

THE GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

School Committee Meeting Minutes

Wednesday, February 12, 2014

Superintendent's Conference Room – District Office

7:00 p.m.

Members Present

Jonathan Pope, Chairman
Melissa Teixeira, Vice Chairperson
Kathy Clancy, Secretary
Tony Gross
Michelle Sweet
Jack O'Maley

Administration Present

Dr. Richard Safier, Superintendent
Gregg Bach, Assistant Superintendent
Erik Anderson, GHS Principal

Recorded by Cape Ann TV

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- I. CALL TO ORDER** – Chairman Pope called the meeting to order at 7:00 p.m. and stated the mission of the Gloucester Public Schools.
- II. SALUTE TO THE FLAG**
- III. ORAL COMMUNICATIONS** – None.
- IV. COMMENTS FROM THE CHAIRPERSON** – None.
- V. RECOGNITIONS** – Chairman Pope stated that O'Maley Innovation Middle School will be performing "Fame Jr." on February 27 and 28 and March 6, 7, 8 and 9. Kathy Clancy stated that East Gloucester School will be performing "Peter Pan" in early March.
- VI. GHS STUDENT ADVISORY COUNCIL** – Jordan Westling and Nicole introduced themselves and updated the committee on the following events at Gloucester High School: Secret Pals Week, carnation sale, the Interact Club delivering dictionaries to elementary schools as a gift from the Rotary Club, report cards, JROTC rifle team, complaints about windows in classrooms, World Language Week, and a possible trip to France and Italy.
- VII. CONSENT AGENDA**
- A. Approval of Minutes**
1. School Committee Meeting of January 22, 2014
 2. Building & Finance Subcommittee Meetings of January 15, 2014 and January 27, 2014
 3. Personnel Subcommittee Meeting and Executive Session of January 28, 2014
- B. Approval of Warrants** – Cover Sheets
- C. Approval of Transfers**

Ms. Teixeira removed Item A1 and requested that the minutes be amended to state that she will be the liaison to the Special Education Parent Advisory Committee. Mr. Gross removed Item C and referred the approval of transfers to the Building & Finance Subcommittee. He suggested that in the future, the approval of transfers should be done by the subcommittee first.

On a motion by Ms. Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor zero opposed, to approve the Consent Agenda as noted above.

VIII. DELIBERATIONS ON EDUCATIONAL ISSUES/SUPERINTENDENT’S REPORT

- A. Adopt a Classroom Program** – Paul Bagley discussed this proposal whereby individuals or families could adopt a K-5 classroom teacher and the group would provide a stipend for him/her to purchase supplies. Mr. Bagley stated that they are hoping to partner with the Gloucester Education Foundation. Mr. Gross volunteered to join the group. There was a brief discussion about how teachers would receive the funds.

- B. Discussion of School Resource Officer Job Description** – Dr. Safier introduced Sergeant Michael Gossom and requested that the School Committee approve the School Resource Officer job description. At Ms. Teixeira’s request, Sergeant Gossom described his interactions with students and his activities during a typical day at the high school. He stated that he works very closely with the deans, who handle most of the discipline issues. He also works with the school therapist to assist kids who are dealing with tough issues. Sergeant Gossom related a situation where a student was having a hard time and he walked with the student to the boulevard and talked about the issues he was having.

Sergeant Gossom stated that he was assigned to the high school for the first year to get the program up and running. He indicated that a patrol officer will be assigned to the position next year and that the process of selecting that officer will begin within the next month or two. The goal is to have the new officer stay in the position for a few years.

After discussion, on a motion by Ms. Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor zero opposed, to approve the School Resource Officer job description as presented, with the exception of replacing “DSS” with “DCF” and deleting “DCS” from paragraph 13.

(Mr. Anderson left the meeting.)

Kathy Clancy suggested that the acronym “DCF” be spelled out in the job description. She also stated that she would like to have the School Resource Officer visit the middle school for educational purposes, such as talking about Internet

security, as well as make a yearly visit to the elementary schools to interact with the younger students. Ms. Teixeira indicated that the resource officer's work at the high school is a full-time job and that the committee may want to consider whether it wants an additional resource officer for the other schools.

- C. **Discussion of Attendance Supervisor Job Description** – Dr. Safier introduced Christina Clem and reviewed her job duties. At Ms. Teixeira's request, Ms. Clem discussed her background as a social worker and described a typical work day, including making phone calls and attending meetings to find out the needs of students. Mr. Bach noted that Ms. Clem's colleagues are in awe of her ability to work with parents. There was a discussion about addressing student absences as a result of families taking vacations during non-vacation breaks.

After discussion, on a motion by Ms. Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor zero opposed, to approve the Attendance Supervisor job description as presented, with the exception of adding the phrase "who are not choice-in students" to paragraph 1.

