

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**School Committee Meeting Minutes**

Wednesday, June 26, 2013

City Hall – Kyrouz Auditorium

7:00 p.m.

**Members Present**

Jonathan Pope, Chairman  
Val Gilman, Vice Chairperson  
Kathy Clancy, Secretary  
Melissa Teixeira  
Roger Garberg  
Tony Gross  
Mayor Carolyn Kirk (7:07 p.m.)

**Administration Present**

Dr. Richard Safier, Superintendent  
Gregg Bach, Assistant Superintendent

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Recorded by Cape Ann TV

- I. **CALL TO ORDER** – Chairman Pope called the meeting to order at 7:02 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 noted that the committee has a lot of work to do tonight.
- V. **RECOGNITIONS** – Mrs. Gilman recognized recent graduate Sophia Black for receiving the 2013 Boston Globe Phelps Scholar Athlete of the Year award. Sophia was a Northeastern Conference all-star in cross-country, basketball and softball, graduated 12th in her class of 234, was in the National Honor Society, and plays the cello.
- VI. **STUDENT ADVISORY COUNCIL** – None present.
- VII. **CONSENT AGENDA**
  - A. **Approval of Minutes**
    - 1. Amended Special School Committee Minutes of June 5, 2013
    - 2. School Committee and Executive Session of June 12, 2013 (Confidential)
    - 3. Program Subcommittee of June 14, 2013
    - 4. Building & Finance Subcommittee of June 20, 2013
    - 5. West Parish Ad Hoc Committee of June 24, 2013

- B. Approval of Out-of-State Field Trip** – To approve an O’Maley Innovation Middle School out-of-state field trip to the Gulf of Maine Research Institute, Portland, Maine on September 11, 12, 16, 17 and 19, leaving each day at 10:30 a.m. and returning by 5:30 p.m.

On a motion by Mrs. Gilman, seconded by Mr. Garberg, 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. Vote to Submit the Preliminary Design Program to the MSBA** – Kevin Buckley of KBA reported that Dore & Whittier has been working on the preliminary design phase of the project, which brings before the MSBA four schemes that would have validity for resolution of the West Parish site. MSBA will then look at that submittal and approve moving into the schematic design phase. At that point, the designers will further develop the four schemes, and the schematic design report will be submitted to the MSBA by August 8th. The School Committee would need to meet a day or two before that date to approve that submission.

Brad Dore reviewed progress on the project to date, including an existing conditions review of both the West Parish and the Fuller School sites and preparation of 12 options, four of which were recommended by the building committee. The next step will be to refine the four options and go back to the MSBA with a preferred schematic design. At that point, the MSBA board will vote on whether they agree with that design and would then authorize moving into the schematic design phase. Finally, the design would be refined and an estimate would be developed.

Michelle Rogers reviewed the four identified schemes that were recommended by the building committee, namely:

- Additions/Renovations to Existing West Parish Building – Center portion of the building would need to be removed and replaced with spaces that meet MSBA guidelines. Wing on right-hand side and kindergarten rooms on left-hand side would need to be renovated. Exterior walls, roof, and all electrical, mechanical and plumbing systems would need to be replaced. No increased parking (61 spaces); only one ballfield; increased construction time.
- New School at Rear of West Parish Property (on back field) – Three-story academic wing; only one ballfield; 88 parking spaces; increased permitting time.
- New School at Front of West Parish Property (where existing building is) – Three-story academic wing; students would have to move off-site; includes both baseball and pee wee ballfields and 83 parking spaces.

- Renovations to Fuller School Site – Would require installation of fire wall between the school and unused portions of the building. Entire building would have to be brought up to code (sprinklers installed, replacement of mechanical, electrical and plumbing systems, asbestos removal). Dedicated ballfields require removal of some parking spaces and a portion of the building. Site would be shared with public safety building.

