



**THE GLOUCESTER PUBLIC SCHOOLS**

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**SCHOOL COMMITTEE MEETING**

Wednesday, October 24, 2012

7:00 pm

City Hall — Kyrouz Auditorium  
9 Dale Avenue, Gloucester, MA 01930

**AGENDA**

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- I. CALL TO ORDER/Statement of Mission**
- II. SALUTE TO THE FLAG**
- III. ORAL COMMUNICATIONS**
- IV. COMMENTS FROM THE CHAIRPERSON**
- V. RECOGNITIONS**
- VI. GHS STUDENT ADVISORY COUNCIL**

*Abigail Avila, Cody Eaton, Kimberly Foster, Erin Jermyn, Trina Lafata, Andrew Latassa, Melodie Orrell, Ariana Puopolo, Kevin Rogers*

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**VII. CONSENT AGENDA**

**A. Approval of Minutes**

- \*1. Program Sub-Committee of October 3, 2012
- \*2. School Committee of October 10, 2012
- \*3. Special Program Sub-Committee of October 19, 2012

**\*B. Acceptance of Scholarship**

To approve the Boucher Family Academic/Athletic Scholarship in the amount of \$500.00.

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

### \*A. Superintendent's Report

## IX. SUB-COMMITTEE REPORTS (Items listed under X. ACTION may be brought forward with reports)

### A. **Building & Finance Sub-Committee Meeting of October 17 2012** — Chairperson Clancy

*Agenda: Proposed Free Cash Requests; Deeming Fuller Surplus; Monthly Food Service Revolving Account Update; Quarterly Budget Update; MOU; and Update on Grants.*

### B. **Special Program Sub-Committee Meeting of October 19, 2012** — Chairperson Gilman

*Agenda: GHS Attendance Policy.*

## X. ACTION

**DISCLAIMER:** Listed below are all known items that may require action but action may not be taken on all items listed; i.e., action items that are known including all votes taken by all sub-committees previous to the Friday before a Wednesday School Committee meeting and items that may flow from the Superintendent's Report.

### \*A. **First Reading of Gloucester High School Attendance Policy** (*Tabled from the School Committee of October 10, 2012*)

### \*B. **To Adopt the School Committee Rules of Procedure 2012** (*Tabled from the School Committee of October 10, 2012*)

### C. **To request from the Mayor a MOU between the City of Gloucester and the Gloucester School Committee to ensure that the occupied portions of Fuller School (Administration, Transportation Department, and Preschool) remain available to the GPSD until a mutually agreed upon relocation is determined and to ensure that those occupied spaces are adequately maintained** (*As recommended by the Building and Finance Sub-Committee at its meeting of October 17, 2012*)

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

A. **Massachusetts School Building Authority Update**

B. **MASC Resolutions/Legislative Priorities**

\*C. **Schedule of Upcoming Meetings**

\*D. **Letter of Notification from GAEP to Commence Bargaining**

**XII. EXECUTIVE SESSION** *(if needed)*

**XIII. ADJOURNMENT**

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Program Subcommittee Meeting Minutes**

Wednesday, October 3, 2012

Superintendent's Conference Room – District Office

4:30 p.m.

### **Members Present**

Val Gilman, Chairperson  
Roger Garberg, Vice Chairman  
Melissa Teixeira, First Alternate

### **Administration Present**

Dr. Richard Safier, Superintendent  
Gregg Bach, Assistant Superintendent  
Erik Anderson, GHS Principal  
Ellen Sibley, Beeman Memorial Principal

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## **I. CALL TO ORDER**

Chairperson Gilman called the meeting to order at 4:35 p.m. and stated the mission of the Gloucester Public Schools.

## **II. REPORTS/DELIBERATIONS/DISCUSSION**

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

**C. Beeman Memorial Elementary School Data Meeting Visit** – Mrs. Sibley stated that it was nice to have Mr. Garberg as a guest at their data meeting. She indicated that these meetings take place in the beginning of September, in January, and at the end of the year. There is also a “sense of urgency meeting” in April to discuss progress.