- D. **Mid-Year Elementary Literacy Data Report** – Mr. Bach presented the K-5 Assessment Data Review, noting that some of the results constitute a mid-year report and others establish a new baseline. The report included a description of the DIBELS and GRADE measures and results, reports by grade and school, and notable individual school indicators. Mr. Bach stated that the poor results at Veterans in Grade 4 may be a result of an error in scanning. He will rescan the tests and report back to the committee on the results. Mr. O'Maley expressed the importance of publicizing this information so that the public is aware of the work that is being done in the elementary schools.

- E. **Superintendent's Report** – Dr. Safier updated the committee on the following matters:

1. Innovation Schools Enhancement and Sustainability Grant-Fund Code 158 for FY14 – Dr. Safier indicated that much of this \$30,000 grant will go into some professional development involving technology. Mr. Bach noted that the grant was awarded last week but that it must be spent by June 30th. He stated that he met with the eighth grade team last week to discuss the possibility of implementing a 1:1 program at the middle school next year or the following year. The team also discussed how they are presently using technology. Mr. Bach described the professional development that will take place.

Kathy Clancy stated that innovation grants were not in the state budget last June and that she and Val Gilman worked hard with state representatives to include them. They knew that even having the potential for funding was extremely important and that from a state perspective, \$1 million is not a big deal but not having them funded is a huge deal to communities like ours.

2. Transportation Move to O'Maley

3. FY13 Free Cash
4. Elementary Math Exploratory – Mr. Gross noted that this initiative will have budget implications. Dr. Safier stated that there is a placeholder in the budget for a new math program.
5. Educator Evaluation – Model Contract Language – Dr. Safier stated that the district is supposed to have two District-Determined Measures for every subject in every grade by the end of this year, which is not possible. However, the DESE has laid the groundwork for providing a waiver for districts who have not completed all of the work by that time.
6. FY15 School Finance Updates
7. Massachusetts School Finance Task Force Report

On a motion by Kathy Clancy, seconded by Ms. Teixeira, it was unanimously

VOTED: 6 in favor zero opposed, to accept the Superintendent's Report.

IX. SUBCOMMITTEE REPORTS

- A. Personnel Subcommittee of January 28, 2014** – Chairperson Teixeira reported that the Personnel Subcommittee postponed the discussion of the superintendent evaluation template to a future meeting. All other matters discussed by the subcommittee will be addressed in Executive Session.
- B. Special Building & Finance Subcommittee Meetings of January 27 and 29 and February 3 and 4, 2014** – Chairperson Clancy reported that the Building & Finance Subcommittee reviewed the non-salary line items in the budget proposals presented by each principal and department head.
- C. Program Subcommittee of February 6, 2014** – Chairperson Sweet reported that the Program Subcommittee discussed the following matters at its meeting on February 6, 2014:
 1. Implementation of Audio and Video Recording of Meetings – Continued to the next meeting to receive more information.
 2. Revised Wellness Policy, File ADF – Chairperson Sweet stated that with respect to the paragraph regarding the Summer Food Service Program, the phrase “has volunteered and” was inserted before the word “will.” Ms. Teixeira noted that Cindy Juncker revised this policy in accordance with the recommendations made by the previous subcommittee back in December. Kathy Clancy stated that the prior subcommittee reviewed the changes with Ms. Juncker but took no action on those changes. Ms. Teixeira responded that

the subcommittee went through the changes with Ms. Juncker at the February 6th meeting.

On a motion by Chairman Pope, seconded by Mr. Gross, it was unanimously

VOTED: 6 in favor zero opposed, to waive the first reading of the Wellness Policy, File ADF.

On a motion by Ms. Sweet, seconded by Ms. Teixeira, it was unanimously

VOTED: 6 in favor zero opposed, to approve the first reading of the Wellness Policy, File ADF, as amended by the Program Subcommittee on February 6, 2014.

3. School District Annual Report Policy, File CM – Chairperson Sweet reported that the subcommittee needs more information about the type of report that is required. She made a motion, seconded by Ms. Teixeira, to request from the full School Committee a decision on whether to adopt the practice of the current School District Annual Report Policy, File CM, or to refer the policy back to the Program Subcommittee to amend it to reflect the needs and goals of the district.

Ms. Teixeira noted that there are already several reports being made to the School Committee throughout the year. Therefore, the subcommittee is looking for guidance from the full committee on whether an annual report is necessary. If so, the subcommittee will compare it to what is already being reported on.

Chairman Pope stated that his understanding of the policy is that it is supposed to be an annual update of programs and the condition of the schools. Ms. Sweet noted that the School Committee already receives reports on these topics and that she believes the annual report would be more of a public relations document to showcase the schools. Mr. Gross indicated that the city charter calls for a city annual report which would include the School Department's report.

Dr. Safier reviewed the policy and noted that it came from MASC. Kathy Clancy expressed concern with removing the policy since it indicates that it is established by law.