Ms. Rogers indicated that all of the designs were based on an enrollment of 380 students due to the influx of charter school and St. Ann’s students. The MSBA has not yet confirmed that enrollment number. However, they agree that the number has to increase and stated they will get it up as close as they can to 380. If a lower enrollment number is approved, that square footage will likely be taken off the cafeteria and/or gymnasium space.

Chairman Pope read the letter from the MSBA regarding completion of the feasibility study preliminary design program.

After discussion, on a motion by Ms. Teixeira, seconded by Mrs. Gilman, it was unanimously **VOTED**, 7 in favor, zero opposed, as follows:

The Gloucester School Committee has completed its review of the feasibility study preliminary design program for the West Parish School project, and on June 26, 2013 the School Committee voted to approve and authorize the Owners Project Manager to submit the feasibility study and related materials to the MSBA for their consideration.

Mayor Kirk stated for the record that the deliverables so far have exceeded the School Committee’s expectations. She believes it is very important that as we go through the process, we hit the expectations of not only the School Committee but the City Council, as well. She noted that the approved options take into consideration an evaluation of alternatives, including an alternative for the Fuller School, which is what was committed to when the feasibility study was voted by the City Council.

**B. Superintendent’s Report** – Dr. Safier updated the committee on the following matters:

1. Statehouse Conference on Computer Science Instruction in Secondary Schools
2. O’Maley Grade 8 Closing Ceremony
3. Update on Review of Gloucester School Committee Policy Manual
4. Administration’s Leadership Retreat
5. Update on DESE Core 2012-13 Initiatives
6. ELA and Mathematics Frameworks
7. Educator Evaluation
8. SEI Endorsement Course

On a motion by Kathy Clancy, seconded by Mrs. Gilman, it was unanimously

**VOTED:** 7 in favor zero opposed, to accept the Superintendent’s Report.

## IX. SUBCOMMITTEE REPORTS

**A. Building & Finance Subcommittee of June 20, 2013** – Chairperson Clancy reported that the Building & Finance Subcommittee discussed the current outstanding balances on student meal accounts at its meeting on June 20, 2013. Mr. Garberg reported that he spoke to Dan Ariely of Duke University, a behavioral economist who has dealt with issues of honesty and ethics in economic behavior. Mr. Ariely gave Mr. Garberg some suggestions on dealing with the outstanding meal account balances.

**B. Ad Hoc West Parish Communications Committee of June 24, 2013** – Chairperson Gilman reported that she and Kathy Clancy updated Mayor Kirk regarding the June 14th Program Subcommittee meeting. The committee also discussed increasing parent and community awareness, including communicating about the K-5 capital investment project. Mayor Kirk reported on what she learned at several elementary school PTO meetings. She noted that one parent suggested renaming the K-5 Capital Study Project something more inclusive so that everyone understands what it is about.

After discussion, on a motion by Mrs. Gilman, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor zero opposed, that the K-5 Capital Study Project be entitled “The 21st Century Elementary Education Initiative for the Gloucester Public Schools.”

Chairperson Gilman indicated that the ad hoc committee will be meeting again on August 5, 2013.

**C. Personnel Subcommittee of June 25, 2013** – Chairperson Teixeira reported that the Personnel Subcommittee discussed the Superintendent’s contract and salary adjustment at its meeting on June 25, 2013.

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

**VOTED:** 7 in favor zero opposed, to amend the Superintendent’s contract by:

- (a) Changing the date in the third paragraph of Section 3 from the 30th day of June to the 31st day of December;
- (b) Deleting the first paragraph of Section 5 and replacing it with the following: “The Committee and the Superintendent shall mutually agree on an evaluation system that includes a set of goals and objectives, including measurable outcomes and dependencies, on or before January 31st for the next calendar year. These shall be utilized by the Committee as part of the Superintendent’s evaluation;

- (c) Inserting the following paragraph as the second paragraph of Section 5: “The Superintendent will prepare and present a Mid-Cycle Goal Review report, and the Committee will review the report in a public meeting on or before August 15th; and
- (d) Deleting the word “beginning” in the first sentence of the last paragraph of Section 5 and changing the date in that sentence to December 31st.

