

THE GLOUCESTER PUBLIC SCHOOLS

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

Program Subcommittee Meeting Minutes

Wednesday, March 6, 2013

Superintendent's Conference Room – District Office

6:00 p.m.

Members Present

Val Gilman, Chairperson
Roger Garberg, Vice Chairman (6:09)
Kathy Clancy

Administration Present

Dr. Richard Safier, Superintendent
Gregg Bach, Assistant Superintendent

I. CALL TO ORDER – Chairperson Gilman called the meeting to order at 6:06 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSION

A. School Committee SMART Goals – Dr. Safier provided a SMART goal worksheet and a sample worksheet from Plum Cove's School Improvement Plan. It was the consensus of the subcommittee to begin the development of SMART goals with overarching goal number 1, namely that "The Gloucester Public School District will seek to cultivate a greater understanding and appreciation among city leaders and the community at large for the importance of education and the requisite funding needed for 21st century programs and learning environments."

The subcommittee agreed that feedback received thus far from the site-based councils on the overarching goals will not be included in this discussion of SMART goals since some School Committee members have not yet met with their site-based councils. Chairperson Gilman will remind members at the next School Committee meeting that the committee has made a commitment to get that feedback and will ask them to attend the next site-based council meeting. Mr. Garberg noted that the comments he received from the O'Maley site-based council did not suggest a change in direction of the overarching goals.

After a lengthy discussion, the subcommittee developed several SMART goals for overarching goal number 1, including strategies and action steps, timelines, and evidence of effectiveness. (See attached.) The subcommittee agreed to share these partially completed SMART goals with the full committee at our upcoming meeting for input and to continue the development of SMART goals at subsequent Program Subcommittee meetings. Their goal is to have this draft completed for full committee vote at our governance meeting on April 8, 2013.

B. 2013-2014 School Calendar – Dr. Safier and Mr. Bach proposed adding four early release professional days for the elementary schools in order to support curriculum

development, the new evaluation system, planning, assessment, Common Core, etc. Chairperson Gilman suggested scheduling early release days on Fridays so that parents can have a long weekend. In light of issues such as staff and student attendance, the subcommittee decided to schedule an early release day on Friday, September 20, 2013 and then review the attendance records before considering future early release days on a Friday.

With respect to the proposed two-week break in December/January, Kathy Clancy reported that some teachers have stated in the past that it is hard to get students to settle down after such a long break. Chairperson Gilman agreed and further shared feedback that she received from working parents about the difficulty they have in the winter months to find childcare. It was the consensus of the subcommittee to have the students return to school on January 2nd and shorten the school year in June by two days.

Chairperson Gilman made a motion, seconded by Kathy Clancy, to recommend to the full School Committee that, pending review by the GTA, we approve the 2013-2014 School Calendar with the following amendments:

- The professional development early release day in September is moved to September 20, 2013.
- School reopens after the December school break on January 2, 2014.
- The last day for students is moved to June 17, 2014. The last day for snow days becomes June 24, 2014.

After discussion, Chairperson Gilman amended her motion as follows:

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

VOTED: To recommend to the full School Committee that we support the addition to the 2013-2014 School Calendar of four professional development early release days for the elementary schools and, pending review by the GTA, we approve the 2013-14 School Calendar with the following amendments:

- The professional development early release day in September is moved to September 20, 2013.
- School reopens after the December school break on January 2, 2014.
- Last day for students is moved to June 17, 2014. The last day for snow days becomes June 24, 2014.

Mr. Bach reported that Phil Padulsky would like to provide bag lunches on early release days that students can take home, which would ease the burden on parents and increase revenues for the food service department. This matter was referred to the Building & Finance Subcommittee for discussion.

Chairperson Gilman suggested making arrangements for bus service to the YMCA on the four additional early release days for elementary school students since older siblings will be in school for the full day.