Mr. Garberg stated that he had a chance to see the second grade teaching staff discuss the DIBELS and grade data and that Mrs. Sibley acted as facilitator. He was struck by the intensity of the discussion about logistics and ways of getting interventions established based on need.

Dr. Safier stated that goal-setting is also part of the data meeting and that there will be a benchmark assessment in January to review progress. Mrs. Sibley indicated that all of the data is posted in the Special Ed room and shows students' progress.

Mrs. Sibley stated that this type of detailed discussion is missing with respect to math and that they are trying to develop ways of having those kinds of meetings around math. Dr. Safier indicated that they are looking to bring in an outside consultant to help find a way to make that happen and that the goal is to create the same kind of investigative data-based understanding of progress or lack thereof in mathematics.

Dr. Safier stated that data meetings are standard practice that is being adopted in each building and was done last year, to some degree. Mrs. Sibley indicated that they have

had data discussions for a number of years but that this a very specific format that the teachers will begin to own after a period of time.

Mrs. Sibley reported on how the students are grouped and indicated that paras and other staff are trained in some of the interventions.

Mr. Garberg observed that there was no summary at the end of the meeting during which the teachers talked about their performance at the meeting. He asked Mrs. Sibley if she would consider surveying teachers at the end of the meetings about how things went during the meeting.

Chairperson Gilman asked Mrs. Sibley how she plans to get feedback from her fourth grade in terms of understanding the dip in MCAS scores in that grade. Mrs. Sibley indicated they have met a couple of times already and talked about goal-setting. She stated that the teachers want more training and more help getting reciprocal teaching up and running. Mrs. Sibley also indicated that the fourth grade teachers will plan with the fifth grade teachers, who were very successful with reciprocal teaching last year.

*Mrs. Sibley left the meeting at 4:45 p.m.*

- A. GHS Attendance Policy – First Reading** – Mr. Anderson distributed a spreadsheet of GHS, district and state attendance profiles from 2007-08 to 2011-12. He indicated that attendance has been generally improving over the last five years but that the average number of days absent at GHS is 16.8, which is dragging down the district's attendance rate (which is below the state average). He reported that 10 percent of the students account for 50-60 percent of the absences. Mr. Bach reported that last year at GHS, 136 students out of 1,000 had 21 or more tardies and that those 136 students accounted for 5,300 tardies and 4,300 absences. Dr. Safier noted that a new discipline law will be in effect on July 1, 2014 which requires the School Department to provide educational services to students who are suspended.

Mr. Anderson reviewed the revised policy, and the subcommittee discussed the following matters:

- Definition of truancy as an absence with no documentation from parent/guardian of the reason for the absence within 3 days
- Ms. Teixeira expressed concern that an Attendance Failure (AF) on an A-student's record will have negative consequences when he/she is applying to colleges. Dr. Safier indicated that colleges only see semester and final grades when reviewing transcripts and that the broader issue has to do with attendance, punctuality and expectation. Mr. Anderson noted that the state has given cities and towns the leeway to be stringent of terms of adhering to state law regarding attendance.

- Ms. Teixeira suggested adding a reference to the CHINS statute, M.G.L. Chapter 119, Section 39E, at the end of the first paragraph of “Administrative Attendance Failure.”
- Ms. Teixeira suggested creating an attendance review appeal form to be filled out by students appealing to the Attendance Review Team, stating the nature of the appeal and including supporting documentation. Dr. Safier will draft such a form.
- Ms. Teixeira reported, as a court employee, that the court does not write notes to document student absences. She noted that this provision puts a duty on an outside agency which they may not be able to perform and suggested requiring the student to provide a document and/or approved school form date-stamped by the court.
- Ms. Teixeira questioned why a parent/guardian note is sufficient documentation of an absence for observance of a religious holiday but not for a court appointment.
- Documentation of an absence must be received by the Dean of Students upon the student’s return to school but no later than 3 school days after the student’s return to school.
- Definition of tardy to school as late to first period
- Considering a student who is more than 7 minutes late to class as being absent from class. Ms. Teixeira expressed concern that this would discourage the student from going to class at all if he/she is going to be more than 7 minutes late. Dr. Safier requested that Mr. Anderson look at what other districts are doing in this regard. Mr. Anderson noted that this would not apply to students who arrive late to school after a doctor’s appointment, etc.
- Students off campus during lunch

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

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we conduct a first reading of the GHS Attendance Standards & Procedures, as amended.