Dr. Safier noted that the above changes are consistent with the Massachusetts Model System for Educator Evaluation.

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

**VOTED:** 7 in favor zero opposed, to waive the sentence in Section 3 of the Superintendent’s contract stating that “The Superintendent’s compensation shall not be set prior to the completion of the Superintendent’s annual evaluation” and to increase his salary by 1.5% for FY13.

Chairman Pope noted that because of a timing issue, the committee needs to waive its right to reconsider the above vote.

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

**VOTED:** By Roll Call Vote

Mr. Garberg – no  
Mrs. Gilman – no  
Mr. Gross – no  
Mayor Kirk – no  
Chairman Pope – no  
Ms. Teixeira – no  
Kathy Clancy – no

Not to reconsider the Committee’s vote to waive the sentence in Section 3 of the Superintendent’s contract stating that “The Superintendent’s compensation shall not be set prior to the completion of the Superintendent’s annual evaluation” and to increase his salary by 1.5% for FY13.

Ms. Teixeira made a motion, seconded by Chairman Pope, to adopt the Massachusetts Model System for Educator Evaluation, Parts III and VI, as the tool for evaluating the Superintendent. The motion was tabled until the August 7th School Committee meeting.

**X. ACTION**

**A. Approval of Contracts**

1. Noon Supervisors – Approved on June 5, 2013.
2. Gloucester Association of Educational Paraprofessionals – Approved on June 5, 2013.
3. Gloucester Teachers’ Association – Approved on June 5, 2013.
4. Bus Monitors – Ms. Teixeira noted that the Bus Monitors have ratified their contract.

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

**VOTED:** 7 in favor zero opposed, to approve the contract between the Bus Monitors and the Gloucester School Committee from July 1, 2012 to June 30, 2014, with the following conditions:

- (a) Effective July 1, 2012, increase salary by 1.5%;
- (b) Effective July 1, 2013, increase salary by 2%;
- (c) Effective immediately, all salary payments will be made by direct deposit with email notification of such deposits;
- (d) Effective upon execution of a Memorandum of Agreement, the Bus Monitors’ contract will be severed from the Crossing Guards group, with all articles and terms of the contract being in full force and effect;
- (e) Unit employees will exchange the holidays of Good Friday and Patriots’ Day and insert the Fourth of July and the day after Thanksgiving as holiday pay;
- (f) Change assistant superintendent language to Director of Finance and Operations throughout the contract; and
- (g) Remove effective dates.

5. Nurses – Ms. Teixeira reported that the negotiating team was unsuccessful in settling a three-year contract with the nurses. However, they will be meeting in August to continue negotiations. The nurses have ratified the following contract.

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

**VOTED:** 7 in favor zero opposed, to enter into a one-year contract with the Nurses Association from September 1, 2012 to August 31, 2013, with the following terms:

- (a) Effective September 1, 2012, general wage increase of 1.5%;
- (b) Effective with the first payroll after ratification of the agreement, direct deposit with email notification of such deposits;
- (c) Delete September 1, 2011 from first paragraph of Article 12 and replace with September 1, 2012;
- (d) Delete August 31, 2012 from first paragraph of Article 12 and replace with August 31, 2013; and
- (e) Delete September 1, 2011 through August 30, 2012 from line 2 of the second paragraph of Article 12 and replace with September 1, 2012 through August 31, 2013.

- B. Approval of District Improvement Plan** – Mr. Bach stated that he misunderstood that enhancement of the district home page was to be included in Strategic Objective 4 of the District Improvement Plan. He reviewed the minor rewording of the first goal in Strategic Objective 2. Mr. Garberg indicated that his intent in requesting the rewording was to change it from describing what we are trying to do to how we are going to get there.

After discussion, on a motion by Mrs. Gilman, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor zero opposed, to approve the District Improvement Plan as recommended by the Program Subcommittee on May 31, 2013, to include updating of the district home page in Strategic Objective 4, including deleting old material.