- C. Updated Sawyer Medal Policy** – The subcommittee reviewed Chairperson Gilman’s preliminary revisions to the policy and came up with a second draft to be formatted by Mr. Garberg and reviewed at the next subcommittee meeting. (See attached.)
- D. Review of Homework Policy** – Dr. Safier indicated that he and Mr. Bach will take a look at this policy for review at the next subcommittee meeting.
- E. Fundraising by School Groups** – Chairperson Gilman reviewed the notes from Chairman Pope’s email regarding this matter and provided sample policies for the subcommittee’s review, which she had sent to Mike Gilbert for comment. The subcommittee reviewed Holliston’s sample policy and decided to use it as a template. (See attached.) There was a discussion about auditing PTO accounts and reporting to the Building & Finance Subcommittee. Dr. Safier will speak with Naomi Stonberg regarding 501(c)(3) organizations and will ask Mr. Baumhauer to get more information on Chapter 71, Section 47.

III. ACTION – See II.B.

IV. ADJOURNMENT – On a motion by Kathy Clancy, seconded by Mr. Garberg, it was unanimously

VOTED: 3 in favor zero opposed, to adjourn the Program Subcommittee Meeting of March 6, 2013 at 9:00 p.m.

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

*Maria Puglisi
Recording Secretary*

SC SMART Goal Worksheet

Overarching Goal: The Gloucester Public School District will seek to cultivate a greater understanding and appreciation among city leaders and the community, at-large, for the importance of education and the requisite funding needed for 21st Century programs and learning environments.

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline
<p>To ensure requisite funding needed for educational programs and goals as identified in school and district improvement plans, reflected in the FY14 budget.</p>	<p>Attend school-based meetings prior to public hearings and present an overview of the budget.</p>	<p>School Committee Liaison</p>	<p>February – March 2013</p>
	<p>Solicit feedback and seek support from Site-based Councils and PTOs</p>		<p>Sept. – November 2013</p>
	<p>Seek to increase parent support (e.g. email, letters, and LTE) and turnout at City Council public budget hearing.</p>		<p>March – May 2013</p>
	<p>B&F Chair will submit at least one letter to the editor encouraging attendance at the City Council public hearing.</p>		<p>March – May 2013</p>
	<p>School Committee members will meet with respective councilor liaisons to provide pre-hearing overview of budget priorities.</p>		<p>April – May 2013</p>

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File: KCDA

SAWYER MEDAL

Excerpts from the Will of Samuel Sawyer: “I give and bequeath to the said City Government the sum of Three Thousand Dollars, in trust, to be invested as aforesaid and the income only to be applied through the hands of the School Committee in providing medals, to be awarded to meritorious scholars in the High and Grammar Schools, courtesy and exemplary conduct to be considered.”

O’Maley Innovation Middle School

Sawyer Medals will be awarded to the 10 students in the graduating class of the O’Maley Innovation Middle School who stand highest in the class and satisfy the following criteria:

1. To be eligible for a Sawyer Medal, a student must have attended the Gloucester Public Schools for at least one year immediately preceding his/her graduation.
2. Students awarded a Sawyer Medal must have an average of at least 90% and a record of satisfactory school citizenship consistent with the SAILS program. If more than 10 students receive the necessary grades, the achievement test may be used as the deciding factor. These names will be read at an appropriate school assembly at the O’Maley Innovation Middle School.
3. The average scholarship for any given year is found by obtaining the average of five grades. The first four grades are the averages for the year in Math, History, English and Science. The fifth grade is found by obtaining the average of all specialist courses, which include art, performing arts, health/physical education, and foreign languages and/or math remediation.
4. Students will be presented their medals at a School Committee ceremony with invitations to parents/guardians and the press to give public recognition to this academic honor.

Gloucester High School

Sawyer Medals will be awarded to the two students in each class who stand highest in the class. The students must have an average of at least 90% and there must be no ties.

By custom, no student may receive more than one Sawyer Medal, so in the high school, awards have been made to the students who stand highest in his/her class and have not previously received a medal.

