

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**School Committee Meeting Minutes**

Wednesday, August 27, 2014

Superintendent's Conference Room – District Office

7:00 p.m.

**Members Present**

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

**Administration Present**

Dr. Richard Safier, Superintendent  
Gregg Bach, Assistant Superintendent  
Hans Baumhauer, Director of Finance  
and Operations  
Dr. Telena Imel, West Parish Principal

**Also Present**

Mike Hale, Director of Public Works  
Jim Hafey, Facilities Manager

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 highlighted several new initiatives that are being put into effect this year, such as the new math program and the 1:1 technology initiative in Grade 8.
- V. RECOGNITIONS** – None.
- VI. GHS STUDENT ADVISORY COUNCIL** – None present.
- VII. CONSENT AGENDA**
- A. Approval of Minutes**
1. School Committee and Executive Session of August 13, 2014
  2. Building & Finance Subcommittee of August 20, 2014
  3. School Committee Governance Workshop of August 18, 2014
- B. Approval of Warrants** – Cover Sheets

**C. Acceptance of GEF Grants**

1. \$5,920.00 in support of Veterans' Memorial Elementary School 2014 Summer Literacy Program

**D. Approval of Transfers** – End-of-year transfers from June 20, 2014 to June 30, 2014, as presented to the Building & Finance Subcommittee on August 20, 2014

**E. Referrals**

1. Meal Payment Policy, File EFD, to be reviewed by the Building & Finance Subcommittee

Kathy Clancy removed Item A2 from the Consent Agenda.

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

**VOTED:** 7 in favor zero opposed, to approve the Consent Agenda as noted above.

**VIII. DELIBERATIONS ON EDUCATIONAL ISSUES/SUPERINTENDENT'S REPORT**

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

**B. Report on Conditions of the Buildings for School Opening** – With respect to East Gloucester Elementary School, Mike Hale reported that there are new sidewalks on both sides of Chapel Street and Davis Street Extension and both streets will be paved on Friday with a binder course. Jim Hafey updated the committee on school projects completed over the summer over and above the normal cleaning and inspections that take place every summer (see attached), and the committee discussed the following matters:

- Lack of lighting outside the music room door at Veterans where parents pick up students from the after school program
- Boiler replacement at O'Maley (partially funded by \$250,000 Green Communities grant)
- Locks on bathroom stall doors at O'Maley
- Fire danger as a result of combustibles placed on top of Univents
- Water infiltration in Science Wing classrooms at GHS
- Parking in fire lanes at elementary schools
- Mold – Mr. Hale stated that alleged mold at East Gloucester was tested and was not mold.
- Lock and door issues related to safety – Mr. Hale indicated that this is a major capital project and will have to be driven by the School Committee. Mr. Gross referred this matter to the Building & Finance Subcommittee.
- Outdoor classroom at East Gloucester
- Possibility of the GHS vocational students building a special education classroom/storage room at Plum Cove – Mr. Baumhauer stated that this project is not in the budget this year.

West Parish Principal, Dr. Telena Imel, updated the committee on the progress at the former St. Ann's School over the summer. She reported that there will be an open house for students and families from 4:00 to 5:30 p.m. tomorrow. Mayor Kirk indicated that there will be police coverage in the area at the beginning and end of school for the first four days and that Lieutenant McCarthy will be conducting a site walk of the area with Dr. Imel. Dr. Safier reported that the O'Maley parking lot will be painted to identify the area where West Parish students will be dropped off after school. He also indicated that the building inspector is waiting for several documents before conducting a final inspection at West Parish.

Finally, Dr. Safier updated the committee on the progress related to the modular units at Beeman, including inspections conducted, moving of boxes into the modulars, and a walk-through by Dore & Whittier on Monday to create a punch list. He noted that there was a delay in the shipping of the rooftop A/C units, which should be delivered by September 1st. If the units are not received by that date, portable A/C units will be provided until the new units arrive and are installed.

*(Dr. Imel left the meeting.)*

- A. Back-to-School Readiness Report** – Dr. Safier discussed the new positions and programs in the district, including the new math program, the new standards-based report card, a math coordinator at O'Maley, a theater arts teacher at GHS, the 1:1 technology initiative in Grade 8, the new teacher evaluation system, district-determined measures, etc. Mr. Bach discussed attendance and enthusiasm at the Chromebook distribution sessions for eighth graders and noted that there will be a more in-depth Q&A session in the near future. With respect to the new report card, Dr. Safier indicated that an informational letter for parents has been drafted and that he would like to use PTO nights in September and October to discuss the matter.