Mrs. Gilman thanked Dr. Safier and Mr. Bach for their work on the District Improvement Plan.

- C. Second Reading of Homework Policy, File IKB** – This policy was amended at the June 12, 2013 meeting.
- D. Approval of Student Handbooks** – Dr. Safier reviewed the major areas added to the handbooks by counsel or modified by them. Ms. Teixeira questioned why provisions regarding suspension or expulsion for a felony charge or conviction were not included in the elementary school handbooks. Dr. Safier indicated that he would follow up on that matter and notify the committee. He also recommended that internet acceptable use policies be included in the GHS and O’Maley handbooks. Finally, Dr. Safier noted that the handbooks are legal documents and need to be handed out on the first day of school.

Mrs. Gilman requested that any references to “parent” in the handbooks be changed to “parent/guardian.” She also requested that the administration consider including a school dress code in future editions of the elementary school handbooks. Dr. Safier

agreed that even though it is not enforceable by law, it makes sense to have it in the handbooks and to ask parents/guardians for their compliance.

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

**VOTED:** 7 in favor zero opposed, to approve the handbooks for Gloucester High School, O'Maley Innovation Middle School, and the elementary schools as presented, noting the above concerns of the committee.

Mr. Garberg suggested that the guide to formatting papers and documenting sources be pulled out of the handbook or be placed at the end of the handbook where it could be easily referenced. Mrs. Gilman suggested that the hazing and bullying policies be reviewed by the Program Subcommittee in the fall since counsel's notes indicate that portions of the policy may not be consistent with state law.

- E. Approval of School Committee Overarching SMART Goals** – Chairperson Gilman reported that the Program Subcommittee reviewed and revised the SMART goals at its meeting on June 14, 2013. She noted that she and Kathy Clancy reviewed the District Improvement Plan (DIP) to ensure consistency with the School Committee's Overarching SMART Goals.

After discussion, on a motion by Mrs. Gilman, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor zero opposed, to approve the School Committee Overarching SMART Goals.

Kathy Clancy noted that since this is a living document, it should be reviewed and revised periodically as necessary.

- F. Approval of Frequently Asked Questions for West Parish MSBA Building Project** – Chairperson Gilman reported that the Program Subcommittee reviewed and revised the West Parish FAQs at its meeting on June 14, 2013 and added a first question which is answered by the OPM's talking points. She recommended that the email address in the last paragraph before the FAQs be changed to Chairman Pope's email address since the current link does not work.

After discussion, on a motion by Mrs. Gilman, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor zero opposed, to approve the Frequently Asked Questions and Answers for the West Parish/MSBA Building Project, to include another question on the benefits of a renovated or new West Parish School with the talking points as the answer, to change the [committeeresponds@gloucester.k12.ma.us](mailto:committeeresponds@gloucester.k12.ma.us) email address to [jpope@gloucester.k12.ma.us](mailto:jpope@gloucester.k12.ma.us), and to make the following changes to the upcoming key dates:

- (a) Change Submission of Preferred Design Plan to MSBA to June 2013;
- (b) Add Submission of Preferred Design on August 8, 2013; and
- (c) Delete Feedback from MSBA on Preferred Design Plan from MSBA, TBD.

Mrs. Gilman emphasized the importance of having current updated information on the web site and recommended that committee members encourage community partners to look to the web site as a place with current information on the project. Dr. Safier reported that he will be sending out periodic MSBA updates to the entire school community.

