

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Program Subcommittee Meeting Minutes**

Friday, February 4, 2011

Superintendent's Conference Room

9:30 a.m.

### **Members**

Roger Garberg, Chairman  
Val Gilman  
Michelle Sweet

### **Administration Present**

Interim Superintendent Dr. Joseph Connelly  
Assistant Superintendent Shayne Trubisz  
JoAnne Reiss, Director of Special Education

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## **I. CALL TO ORDER**

Chairman Garberg called the meeting to order at 9:40 a.m., stated the mission of the Gloucester Public Schools, and acknowledged new School Committee member Tony Gross, who will be sitting in on the meeting, and parent Sharon Czajak.

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

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

### **C. Policy Review**

- Physical Restraint and Law – JoAnne Reiss distributed and reviewed a summary of the physical restraint law, including the definition of “physical restraint,” under what circumstances it may be administered, responsibilities of the administration, and special circumstances. Ms. Reiss stated that instances of physical restraint are very infrequent. The subcommittee discussed teacher training and the difference between physical restraint and stopping a child from hurting him/herself in an emergency situation (i.e. running into the street).

- A. Strategic Development Process** – Chairman Garberg distributed the GPS strategy development data collection as of February 3, 2011 and reviewed the responses from the community satisfaction survey.

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

- F. Update on Gloucester Public Schools Website** – Grant Harris and Tylor Marquis updated the subcommittee on the status of the new GPS website and displayed it on an iPad. Mr. Harris highlighted some of the features of the new website, including the ability to search the main site and sub-sites, posting of announcements, and a virtual campus for students to access materials. Mrs. Gilman requested a training session for the School Committee, which would

have to be posted as an open meeting. Discussions were held on the content filter, audit trail, expanding the computer use policy, and making the website more user friendly for parents.

Mrs. Gilman requested a detailed plan with steps, action items and project dates. She would also like to clean up the School Committee website, especially to delete obsolete material such as flu information. Messrs. Harris and Marquis suggested that Mrs. Gilman print out the front page of the website, cross out anything she would like removed, and they will delete it.

Chairman Garberg stressed the need to create a design for the website so that major pieces are not missing. There was a discussion about who is responsible for creating the design and who is responsible for updating the content.

Mrs. Gilman recommended giving each building's webmaster a small stipend to take a leadership position in connection with the plan and to create a parent email database, which would save a lot of money on paper for backpack flyers. There was a discussion about canceling the current ConnectED contract and using another vendor to save money, which savings could be used to input parent email addresses into a database by the fall.

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

**VOTED:** To recommend to the full School Committee to consider a Superintendent goal which would include oversight of a new web design, the ability to email all parents and interested community stakeholders, and the policy development by a date to be confirmed with the new Superintendent.

A discussion was held on the use of Facebook for emergency notices based on the fact that people are more likely to be on Facebook than email. There was also a discussion of the responsibilities of the webmaster at each school.

- A. Strategic Development Process (continued)** – Chairman Garberg continued his review of the data collection as of February 3, 2011 from the community focus groups and staff visioning sessions.

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

A discussion was held on missing staff visioning surveys from Beeman, Plum Cove, East Gloucester and GHS. Dr. Connelly indicated that they may have been filed with the superintendent search surveys which were going on simultaneously. He stated that he and Stephanie will search for them.

There was also a discussion of who will input the data from the surveys so that the School Committee can review it. Dr. Connelly stated that his office is on overload for the next month due to the budget; therefore, Chairman Garberg indicated that he will do it for the time being.

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

**C. Policy Review**

- Administrative Protocol – Dr. Connelly reviewed the policy he drafted as a result of recent incidents, entitled “Administrative Protocol When Dealing with Serious Criminal and/or Legal Incidents.” After review, the subcommittee deleted the words “or through” from the second paragraph of the policy and replaced them with the words “after contacting.” The subcommittee directed Dr. Connelly to take the draft policy to Suzanne Egan for review before bringing it to the full School Committee for action.
- Files IHC v. LB – Dr. Connelly indicated that these two files are conflicting policies and recommended that the subcommittee vote to revoke File LB, if it was ever adopted by the School Committee. Mrs. Sweet stated that revisions are needed to File IHC. There was a discussion about surveying other charter school districts regarding their after school policies.

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

**VOTED:** To recommend to the full School Committee that File LB entitled “Relations with Other Schools – Participation of Non-Enrolled Students in Extracurricular Programs” be revoked if it was adopted by the School Committee, based on the fact that File IHC entitled “After School Activities” was clearly adopted by the School Committee on January 12, 2005 and conflicts with File LB.

**Amended Motion:**

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

**VOTED:** To recommend to the full School Committee that File LB entitled “Relations with Other Schools – Participation of Non-Enrolled Students in Extracurricular Programs” be rescinded if it was adopted by the School Committee, based on the fact that File IHC entitled “After School Activities” was clearly adopted by the School Committee on January 12, 2005 and conflicts with File LB.

- Pregnant Students – The subcommittee directed Dr. Connelly to take the Pregnant Students Administrative Guidelines to Naomi Stoneberg for review and to review the minutes of the December 22, 2010 School Committee meeting to determine whether a second reading needs to be done.

*Note: Dr. Connelly left the meeting at 11:50 a.m. to attend another meeting.*

- B. Discussion of Programs Agenda for 2011** – Chairman Garberg distributed and reviewed the 2011 Program Agenda. A discussion was held on what should be included in the Program Subcommittee mission. Mrs. Sweet suggested adding a review of special education policy and programs to the mission. There was a discussion about the required parent committee for special education and whether we are in compliance with that requirement. Mrs. Gilman suggested inviting the GEF to a Program Subcommittee meeting in March or April. Ms. Trubisz stated the need for a tech data person, and a discussion was held on an SIS database.

*Note: Dr. Connelly returned to the meeting at 12:10 p.m.*

- D. FY2012 Budget Program Impacts** – Not discussed
- E. Discussion of Protocol for Interactions with Charter School** – Not discussed
- G. Other Matters for Discussion** – Dr. Connelly stated that three elementary positions as well as two or three middle school positions and three or four high school positions could be eliminated because of declining enrollment without dramatically affecting class size in order to balance the budget. He suggested shifting the salary spending for those positions to other areas where there is a greater need, such as world language and physical education programs at the middle school and to save elementary coaches. Dr. Connelly stated that these suggestions are dependent upon the mayor’s budget guidelines. There was a discussion about the levels of world language at the middle school and high school.

Dr. Connelly indicated that he hopes to present the draft 1 budget at the School Committee meeting next week, which will be a level service budget with the same level of staffing and programs. He will also provide a list of \$1.7 million in reductions.

**III. ADJOURNMENT**

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

**VOTED:** To adjourn the Program Sub-Committee Meeting of February 4, 2011 at 12:20 p.m.

*Maria Puglisi*  
*Recording Secretary*