dept. of Public Health Head Injury and Concussion Regulations. All nurses and coaches have already been trained. The Policy Subcommittee approved the Health Services Program Improvement Plan.

Mrs. Bragg made a motion to approve the Health Services Program Improvement Plan. Mr. McCarthy seconded the motion. On a voice vote, the ayes have it.

The Special Education Program Improvement Plan was presented by Ms. Todd who reviewed progress towards last year's goals, especially the new core ELA and supplemental Math curricula for middle school that are fully implemented for this school

year. She cited the success of the Orton Gillingham program (every elementary school has one certified or soon to be certified teacher and every middle school has one or more certified teachers) and the new Lexia (computer-based) program that is being used in resource rooms, allowing teachers to utilize small-group instruction strategies. A major accomplishment for the SPED department is the creation of the Disability Book. This was a cooperative effort between QPAC and SPED teachers. It can be used at all levels and will be a great resource tool for Special Education teachers, Regular Ed teachers and parents.

For 2011-12 the SPED program goals are: (1) Students in the Middle School Language program will be pre-tested in September, post-tested in January and June using the SRI from the Read 180 program and will show definitive improvement. (2) All Elementary Resource Room teachers will utilize the Lexia software program for all students receiving Orton Gillingham and will report progress during an April meeting. (3) All teachers will demonstrate knowledge in all areas of Special Education Regulation changes at all school levels. (4) The Speech and Language Team goal is for staff to ensure consistency in the quality and provision of services to students and to provide effective communication with staff and families regarding the student's disability. (5) The Middle School Team goal is for teachers to participate in the course "Understanding Rational Numbers" to improve their instructional strategies in math and to implement Visualizing and Verbalizing and the LIPS program. (6) The Language Development Team's goals are for teachers to participate in Professional Development in the areas of math and writing curriculum to be implemented in their classrooms this school year. (7) The GOALS Team's goal is to understand the signs and symptoms of childhood stress. (8) The CARES Team's goal is for teachers to participate in professional development activities to assist in differentiating reading instruction through the use of various curricula. (9) The Physical Therapy Team's goal is to compile behavioral resource strategies and interventions for use with students with Autism Spectrum Disorders that are appropriate for use in various environments during therapy. (10) The PASS Team's goal is for staff to coordinate and communicate with department heads and teachers regarding PASS students on a daily basis, as necessary. (11) Quincy Parent Advisory Council's goals are to increase participation in QPAC, advise the district on special education policies, procedures and programs. The Policy Subcommittee approved the Special Education Program Improvement Plan.

Mrs. Bragg made a motion to approve the Special Education Program Improvement Plan. Ms. Isola seconded the motion. On a voice vote, the ayes have it.

The Transportation Program Improvement Plan was presented by Mr. Draicchio, who gave an overview of the plan, which focuses on the safe transportation of 1,044 Quincy Public School students (regular and Special Education) every day. He cited School Safety Officers, DARE officers, crossing guards and the Quincy Police Department for their cooperative interaction in keeping our students safe. Mr. Draicchio shared the materials distributed to the drivers at their recent summer orientation. All drivers and monitors are on the Instant Alert System. They had a presentation on First Aid, working with school nurses, bullying prevention and intervention. Other issues discussed

included safety and security; bus conduct reports; communication with principal or assistant principal as necessary; inspection of buses, citing any issues no matter how small so the maximum number of buses are able to be deployed at all times. Last year's goals of creating student identification tags implemented, privacy issues have been dealt with; and information about medications are being shared by school nurses.

For the 2011-2012 school year, the goals are focused on (1) Professional development, including in-service training and raising awareness of the need to communicate with school personnel (nurse, principal, assistant principal); (2) Better communication with staff, outside vendors about expectations; CORIs completed annually, including for outside vendors. (3) Student safety is the ultimate goal and the transportation fleet will be safely serviced and maintained on a monthly basis. The subcommittee recommending adding CPR training to the Transportation Department's annual professional development and commented about the positive progress of this department. The Policy Subcommittee approved the Transportation Program Improvement Plan.

Mrs. Bragg made a motion to approve the Transportation Program Improvement Plan. Ms. Isola seconded the motion. On a voice vote, the ayes have it.