**G. Approval to Expand West Parish MSBA Building Project Section of District Website – Withdrawn.**

**H. Reduction in FY14 School Budget –** Dr. Safier reviewed the FY14 budget summary and reductions. After discussion, on a motion by Kathy Clancy, seconded by Ms. Teixeira, it was unanimously

**VOTED:** By Roll Call Vote

Mr. Garberg – yes  
Mrs. Gilman – yes  
Mr. Gross – yes  
Mayor Kirk – yes  
Chairman Pope – yes  
Ms. Teixeira – yes  
Kathy Clancy – yes

To reduce the FY14 school budget by \$707,602.00 by making the following reductions:

Health insurance savings	\$100,000.00
IT Integration Specialist	\$ 64,733.00
World Languages 0.6 to 0.2	\$ 15,815.00
SPED Tuition Prepay	\$316,932.00
O'Maley SPED teacher	\$ 80,666.00
O'Maley Grade 7 teachers (2)	\$129,456.00

**I. Approval of FY14 School Budget –** After discussion, on a motion by Kathy Clancy, seconded by Chairman Pope, it was unanimously

**VOTED:** By Roll Call Vote

Mr. Garberg – yes  
Mrs. Gilman – yes  
Mr. Gross – yes  
Mayor Kirk – yes  
Chairman Pope – yes  
Ms. Teixeira – yes  
Kathy Clancy – yes

To set the FY14 school budget in the amount of \$36,998,751.00.

Kathy Clancy thanked the City Council, particularly Paul McGeary and the Budget & Finance Committee, for taking an interest in the school budget and understanding the needs of the district and the pressures put on teachers. Chairman Pope echoed that appreciation to the City Council and administration and stated that he is pleased that the positions in Tier 2 were able to be retained. Mayor Kirk noted that it is a vote of confidence for the Superintendent, who made the case on the educational program improvements.

- J. Non-Union Salary Increases** – After discussion, on a motion by Ms. Teixeira, seconded by Kathy Clancy, it was unanimously

**VOTE:** 7 in favor zero opposed, to increase compensation for all non-union employees by 1.5% for FY13 and 2% for FY14.

There was a discussion about whether or not non-union employees are paid by direct deposit.

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

**VOTED:** By Roll Call Vote

Mr. Garberg – no  
Mrs. Gilman – no  
Mr. Gross – no  
Mayor Kirk – no  
Chairman Pope – no  
Ms. Teixeira – no  
Kathy Clancy – no

Not to reconsider the Committee’s vote to increase compensation for all non-union employees by 1.5% for FY13 and 2% for FY14.

- K. Preschool Facilities** – Kathy Clancy made a motion, seconded by Mr. Gross, to request that the city administration report on the progress of securing alternate facilities for the preschool and/or their plan to update the existing facilities, with certification from the

health department and the building inspector that it is healthy and safe for our children, prior to the start of school in September. Mayor Kirk provided the following report:

The city is engaging in ongoing discussions with the owner of the property that has been requested by the School Committee and is evaluating alternatives for funding the request. If a funding source is identified, it will be put forward to the City Council in the next Mayor's Report, which is due on Monday. The message from the administration to the City Council will be that they are in receipt of the request from the School Committee and they are honoring the request with a funding source. However, the School Committee will have to make the case with the City Council about why it is important that the facility be addressed prior to the beginning of the school year. Finally, Mayor Kirk noted that the administration does not have a plan to update the existing preschool facility.

In light of this report from the Mayor, Kathy Clancy withdrew her motion.

- L. K-5 Capital Study Project** – See Item IX.B.
- M. Superintendent's Contract** – See Item IX.C.
- N. Superintendent's Compensation** – See Item IX.C.
- O. Tool for Evaluating Superintendent** – See Item IX.C.