Ms. Teixeira reiterated her concern about the effects of an Attendance Failure and requested that more research be done and reported back to the committee.

Mr. Anderson explained that the student’s grade would be changed from a 79 to a 64, for example, in I-Pass rather than being shown as an “AF.” He will ask Mike Muniz to prepare a dummy transcript for the committee’s review.

Mr. Anderson stated that students will end up with 7 absences per quarter (28 days during the school year) and not have the attendance policy implemented. Without it, many of those students would have been absent considerably more often.

Mr. Anderson has not yet met with the Student Council to share the draft policy and get feedback on it. Chairperson Gilman requested that he do that before the first reading on Wednesday and possibly have the Student Council report to the School Committee on what they discussed. Dr. Safier stated that he has no problem with Mr. Anderson getting the students' feedback between the first and second reading and that he does not necessarily believe the Student Council should present to the School Committee on this matter. Chairperson Gilman noted that the Student Council can attend and deliberate on everything except executive session. She revised her request to let the Student Council know that the committee will be discussing the policy and that they are welcome to participate in the discussion.

Finally, Chairperson Gilman noted that the GHS handbook that is posted on the website has the first draft of the attendance policy in it. However, the handbook that was approved by the School Committee did not include the attendance policy. She requested that the handbook on the website be replaced with the handbook that was approved by the committee and that the draft policy be posted as a separate document.

*Mr. Anderson left the meeting at 6:34 p.m.*

*At this time, a 5-minute break was taken.*

- B. Update on School Committee's GPS Website Enhancements/MSBA Best Practice Examples** – Chairperson Gilman reviewed the minutes of the September 10th Ad Hoc Communications Committee meeting, which reflect the committee's recommendation that "the MSBA West Parish Building Project link be placed on the right side of the home page, possibly replacing the 'Your Voice' section." The program subcommittee agreed with that recommendation.

Chairperson Gilman reported that the ad hoc committee also discussed placing a photo of the current West Parish School on the building project website, as well as Mayor Kirk's July 25th press release, minutes of the building committee meetings, and a schedule of upcoming meetings. She also noted that the ad hoc committee asked if they could get Dr. Safier's opinion on the role of the West Parish principal at their meetings. Dr. Safier indicated that he is not prepared to answer that question and noted that the OPM will help to promote the project and communicate the message to parents.

Chairperson Gilman stated that the FAQs have been updated and that they will be presented to the full committee for approval on Wednesday. She shared Estabrook School's and Bresnahan School's building project websites for ideas on how to develop our own website. Dr. Safier recommended that this be done in consultation with the OPM once they are on board, which should be by November 9th. Ms. Teixeira suggested working with the city to ensure that the city and school websites contain the same information regarding this project. She also suggested looking at the North Shore Tech's website as an example.

- D. K-12 Survey Results** – Chairperson Gilman requested that Mr. Garberg’s report on the survey results be posted on the GPS home page. Mr. Garberg reported that the links in the document are not working on the district website. He will follow up with Grant Harris on this matter.

**III. ACTION** – See Item II.A.

**IV. ADJOURNMENT**

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

**VOTED:** 3 in favor zero opposed, to adjourn the Program Subcommittee Meeting of October 3, 2012 at 7:03 p.m.

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

*Maria Puglisi  
Recording Secretary*

October 10, 2012

Dr. Richard Safier  
Superintendent of Schools  
Gloucester Public Schools  
6 School House Road  
Gloucester, MA 01930

Dear Dr. Richard Safier,

We would like to support a scholarship for a Gloucester High School student who is a member of the National Honor Society and has participated for four years in a Gloucester baseball or softball program. Ideally, we would like the award recipient to be chosen by staff at the Gloucester High School.

