

THE GLOUCESTER PUBLIC SCHOOLS

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

School Committee Meeting Minutes

Wednesday, March 23, 2016

West Parish Elementary School Cafeteria

7:00 p.m.

Members Present

Jonathan Pope, Chairman
Kathy Clancy, Vice Chairperson
Joel Favazza, Secretary
Melissa Teixeira
Tony Gross
Michelle Sweet
Mayor Sefatia Romeo Theken

Administration Present

Dr. Richard Safier, Superintendent
Dr. Arthur Unobskey, Asst. Superintendent
Tom Lafleur, CPA Director of Finance
and Operations

Also Present

Dr. Telenia Imel, West Parish Principal
Samantha Whitney, GHS Librarian

Recorded by Cape Ann TV

- 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** – Chairman Pope reported that apparently there was a problem with the posting of this meeting. He noted that the committee posted it correctly and has a receipt of it being accepted at the City Clerk’s office. However, he stated that page 2 of the agenda that is posted on the city’s website is missing. Chairman Pope indicated that the agenda is also posted at the police station and stated that as far as he is concerned, the committee did its part and is going to proceed with the meeting agenda as noted.
- V. **RECOGNITIONS** – Dr. Safier recognized GHS Librarian Samantha Whitney for being one of this year’s recipients of the Massachusetts School Library Association President’s Awards. He noted that there will be an award presentation at UMass-Amherst on April 30th. Dr. Safier spoke about Ms. Whitney’s accomplishments and expressed his appreciation for the work she has done at the high school. Several committee members also congratulated Ms. Whitney.
- VI. **GHS STUDENT ADVISORY COUNCIL** – Lukas Struppe and another student updated the committee on the following events at GHS: the successful Red Cross blood drive, cheerleaders’ national competition in Florida, and Awesome Gloucester presentations and awards.

Mayor Theken added that the city is working on the auditorium roof. She stated that no one wants to stop any activities that help educate our children and that theater is part of education.

However, safety comes first. She reported that there were no leaks after the snowstorm and she hopes that it continues that way. They are waiting for Representative Ferrante to set up an appointment with the state treasurer to apply for emergency funding to repair the roof. Finally, she noted that money is being put into the stabilization fund for maintenance of the schools.

VII. CONSENT AGENDA

A. Approval of Minutes

1. Program Subcommittee of February 24, 2016
2. School Committee and Executive Session of February 24, 2016
3. Special School Committee of March 2, 2016
4. School Committee of March 9, 2016
5. Personnel Subcommittee of March 14, 2016

B. Approval of Warrants – Cover Sheets

C. Approval of Transfers – February 17 to March 10, 2016

D. Referrals

E. Acceptance of Donations

1. Donation from Gorton's to Plum Cove School in the amount of \$300.00
2. Donation from Energy North, Inc. to GHS in the amount of \$500.00
3. Donation from Intel Corporation Charitable Match Trust in the amount of \$260.00

Chairman Pope removed Items A.4 and A.5.

Mr. Favazza stated that he reviewed the Open Meeting Law and it is his personal opinion that anything on the page that was not posted on the city website should not be acted upon by the committee. Therefore, he is going to abstain from any votes on items listed on page 2 of the agenda. He also stated that the police station is not a state-sanctioned posting site. Mayor Theken and Ms. Teixeira suggested that someone check into that because they do not believe it is correct.

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

VOTED: 6 in favor, 1 abstention (Mr. Favazza) to approve the Consent Agenda as noted above.

VIII. DELIBERATIONS ON EDUCATIONAL ISSUES/SUPERINTENDENT'S REPORT

- ### **A. Presentation on Elementary School Facilities – Dr. Safier presented a slide show containing information on each of the buildings, including a description of each of the elementary school buildings, including the new West Parish School, MSBA enrollment**

projections, capacity versus enrollment, demographics, and conceptual options. Dr. Safier noted that there is a differential of 151 students between MSBA's projections and actual enrollment. He also noted that an additional classroom has been added at the preschool to accommodate the influx of students.

The presentation included a map of city-owned property, and Chairman Pope noted that some of the properties may not be an appropriate site for a school. He stated that both the East Gloucester and Veterans School sites are very small and would most likely pose serious construction problems if we were to build a new school on either of them. Therefore, the committee is exploring all available sites in the city.

The presentation also included color-coded maps showing where students at each school reside. Chairman Pope pointed out that students at each of the schools are scattered across the city, which is a result of intradistrict school choice as well as special needs programs.