Dr. Safier indicated that he will be meeting with the teachers' union on September 19th to discuss the issue of MCAS versus PARCC. He noted that there is a likelihood that he will be asking the School Committee to reconsider its decision to stay with MCAS this year.

Dr. Safier reviewed new expenses for the district, including the BSRI program at Veterans which was previously funded by Race to the Top, professional development for the new math program, expenses associated with the move to the former St. Ann's School, an online credit recovery program, and special education costs associated with three move-ins in the last week.

Finally, Dr. Safier briefly reviewed the new hires for the school year.

- C. Safety and Security Update** – Dr. Safier stated that the emergency plans at each of the schools are in place and that he has asked the principals to touch base with their evacuation sites. He reported that Police Chief Campanello has recommended ALICE training as soon as possible for all school faculty. After a brief discussion of

the ALICE program, this matter was referred to the Program Subcommittee for review.

Dr. Safier reported that Chief Campanello also recommended the COPsync program, which allows for immediate communication between the police department and the schools via a computer or personal device. However, Dr. Safier noted that, according to the IT Department, the COPsync program is for PCs and most of the computers in the district are Macs. In addition, there is no cell service in the school buildings, so the program could not be used on a cell phone. Account management would also be an issue because the district cannot compel staff to allow placement of the application on their personal devices.

Finally, Dr. Safier reviewed a list of risk factors at the schools that were identified by Chief Campanello, including issues with doors and locks and missing blinds and shades. As stated earlier by Mr. Hale, the issues with the doors and locks will be a capital project involving the School Department, the city, and the DPW. Ms. Teixeira asked whether MSBA would possibly provide funding for the doors and locks, and Mr. Baumhauer indicated that the MSBA tends to fund efficiency projects, such as boilers, windows and roofs.

- D. Summer Professional Development** – Gregg Bach reviewed the summer professional development activities, including trainings, study groups, work groups, conferences, and curriculum development sessions.
- E. Leadership Retreat** – Mr. Bach reviewed the agenda of Day 1 of the Leadership Retreat held on August 26, 2014, which was focused on the new evaluation system. Dr. Safier reviewed the agenda of Day 2 of the retreat held on August 27th, which focused on discipline, documentation, bullying, and safety.
- F. Superintendent’s Report** – Dr. Safier updated the committee on the following matters:
  - 1. K-12 Insight’s “Let’s Talk!” – Dr. Safier reported that this communication program will be launched on the district website at the end of September. Some of the topics may include budget and finance, facilities, food service, health services, human resources, special education, student services, teaching and learning, technology, transportation, athletics, performing arts, PARCC, school choice, strategic planning, and student achievement. This program will allow the district to identify the amount of concern with respect to a particular topic and how quickly the district responds to those concerns.
  - 2. Superintendent’s Meeting with Essex County District Attorney – Dr. Safier reported that he asked about the synthetic drug issue at this meeting. The District Attorney responded that since it is a local concern, the City Council needs to act on it. Dr. Safier will look into how the City Council’s decisions on this matter will impact the School Department’s actions.

3. House Bill 3722: Unfunded Mandate Committee – Dr. Safier reported that he will be communicating with Representative Ferrante to express his support for this bill. Kathy Clancy suggested that the committee write a letter in support of this bill, as well.
4. MASS Draft Position: School Finance Position to Foundation Budget Review Commission, September 2014 – Dr. Safier indicated that he will be supporting this position. Chairman Pope suggested that the committee write a letter in support of this position, and Kathy Clancy stated that she believes it has been passed and is moving forward.
5. Chapter 284: An Act Relative to the Reduction of Gun Violence
6. Grade 8 1:1 Chromebook Meetings
7. New Teacher Orientation

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

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

#### **IX. SUBCOMMITTEE REPORTS**

- A. **Building & Finance Subcommittee Meeting of August 20, 2014** – Chairperson Clancy reported that the Building & Finance Subcommittee discussed the outstanding food service debt at its meeting on August 20, 2014. (See Item X.A below.)

#### **X. ACTION**

- A. **Meal Payment Policy, File EFD** – Mr. Baumhauer reported that any food service debt outstanding at the end of the year must be charged against the appropriation budget.