The Information Technology Program Improvement Plan was presented by Mr. Keith Segalla, who gave an overview of the 3-year Technology comprehensive plan which runs through November 2012. Mr. Segalla highlighted the change in the Information Technology's technician's schedules: middle schools have support for one day per week, while the high schools have four days. Most elementary schools are scheduled for ½ day per week. The subcommittee commented about the need for more IT tech staff to service the 2,700 computers in the schools. Office 2010 has been installed on all computers and there are training sessions set up. There was some discussion about email issues: QPS email addresses receiving outside emails, security of QPS emails vs. other email sources. The City's goal is to have a new email system in place for 2012.

The 2011-12 goals are: (1) & (2) To meet all DESE data reporting requirements and all district reporting data requirements for electronic progress reports and reports cards. (3) To facilitate the training and use of WordPress and other facets of the new QPS website for appropriate staff as it relates to improving and enhancing communication in the QPS School community. (4) Review, coordinate and facilitate transition of Staff Academy to the new website for all QPS staff. (5) There are goals for each level to consistently communicate scheduling issues, timelines, appropriate tasks and data dissemination. (6) Starbase will be replaced by newer a version called SIS. (7) Design, develop and implement an Educational Leadership Team Event utilizing the integration of Educational Technology.

The Subcommittee requested a report on the usage of teacher comments on progress reports and report cards and this will be run after first term progress reports are completed. The Policy Subcommittee approved the Information Technology Program Improvement Plan.

Mrs. Bragg made a motion to approve the Information Technology Program Improvement Plan. Ms. Isola seconded the motion. On a voice vote, the ayes have it.

At the second School Policy Subcommittee meeting on September 29, 2011, the Career and Technical Education Program Improvement Plan was presented by Mr. Keith Segalla and Ms. Scanlan, who gave an overview of the current enrollment at Quincy High School in this program. All program sections are full, with the more popular concentrations having multiple sections. Goals for 2010-2011 were met, including increasing use of technology in classrooms, especially the InterWrite Boards. Also completed were the updated curriculum guide and syllabi. The Advisory Board's goal was to have an advisory board member present to a class; 14 of 15 majors accomplished this. The 2011-12 Perkins Grant Requests total \$122,000; prioritized by safety, curriculum, equipment; other expenses are also paid from this fund, including a .5 salary. Quincy Public Schools has made good progress towards meeting the CVTE Core Indicators.

2011-12 Goals: (1) Advanced training on InterWrite boards for all teachers, utilizing MOBIs and clickers. (2) Preparing unit plans for one class (syllabus, curriculum guide, lesson plan, assessments) for the week of NEASC visit in March. (3) Advisory Board goal: To enlist one Advisory Board member to host a visit at their site for seniors in the Career and Technology Education Major Design and to develop QPS Career & Technology Education Advisory Committee Reports for a presentation to the School Committee. (4) The Safety Team's goals are to promote safety in classroom and to update safety plan, MDS sheets for each shop. After some discussion, suggestions were made to break down information about certifications completed and also about working towards integrating North Quincy High School programs. The Policy Subcommittee approved the Career and Technical Education Program Improvement Plan.

The English Language Learners Program Improvement Plan was presented by Ms. Hallett, who gave an overview of the accomplishments from last year: piloting an ELL Reading program (*Cornerstones*, which is being implemented this school year in all elementary schools); creating a streamlined procedure for effective data collection for all documents; and creating technology-infused lessons for ELL content. An ARRA grant provided substantial professional development: 45 hours for high school teachers, technology coaches in classroom.

In terms of Assessment data, Math Gr. 10 MCAS: 99% of ELL students passed on the first try; ELA Gr. 10 MCAS: 91% of ELL students passed on first try; and Gr 10 Writing showed high improvement from previous years. 1,100 students were serviced in the 2010-11 school year and this year we began with 1,350 students receiving services. In the middle schools and North Quincy High School, ELL students will be piloting taking the MEPA test online. Sterling was pilot school last year, and depending on available technology and the size of the student population, rollout could occur at all middle schools.