Chairman Pope stated that Dr. Safier will be submitting two Statements of Interest to the MSBA, one for East Gloucester and one for Beeman. He reported that East Gloucester was designated as being the priority; however, that is subject to change.

Chairman Pope stated that the next step will be for the School Committee to get an assessment from the DPW and Dore & Whittier about the conditions of the existing buildings, including the modulars. Finally, he reviewed the MSBA process.

- B. Public Input on Elementary School Facilities** – Dr. Imel reviewed the process of building the new West Parish School and the compromises that had to be made to do so, stating that it was well worth it. She indicated that being located downtown has had its challenges but the community has embraced them. Finally, she thanked the committee for the investment they have put in West Parish.

West Parish PTO president Rachel Refalo expressed the importance of trusting in the process and indicated that the staff and students have enjoyed being in the downtown area.

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

1. Governor Signs Opioid Abuse Prevention Bill – Dr. Unobskey reviewed the health curriculum in the different grade levels. There was a discussion about professional development and the need to keep up on the latest trends in the use of narcotics.
2. Regional Substance Abuse Prevention Collaborative (SAPC) Meeting – Dr. Safier discussed the meeting he attended earlier today and reported that enrollment at Recovery High School is down.
3. Grade 10 MCAS Testing

4. Calendar of Events – Additional calendar event: “The Troll King” at Plum Cove School on May 26 at 7:00 p.m.

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

VOTED: 6 in favor, 1 abstention (Mr. Favazza) to accept the Superintendent’s Report.

IX. SUBCOMMITTEE REPORTS

A. Building & Finance Subcommittee Meeting of March 16, 2016 – Chairman Gross reported that the Building & Finance Subcommittee discussed the following matters at its meeting on March 16, 2016:

- Adjustment Counselors – Dr. Imel discussed the role of the adjustment counselor at West Parish, including the preventative work she does, and expressed her support for each school having an adjustment counselor.
- Student Meal Balances
- DPW Open and Closed Tickets
- Athletic Director’s Position – Benefits of full-time athletic director
- Authorization to pay an FY15 salary expense item from FY16 funds – Mr. Lafleur explained the situation requiring this action. (See B&F Subcommittee minutes).

After discussion, on a motion by Mr. Gross, seconded by Kathy Clancy, it was

VOTED: 5 in favor, 1 present (Mayor Theken), 1 abstention (Mr. Favazza) to authorize the CFO to request authorization from the City Council to pay an FY15 salary expense item in the amount of \$9,143.80 from FY16 funds.

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

VOTED: 0 in favor, 5 opposed, 1 present (Mayor Theken), 1 abstention (Mr. Favazza) to reconsider the motion to authorize the CFO to request authorization from the City Council to pay an FY15 salary expense item in the amount of \$9,143.80 from FY16 funds. The motion failed.

X. ACTION

- A. First Reading of Restraint Prevention and Behavior Support and Procedures Policy** – Ms. Teixeira discussed the new policy, which was reviewed by the Personnel Subcommittee at its meeting on March 14, 2016. Without objection, the actual reading of the policy was waived.

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

VOTED: 6 in favor, 1 abstention (Mr. Favazza) to approve the first reading of the Restraint Prevention and Behavior Support Policy and Procedures, File JKAA.

- B. To Authorize the CFO to request approval from the City Council to Pay a Salary Expense in the amount of \$9,143.80 from FY16 Funds** – See IX.A.

- C. Approval of 2016-2017 School Calendar** – Dr. Unobskey reported that no modifications were made to the calendar.

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

VOTED: 6 in favor, 1 abstention (Mr. Favazza) to approve the 2016-2017 School Calendar.

- D. Acceptance of Gloucester Education Foundation Grant** – On a motion by Ms. Teixeira, seconded by Kathy Clancy, it was unanimously

VOTED: 7 in favor, 0 opposed to accept a grant from the Gloucester Education Foundation in the amount of \$1,000.00 to the Gloucester High School DECA program.

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

VOTED: 0 in favor, 7 opposed to reconsider acceptance of the above-referenced grant. The motion failed.

- E. Approval of School Committee – City of Gloucester Rules of Procedure 2016** – Chairman Pope stated that the committee is required to vote on the Rules of Procedure every year.

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

VOTED: 7 in favor, 0 opposed to approve the Gloucester School Committee Rules of Procedure – 2016, as amended (see attached).