**XI. DISCUSSION/OTHER COMMUNICATION/NEW BUSINESS**

- A. MSBA Update** – See Item VIII.A.
- B. Letter from DESE Office for Nutrition, Health and Safety Program (6/3/13)**
- C. K-5 Capital Study Project** – Kathy Clancy requested an update from the city on the status of this project, and Mayor Kirk indicated that she is not prepared to report on the matter at this time. Chairman Pope asked to whom the contractor would report, and Mayor Kirk indicated that since she signed the contract, they would report to the city administration. However, the reporting should be coordinated with the School Department. Dr. Safier stated that Dore & Whittier met with the four elementary school principals on Monday and within the next week or two they will be doing an assessment of the facilities.
- D. Visitor Stands at Newell Stadium** – Mrs. Gilman expressed concern that there is not enough money to finance visitor stands this year. Chairman Pope explained that in order to assure that the project was built, several additional items were prioritized, including the visitor stands. Mayor Kirk stated that the budget for the project was \$3.5 million, of which the city contributed \$1.5 million. As the estimates have come in, trade-offs were made on the recommendation of the building committee. Chairman Pope noted that there is more seating capacity in the new stadium than there was in the old stadium with the two separate stands, and Kathy Clancy stated that there is still

space on the site to allow for the possibility of visitor stands in the future. Ms. Teixeira noted that she has also heard about the possibility of using portable bleachers.

- E. Email from Editor** – Mrs. Gilman reported that she asked the editor of the Gloucester Daily Times to make a correction to his June 17th editorial in which he inferred that Kathy Clancy was implicated in the email exchange between Mr. Garberg and Lisa Fornero. Mrs. Gilman reminded the committee that in Mr. Garberg’s apology to the committee and the public, he was very clear that speculation that Kathy Clancy was part of an ongoing conversation about this or other School Committee business is without foundation and is simply incorrect.

In reply to Mrs. Gilman’s request, the editor stated that, “You should be aware that there is at least some thought, including on the committee, that he indeed meant to send it to Kathy and simply hit ‘Reply’ to Fornero instead of ‘Forward.’” Mrs. Gilman stated that she is disappointed that a member or members of the committee spoke to the editor about this matter or spoke to someone else who reported it to the editor. She believes that the committee has not been fair to one of its members. In addition, since it is an election year, it is going to be very easy for the Gloucester Daily Times to not endorse people. She apologized for asking Chairman Pope to look into this matter because the committee recently recognized the importance of honoring the agreed-upon operating protocols and agreed to take responsibility for reminding each other when they get off track. She believes the committee is now off track, and she is disappointed.

Mr. Gross indicated that he received a similar email from the editor, and he believes both emails are baseless. He stated that there is no proof that anyone on the committee has spoken to the editor.

Chairman Pope stated that this is not the correct forum for discussing the matter, and Mrs. Gilman asked when the committee could discuss it if it continues to affect members’ reputations in the community. Mayor Kirk stated that it is not appropriate for the committee to address rumors or allegations that are from third parties. Chairman Pope stated the committee can discuss the matter if there is a substantiated document other than the editor’s email inferring that he has talked to somebody.

*(Mayor Kirk left the meeting at 9:25 p.m.)*

Mr. Garberg believes that, based on the feedback he has heard from the community, there is a real problem with perception of integrity on the committee, especially regarding respectful communication among members of the committee and between members and the community. He noted that Jason Grow wrote to the committee on June 5th concerning an issue of respectful communication that he hoped would be addressed in the censure vote at the last meeting. Mr. Grow wrote to remind the committee that he was the recipient of a very offensive email from the Mayor, which Mr. Garberg circulated and submitted for the record. Chairman Pope indicated that that matter is not School Committee business.

*(Ms. Teixeira left the meeting at 9:26 p.m.)*

Mr. Garberg contended that communication between a member of the School Committee and the public is School Committee business. Mrs. Gilman requested that the matter be referred to governance. Chairman Pope noted that governance workshops have been completed. He suggested that the committee call a special meeting and invite Dorothy Presser of MASC to work with the committee as a group.

- F. Sawyer Medal Policy** – Chairman Pope referred the Sawyer Medal Policy back to the Program Subcommittee because it is not consistent with current practice.

**XII. EXECUTIVE SESSION** – None.

**XIII. ADJOURNMENT** – On a motion by Chairperson Pope, seconded by Mrs. Gilman, it was unanimously

**VOTED:** 5 in favor zero opposed, to adjourn the School Committee Meeting of June 26, 2013 at 9:30 p.m.

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

*Maria Puglisi  
Recording Secretary*