ELL Team Goals 2011-12: (1) To fully implement the *Cornerstone* series, a core reading/literacy program. (2) To follow and maintain a streamlined procedure implemented at all schools for effective data collection of documents that must be included in LEP/FLEP students' official ELL Folder throughout the school year. (3) To reevaluate and update the process for formal monitoring of former LEP students' district-wide in grades 1-12 to be sure the exiting of the program was appropriate. (4) Continue to offer academic and community support for families; Parker, Wollaston and Montclair parents participated in Active parenting course, Snug Harbor will be added this year. The Subcommittee also received an update about the high school ELL program moving the 9<sup>th</sup> grade program to North Quincy. The Policy Subcommittee approved the English Language Learner Program Improvement Plan.

The Student Support Services Program Improvement Plan was presented by Mrs. Papile, who gave an overview of all of the parts of Student Support Services (SSS): Nurses, Psychologists, Attendance Officers, Guidance Counselors, Central Registration, Homeless Coordinator, Unaccompanied Youth Coordinator, and Quincy Teen Mothers. Last year, the SSS staff played a leadership role in the anti-bullying initiatives; those same goals roll forward into this year. Other items monitored by SSS staff include information summarized in the District Improvement Plan Annual Statistics: Guidance and Psychology staff annual collection of data. Early intervention for attendance issues at the elementary and middle school levels will be a focus of professional development for this year, as will a database of students removed from the rolls for residency issues, and raising awareness around new issues like unaccompanied teens and their needs.

Student Support Services goals for 2011-2012: (1) The Student Support Services Team will analyze data that identifies students at risk system-wide, especially students where there is a safety concern. (2) At all levels, the Guidance Team will review changes in 504 procedures and implement new guidelines offered through professional development in coordination with the Special Education Team Administrator. (3) All levels will implement an array of strategies to address the social/emotional barriers to learning by March 2012. (4) Each high school will continue the implementation of the Naviance Program. (5) The Supervisors of Attendance will assist sites in verifying residency. Following discussion about adding information about the Massachusetts Guidance Model, the proactive time Guidance Counselors spend in the classroom and cuts in the Homeless liaison staff budget, the subcommittee approved the Student Support Services Program Improvement Plan.

The Literacy Program Improvement Plan was presented by Mrs. Hughes, who updated the subcommittee that with the addition of two more Literacy Specialists, there is full-time staffing in almost every elementary school. Mrs. Hughes reviewed the measure of student success for each school, all showing good progress throughout the year. Increase in Tier 1 (no risk) and decrease in Tier 2 (some form of supplemental work needed) and Tier 3 (need intensive support) are goals. District analysis shows significant improvement; Tier 3 students are often seen by SPED and ELL as well. All children are assessed for Literacy issues: as soon as a child enters a school, they are given a benchmark DIBEL test by the classroom teachers. Children in Tiers 2 and 3 are

progress-monitored twice a year. The plan is to purchase DIBELS NEXT data system; expand professional development, implementing the Walk to Read program.

Literacy program goals for 2011-2012: (1) The Literacy Team will decrease the number of Tier 3 students, those at risk, to represent 10% of the total district population of students in grades K-Grade 5. (2) The team will work with classroom teachers to decrease the number of students in Grade 2 & 3 who read below grade level by 5%. (3) The Literacy Team will design a comprehensive vocabulary program for Grades K-3. The subcommittee approved the Literacy Program Improvement Plan.

Mrs. Bragg made a motion to approve the Career and Technical Education Program Improvement Plan, the English Language Learners Program Improvement Plan, the Student Support Services Program Improvement Plan, the Literacy Program Improvement Plan, the minutes of the September 26, 2011 School Policy Subcommittee meeting, and the amended minutes of the September 29, 2011 School Policy Subcommittee meeting. Mr. McCarthy seconded the motion. On a voice vote, the ayes have it.

Mrs. Bragg noted that the next School Policy Subcommittee meeting will be October 11, 2011 at 4:30 pm in the Superintendent’s Conference room. The Subcommittee will review the Safety and Security Program Improvement Plan, the Athletics Program Improvement Plan; School Committee Policy 2.5.8: School Committee-Staff Communication, and High School Graduation Requirements. The first School Improvement Plan review meeting will be Tuesday, October 25, 2011 at 4:30 pm in the Superintendent’s Conference Room.