XI. DISCUSSION/OTHER COMMUNICATION/OLD AND NEW BUSINESS

- A. MSBA Project Update** – Dr. Imel stated that the West Parish site-based council took a tour of the new school and they are excited to be there in the fall. There was a discussion about moving in and planning the introduction of the new school to the community. Chairman Pope suggested establishing an ad hoc committee to plan that event, and Mr. Gross suggested that the building committee address when the best time would be for the public to go through the building.

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

VOTED: By Roll Call Vote

Mr. Favazza – yes
Mr. Gross – yes
Chairman Pope – yes
Ms. Sweet – yes
Ms. Teixeira – yes
Mayor Theken – yes
Kathy Clancy – yes

To enter into Executive Session at 8:42 p.m. for the purpose of discussing two arbitration cases with the GTA and to enter back into regular session for the purpose of adjournment only.

XIII. ADJOURNMENT – On a motion by Mr. Gross, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor 0 opposed, to adjourn the School Committee Meeting of March 23, 2016 at 9:20 p.m.

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

*Maria Puglisi
Recording Secretary*

**School Committee – City of Gloucester
Rules of Procedure 2016**

Robert's Rules of Order shall prevail on all matters not specifically covered by these Rules of Procedure.

Rule 1: Meetings

- A. Regular School Committee meetings shall be held on the 2nd and 4th Wednesday of each month and shall begin at 7:00 p.m. unless notice states otherwise. Or the School Committee may change the date and meeting time with advance notice in accordance with the Open Meeting Law.
- B. All regular meetings shall be concluded at or before 11:00 p.m. unless extended as follows: The first extension of the meeting shall require a majority vote of the School Committee members present and shall not exceed thirty (30) minutes in length. Subsequent extensions during the same meeting shall be approved by a unanimous vote of the School Committee members present. If necessary, the meeting shall be continued to another evening.
- C. Special meetings of the School Committee may be called in accordance with Section 4-6 of the City Charter.
- D. When a School Committee member is unable to be present or his or her arrival will be delayed at a School Committee or Standing Committee meeting, he or she shall report same in advance to the School Committee or Standing Committee Chair. Remote participation shall be allowed in accordance with the Open Meeting Law's remote participation provision.

Rule 2: Order of Business

The following list establishes the Order of Business for regularly scheduled School Committee meetings. It is understood that in special situations, the School Committee Chair may rearrange the agenda in the interest of public convenience.

- 1. Call to Order/Statement of Mission
- 2. Flag Salute
- 3. Oral Communications*
- 4. Recognitions
- 5. Student Advisory Council
- 6. Consent Agenda
 - a. Approval of Minutes from Previous School Committee and Standing Committee meetings
 - b. Schedule of Future Meetings
 - c. Acceptance of Grants and Gifts
 - d. Approval of Field Trips

7. Reports and Deliberations
 - a. Educational Issues
 - b. Superintendent's Report
 - i. Accept Superintendent's Report
8. Standing Committee Reports
 - a. Items listed under 9 Action may be brought forward with Standing Committee reports.
9. Action **
10. Discussion/New Business ***
11. Other Communications
12. Executive Session as needed
13. Adjournment

*Oral Communications: The public shall have the opportunity at every regular School Committee meeting to be heard under Oral Communications. Oral Communications shall allow any resident who has a request or complaint of any nature relative to School Committee business to appear before the School Committee, state their problem without debate, and the matter may be referred to the proper subcommittee. For items that are on the agenda, members of the public may address the Committee with the permission of the Chair. Persons speaking under Oral Communications shall be limited to three minutes each and shall submit a copy of their prepared communication to the Recording Secretary. The School Committee Chair shall not allow complaints as to individual performance or character.

- **List here all known items that may require action, but action is not required on all items. Listed in section 9 will be the following.
- a. Action items that are known, including all Standing Committee votes taken prior to the Friday before a Wednesday School Committee meeting.
 - b. Items that may flow from the Superintendent's Report and/or Standing Committee reports that may require action.
 - c. All items on Standing Committee agendas since the last School Committee meeting and posted prior to the Friday before a Wednesday School Committee meeting.

- ***List here:
- a. Discussion items that were not reasonably anticipated by the Chair.
 - b. Not all items listed here require discussion.
 - c. Items not listed may be brought up in accordance with M.G.L. c.30A, sec.18-25, Open Meeting Law.
 - d. Referrals to Standing Committees or the Administration are the only actions permitted in Section 10.