After the above discussion, Ms. Sweet withdrew her motion and Kathy Clancy referred the policy back to the Program Subcommittee for a recommendation on the composition of the annual report.

4. Athletic and Cheerleading Booster Organization Policy, File KJAA – Continued to next meeting to receive more information.

5. Update on Standards Based Report Card Initiative
6. Update on Possible Math Exploratory

X. ACTION

- A. Approval of School Resource Officer’s Job Description – See Item VIII.B.**
- B. Approval of Attendance Officer’s Job Description – See Item VIII.C.**

At this time, the agenda was taken out of order.

- E. First Reading of Revised Wellness Policy, File ADF – See Item IX.C.2.**
- F. School District Annual Report Policy, File CM – See Item IX.C.3.**

XI. DISCUSSION/OTHER COMMUNICATION/OLD AND NEW BUSINESS

- A. MSBA Project Update –** Dr. Safier reported that he, Chairman Pope, Kathy Clancy, and Jim Duggan had a lengthy meeting with the Capital Improvement Advisory Board (CIAB) on January 23, 2014 and that the board was impressed with the detail in the documents provided and the thoroughness of the work done. They were also impressed that the school design is curriculum driven and inclusive of all students and their needs and that it includes an academic area separate from the public area. The CIAB believes the city is able to fund its share of the West Parish project cost within its current borrowing capacity.

Dr. Safier reported that on January 28, 2014, the City Council awarded a special permit with respect to the height of the new building. On January 29th, the MSBA board voted to move forward with the actual construction. On January 30th, W.T. Rich was chosen as the Construction Manager at Risk. That company will be working on the St. Ann’s swing space as well as the new West Parish School. Dr. Safier explained the benefits of hiring a CM at Risk.

On February 6, 2014 the City Council Budget & Finance Committee recommended to the City Council that it approve a loan authorization of \$39,744,111. The City Council public hearing and vote will take place on February 25th. Dr. Safier requested that Kathy Clancy remind the West Parish PTO about the public hearing.

Finally, Dr. Safier stated that he interviewed Kevin Buckley, the OPM, for an upcoming episode of “Superintendent’s Corner.”

- B. Email from Noreen Burke to Kathy Clancy**
- C. Joint City Council/School Committee Meeting –** Chairman Pope reminded the committee of this meeting on Tuesday, February 18, 2014 at 7:00 p.m. at Kyrouz Auditorium. He noted that he will be meeting with Council President McGeary at

8:00 a.m. tomorrow to finalize the agenda and welcomed suggestions for agenda items before that time.

- D. School Committee Workshop** – Chairman Pope stated that a workshop to review the proposed budget will be scheduled for Wednesday, March 5, 2014 at 5:00 p.m. in the superintendent’s conference room.
- E. PTO Insurance** – Mr. Gross reported that someone has been selling liability insurance to PTOs. Dr. Safier stated that he would look into the matter.
- F. Outstanding Lunch Fees** – Dr. Safier reported that small claims actions have been filed against 76 families and that there has been some response. Kathy Clancy noted that the outstanding lunch fees at the high school are posted with other obligations on the office window but do not include students who owe less than \$100. It was the consensus of the committee that all students who have an outstanding balance should be included on the obligation list.
- G. School Tours** – There was a discussion about whether Jim Hafey is needed to tour the schools with the committee. Kathy Clancy suggested that the principals could lead the tours so that committee members can get an idea of how the building is used. Dr. Safier offered to assist in contacting the principals for scheduling purposes.

XII. EXECUTIVE SESSION – On a motion by Ms. Teixeira, seconded by Mr. Gross, it was unanimously

VOTED: By Roll Call Vote

Mr. O’Maley – yes
Chairman Pope – yes
Ms. Sweet – yes
Ms. Teixeira – yes
Kathy Clancy – yes
Mr. Gross – yes

To enter into Executive Session after a 5-minute break to discuss future contract negotiations and salary increases for non-union employees.

(Chairman Pope reconvened the meeting at 10:11 p.m.)

X. ACTION (Continued)

- C. Approval of Salary Increase for Non-Union Personnel** – As voted by the School Committee in Executive Session, on a motion by Ms. Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor zero opposed, to increase compensation for all non-union employees by 2% retroactive to July 1, 2013.

- D. Approval of Salary Increase for Superintendent Safier** – As voted by the School Committee in Executive Session, on a motion by Ms. Teixeira, seconded by Chairman Pope, it was unanimously

VOTED: 6 in favor zero opposed, to increase the Superintendent's salary by 2% retroactive to July 1, 2013, consistent with the 2% increase received by all other district personnel.

- XIII. ADJOURNMENT** – On a motion by Mr. O'Maley, seconded by Ms. Teixeira, it was unanimously

VOTED: 6 in favor zero opposed, to adjourn the School Committee Meeting of February 12, 2014 at 10:14 p.m.

All reference documents and reports are filed in the Superintendent's office.

*Maria Puglisi
Recording Secretary*