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Mrs. Roberts and Mrs. Frederickson presented an overview of the Spring 2011 MCAS results. Student achievement is the center of all work in the Quincy Public Schools and the results from this year’s MCAS are impressive. In ELA, the percentage passing (Needs Improvement, Proficient, Advanced) ranges from 86% at Grade 3 to 96% at Grade 10. For Math, the range is from 75% at Grade 8 to 95% at Grade 10. The QPS proficiency track over grades mirrors state averages with dips in Grade 4 ELA and Grades 4 and 7-8 Math. The LEP/FLEP subgroup exceeds state averages at all grades 4-8, and 10 for ELA, all grades for Math. For SPED, all grades for both Math and ELA are below state average.

MCAS Presentation

In terms of student growth, achievement and growth work together to give a complete picture of student achievement. Students are compared with their statewide academic peers; in each grade, there are a number of students who are taking MCAS for the first time, so they have no growth data. Quincy is a Level 3 school district in terms of Accountability & Assistance; no change from last year. The schools at the lowest level drive the district’s designation: Quincy has eight Level 1 schools, six Level 2 schools, and four Level 3 schools. Three schools exited Level 3: Snug Harbor (Level 3 to Level 1), QHS (Level 3 to Level 2), Sterling (Level 3 to Level 2). Three schools were commended for performance: Snug Harbor for narrowing proficiency gap among



subgroups, Squantum for exiting NCLB Accountability status, and Beechwood Knoll for high growth. Recent QPS staff development includes school site-based Assessment Days for middle and elementary school teams; agendas, presentations, and meeting reports will be posted on Staff Academy to facilitate sharing information between schools. Each school's Assessment Team works on goal setting within the school.

Mrs. Roberts also shared a slide that illustrated the end result of student achievement – where do students go after graduation? 80% of last year's high school graduates planned to pursue 2 or 4-year secondary education, 2% planned to enter the military, 2% planned to begin working, 1% planned other post-secondary education, and the remaining 15% plans were unknown.

During the discussion that followed, Mrs. Roberts clarified that the performance targets are set by the federal No Child Left Behind act, that growth is a part of accountability, not AYP, and explained the NCLB waiver process (allowing states to develop their own systems of accountability, DSAC being one). Mrs. Lebo asked about high school assessment data analysis and Mrs. Roberts explained that the high school teams are smaller and more focused on accreditation issues. Ms. Isola inquired about correlating between MCAS results and classroom performance and Mrs. Mahoney asked about comparisons to other standardized tests. Mrs. Roberts discussed how this will be looked at in the near future as part of the new Educator Evaluation regulations; sharing this data will be required. Mrs. Roberts also clarified the difficulty of this kind of analysis as the state does not disclose all items, making it more difficult to pinpoint areas where support is needed. Mrs. Bragg commented on how impressive the scores are especially for Science, but also clearly the Literacy and Special Education programs are contributing to improvement. Mr. McCarthy complimented the presentation, the district's initiatives around assessment, and especially Principals Barrett, Gilbert, and Santoro for their schools' performances in changing levels.

Dr. DeCristofaro thanked Mrs. Roberts and Mrs. Frederickson and the extraordinary Assessment teams at each of the schools for their work in keeping the expectations high for all students and supporting those students and their families.

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As an addendum to her Quincy High School report, Mrs. Dwyer noted that Tishman and Gilbane are in the process of doing the final reconciliation for the Quincy High School project. The project came in under budget and should be completed by the end of November at the latest. Since the Quincy High School Building Committee has not met since last winter, Mrs. Dwyer requested a final accounting of expenses from March 2011 through the present.

Additional  
Business

Mrs. Bragg requested that an item be removed from the School Facilities Subcommittee: Alternate Plans for Central Middle School and suggested that all School Committee members review the list for items that can be removed.

Mrs. Bragg made a motion to approve the donation of a 1998 Jaguar XJ Series automobile to the Career and Technical Education Automotive Technology Program by Ms. Harriet Rubin. On a voice vote, the ayes have it.

Mr. McCarthy complimented all of the Program Improvement Plans that were presented in the two recent meetings as being very detailed and professional. He noted that he is planning to schedule a Health, Safety, and Security Subcommittee meeting soon.

Mrs. Lebo spoke about creating an additional School Committee subcommittee for Teaching and Learning or Curriculum Instruction. Program Improvement Plans for educational programs would then be reviewed in that subcommittee.

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On a motion by Mr. McCarthy, seconded by Ms. Isola, the Committee adjourned at 9:35 p.m. for the evening. There was no executive session. The ayes have it.

Adjournment