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

**VOTED:** 7 in favor zero opposed, to authorize the administration to enforce the Meal Payment policy, File EFD, by not extending credit to students beyond \$50.00 and by providing those students with an alternative meal.

Dr. Safier reviewed his intention of hiring monitors to work at the front of the lunch lines at O'Maley and the high school to check whether or not students have a significant outstanding balance. If so, the student would either pay cash or be offered an alternative meal, which would prevent those students from accumulating more debt. Dr. Safier stated that the plan is to begin at the high school and then phase in the procedure at O'Maley.

Chairman Pope stated that the POS system was never intended to extend credit to students. Rather, it was intended to provide a convenient way for parents to prepay for their child(ren)'s lunches. Kathy Clancy noted that the \$50.00 threshold represents approximately 15 lunches and is a much higher threshold than those in other districts. Dr. Safier reported that the debt owed by families who qualify for free or reduced lunch has been written off (approximately \$28,000), and Mr. Baumhauer assured the committee that the outstanding debt is owed by families who have the ability to pay and choose not to.

Mr. Gross stated that he believes the committee has a certain responsibility to recognize that the POS system is not working and recommended limiting lunch payments to cash only. Mr. Baumhauer indicated that the system, in fact, works well and that the majority of people use it properly and pay in a timely manner. Ms. Teixeira noted that while she does not like the idea of penalizing students for their parents' actions, she supported the motion because the committee has done everything possible to attempt to collect the outstanding debt and it has continued to increase.

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

- A. MSBA Project Update** – Kathy Clancy reported that the Interiors Committee met last week and chose a color palette for the new West Parish School. She described the colors and materials that will be used throughout the school. Dr. Safier indicated that he will ask Dore & Whittier to come and present pictures at a future School Committee meeting.

Chairman Pope noted that the contractor at the work site has complained that people have been walking onto the site and taking bricks. He reported that approximately 1,000 bricks have been delivered to the DPW yard for anyone who wants one.

- B. Groundbreaking at West Parish Elementary School** – Dr. Safier reported that the groundbreaking for the new school will take place on Wednesday, September 17, 2014 at 1:00 p.m.

**XII. EXECUTIVE SESSION** – On a motion by Ms. Teixeira, seconded by Ms. Sweet, 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  
Mayor Kirk – yes

To enter into Executive Session at 9:11 p.m. for the purpose of discussing settlement of a Level III GAEP grievance and to possibly come back into session to take a vote on the settlement.

**XIII. ADJOURNMENT** – On a motion by Ms. Sweet, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor zero opposed, to adjourn the School Committee Meeting of August 27, 2014 at 9:35 p.m.

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

*Maria Puglisi  
Recording Secretary*

VIII. B.

Summer 2014 School Projects  
DPW Facilities

All listed activities are in addition to

- normal deep cleaning that occurs every summer
- Fire alarm inspections
- Gutter and drain cleaning
- Boiler cleaning and inspection
- Elevator inspection
- Sprinkler inspection
- Generator service and inspection
- Roof top unit service
- Total air filter replacement

**East Gloucester-**

- Purchase of new condensate receiver and associated pumps to be installed in September/October, in-house
- Salvage of West Parish modular AC system, compatible with East Glou
- Window screen replacement
- Painted bathroom floors
- Installed room partitions
- Ceiling tile replacement

**Veterans-**

- **No major projects due to high occupancy during summer**

**Beeman –**

- Numerous door repairs and replacement
- Bathrooms painted
- Floor tiles replaced where needed

**O'Maley-**

- Numerous painting projects with/without prisoners
- 4" Gas main run to Boiler room
- Boiler replacement awarded, install this year
- Total plexi glas replacement with ¼ laminated safety, completed by October
- Motor replacement on several roof exhaust vents
- First summer with new AC unit, started in June
- Massive ceiling tile replacement program - ongoing
- Bathroom partition replacements this fall
- Install smart boards/white boards

**GHS-**

- Fixed 20+ leaks in roof
- Tended to 100% of double hung windows (618), installed tamper-proof tilt screws, replaced dozens of balances, tuned and lubricated all the slides, secured all suspect windows
- Painted and repaired walls damaged by water in several classrooms in Science Wing
- Rehab of Mens/Womens Locker Room
- Total exterior door tune up (3 need replacement)
- Bathroom partition projects this Fall

**Plum-**

- Ceiling tile replacement
- Bathroom lock replacement
- ADA ramp handrails install
- Install AC in principals office