Based on information delivered to us by Joan Dallin, I have attached a proposed description for the scholarship. Since we already have one called the The Boucher Family Scholarship I was not sure what to call this one. Suggestions are welcome.

Best wishes,

Catherine Boucher  
15 Lawndale Circle  
Gloucester, MA 01930  
[catb@wolfram.com](mailto:catb@wolfram.com)  
978-283-3298

## **The Boucher Family Academic/Athletic Scholarship**

Organization:

The Boucher Family

Amount:

\$500.00

Requirements:

Graduating senior of Gloucester High School.

Resident of Gloucester, MA.

Member of the National Honor Society.

Four years participation in a Gloucester baseball or softball program.

Letter stating student's interest in award and how Gloucester's baseball/softball program helped his or her development.

Condition of Payment:

Scholarship will be awarded upon completion of the first semester of school and proof of second semester enrollment. Failure to successfully complete first semester will forfeit the right to receive the scholarship. If forfeit occurs, another winner will be selected from the original list of applicants.

Send your application to

The Boucher Family Academic/Athletic Scholarship Fund Committee  
c/o Mr. Erik M. Anderson, Principal  
Gloucester High School

# DRAFT

9/18/12

## School Committee – City of Gloucester Rules of Procedure 2012

*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, beginning January of 2012, shall be held on the 2<sup>nd</sup> and 4<sup>th</sup>

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. *If remote participation has been adopted by the municipality and remote access is available; 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
  - e. ~~Other Communications (with list)~~
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. ~~on matters not appearing on the agenda.~~ 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 to 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 *with Superintendent input* shall set the regular School Committee meeting agenda and deliver said agenda to the Central Office in accordance to Rule 3-(B). Standing Committee Chairs *with Superintendent input* 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. If any member objects said question does not go forward.
- D.No Member shall discuss any individual or company in a derogatory manner *unless upon-permitted by law.*

These constraints may be lifted by the School Committee Chair for good cause or by a majority roll call vote of Members present.

#### Rule 5: Manner of Voting

- A.Roll Call votes shall be conducted in the following manner:
- B.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&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.

- 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 Secretary as part of the public record.

Rule 9: 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**



**Schedule of Upcoming Meetings**

- **Program Sub-Committee** — Thursday, November 1 at 6 pm (Superintendent's Conference Room – District Office)
- **Joint Meeting of the School Committee & City Council** — Tuesday, October 30 at 7 pm (City Hall Kyrouz Auditorium)
- **Sawyer Medal/Award Recognition Ceremony** — Wednesday, November 14, 2012, at 7 pm (GHS Lecture Hall, followed by Refreshments in the GHS Library)  
**School Committee Meeting** to follow in the GHS Library.
- **Ad Hoc Policy Sub-Committee** — Monday, November 19, 2012, at 5:30 pm (Superintendent's Conference Room – District Office)
- **School Committee** — Wednesday, November 28 at 7 pm (City Hall Kyrouz Auditorium)

GLOUCESTER ASSOCIATION OF EDUCATIONAL PARAPROFESSIONALS

Jayne Morse, President  
Cathy Doe, Treasurer

Vice President  
Linda Burns, Secretary

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September 27, 2012

Jonathan Pope, Chairperson  
Gloucester School Committee  
6 School House Rd.  
Gloucester, MA. 01930

Mr. Pope:

Pursuant to the collective bargaining agreement between the Gloucester Association of Educational Paraprofessionals and the Gloucester School Committee, please be advised that the Association is ready to commence bargaining for the successor agreement.

Thank you for your attention to this matter and I look forward to hearing from you.

Respectfully

Jayne M. Morse  
GAEP President

cc Richard Safier