Rule 3: Agenda Procedure

- A. The School Committee Chair shall set the regular School Committee meeting agenda and deliver said agenda to the Central Office in accordance with Rule 3-(B). Standing Committee Chairs shall set Standing Committee agendas and deliver said agendas to the Central Office seventy-two (72) hours prior to the meeting time.

- B. All matters to be presented at regular School Committee meetings shall be filed timely with the Superintendent's Office no later than 4:00 p.m. on the Thursday preceding regular Wednesday School Committee meetings, and must be received as in accordance with the time lines prescribed in the Open Meeting Laws or the matter will be held over to the next regularly scheduled School Committee meeting. Emergencies according to City Charter Section 10-9 (d) are the exception hereto.
- C. Standing Committee reports shall be delivered to the School Committee with the agendas as part of the Committee's packets. Standing Committee minutes may be distributed under a separate cover. Reports of Standing Committee(s) meetings held after 4:00 p.m. on the Thursday preceding regular School Committee meetings shall not be considered until the next regular meeting (except by majority vote of the Committee).
- D. The Central Office shall arrange delivery of the agendas and School Committee packets to the School Committee Members on the Friday preceding the regular School Committee meetings.
- E. Whenever correspondence, written reports or other pertinent documents are received by the School Committee Chair or individual Member (in the name of the City, District or the Committee), copies of said document(s) shall be filed with the Central office for inclusion on the next School Committee calendar of business and, when possible, copies shall be forwarded to individual School Committee Members.

Rule 4: Rules of Debate

School Committee debate shall be guided by the Committee Chair within the following constraints.

- A. No Member shall speak more than once on the same question until all other Members desiring to speak have spoken.
- B. No Member shall have or hold the floor for more than three (3) consecutive minutes during debate on the same question, and;
- C. If a Member wishes to question a member of the audience, including District/City employees, said Member shall go through the Chair and the Chair shall ask the other Members if there is any objection.
- D. No Member shall discuss any individual or company in a derogatory manner upon if permitted by law.

Rule 5: Manner of Voting

Roll Call votes shall be conducted in the following manner: The Recording Secretary shall call the name of each Member in alphabetical order. The first name on the roll call shall be rotated at every new meeting.

Rule 6: Committees

- A. Standing Committees shall be established as set forth in City Charter Section 4-7 a, b, c and d.
- B. When a member of a Standing Committee is absent, the Standing Committee Chair should appoint an alternate Member (in descending order from alternate list) of said committee with full voting authority.
- C. Ad Hoc Committees may be established by a majority vote of the full School Committee, the members of which shall be appointed by the School Committee Chair.
- D. Should a Standing Committee schedule a daytime meeting and any School Committee Member objects, the meeting shall be rescheduled to an evening meeting.
- E. All subcommittee referrals shall be heard at subcommittee within a reasonable amount of time.

Rule 7: Minutes

- A. Minutes of School Committee and Standing Committee (see sec. 7.A.a and b below) meetings shall go before the full School Committee at a regularly scheduled meeting.
 - a. Minutes of the Standing Committees shall be put forward for approval as part of the full Committee's consent agenda. After any corrections or omissions are rectified without objection the Standing Committee minutes shall be approved. If there is objection, the minutes are referred back to the appropriate Standing Committee for approval.
 - b. Draft minutes may be sent to the appropriate Standing Committee Chair for a preliminary review.
 - c. Minutes of Executive Sessions should be released when the reason for the Executive Session no longer exists.

Rule 8: Public Hearings

- A. All public hearings conducted by the School Committee shall proceed with the following format, which shall be printed on the back of the meeting agenda.

Notes for Participants

1. If you wish to speak, please line up at the microphone at the front of the Auditorium. You will have up to three (3) minutes to speak.
2. If you speak, please begin by stating your name clearly.
3. Comments will be restricted to adults.
4. A record of comments and suggestions will be made for consideration at the School Committee Meeting on XX/XX/XXXX
5. If you have brought a prepared statement, please hand it to the Committee's Recording Secretary to be included as part of the public record.

Rule 9: Midterm Election of Officers

Whenever a vacancy of a School Committee officer (Chairman, Vice Chairman, Secretary) occurs either through death, School Committee resignation, or just resignation of the office position, the School Committee shall elect from one of their own membership a replacement, following the same procedure as is stated in Section 4-2 of the City Charter.

Rule 10: Suspension of Rules

These Rules of Procedure may be suspended from time to time by majority roll call vote of the School Committee.

Robert's Rules of Order shall prevail on all matters not specifically covered by these Rules of Procedure

Adopted by School Committee: March 23, 2016