Sawyer Medals may be awarded to five ninth graders who stand highest in their class, and to a male and female student in each upper class who have the highest academic average and who have not been previously awarded a Sawyer Medal. The award for all students will be based on a cumulative average.

Students in Grade 9, 10 and 11 will be presented their medals at a School Committee ceremony with invitations to parents/guardians and the press to give recognition to this academic honor.

At the graduation ceremony, all winners of the Sawyer Medal who are members of the graduating class will be publicly recognized.

Transfer students who have completed one full year at Gloucester High School are eligible for Sawyer Medals.

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File: JJE?

STUDENT AND STAFF FUNDRAISING

A. PURPOSE

The purpose of this policy is to address fundraising efforts and the care and safety of Gloucester students and staff involved in those efforts. The Gloucester School Committee recognizes and appreciates the value and importance of the many fundraising activities undertaken by various groups for the benefit of the programs of the Gloucester Public Schools.

B. GENERAL STATEMENT OF POLICY

1. The Gloucester School Committee recognizes the need for fundraising and aims to support groups in their fundraising efforts.
2. The School Committee also recognizes a need for coordination to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, the community, and the general public. Coordination is also important to encourage equity across different fundraising efforts and their recipients.
3. The School Committee has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs, activities and the use of school names and logos in fundraising activities pursuant to Mass. General Laws Chapter 71, Section 47.
4. All fundraising activities must be conducted per established fundraising procedures.
5. Fundraising activities that involve students should promote positive educational values such as responsibility, leadership, and service to others. Fundraising activities should also ensure that student and staff safety is maintained.
6. Elementary or middle school students may engage in door-to-door sales to friends and family only.
7. Fundraising activities should not interfere with the educational priorities of the Gloucester School District.
8. Participation in fundraising activities is voluntary. No student, staff, parent/guardian or community member shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no student shall be reprimanded, condemned or criticised for not participating or succeeding in fundraising. No

elementary student will be excluded from an event or program because of nonparticipation by the student and/or his or her parents/guardians.

9. Parents/guardians must be notified prior to student participation in fundraising activities outside of the school setting. School transportation guidelines must be followed where appropriate.
10. The School District expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct, attendance and discipline extend to student fundraising activities.
11. Fundraising activities during the school day will be limited and must not conflict with federal and state laws and regulations relating to food service programs.
12. All fundraising activities must comply with federal and state law.
13. In no case shall students engage in the direct monetary selling of raffle tickets, lottery tickets, games of chance, or other forms of gambling as defined by Mass. General Laws Chapter 271, Section 7A.
14. All funds raised and placed under the care of the Gloucester School Department will be administered pursuant to Mass. General Laws Chapter 71, Section 47 and established financial management practices.
15. Fundraising groups shall submit financial reports to the superintendent not less than annually.
16. Student organization fundraising conducted either on or off the premises of the Gloucester Public Schools will be subject to established administrative procedures.
17. Charitable giving campaigns and outside organization fundraising conducted on Gloucester Public Schools premises will be subject to established administrative procedures.
18. All other funds raised for the benefit of Gloucester Public Schools will be received through Policy File KCD, Public Gifts to the Schools.
19. Fundraising is a voluntary activity. Paid fundraising and random cold calls are prohibited.

C. DEFINITIONS

1. Fundraising is the selling of a product, providing a service or activity for money or other consideration, or requesting of donations. School fundraising directly funds school programs and benefits students.

2. Student organizations are groups that are sponsored by the school district and recognized by the School Committee. Student organizations are directed or supervised by the school district staff. Examples include but are not limited to athletics, speech, drama, music performances, intramural athletics, banquets, individual class clubs, language clubs, music clubs, National Honor Society, student concessions, student council, and yearbook.
3. Outside organizations are groups that exist to support the activities of the Gloucester Public Schools and the activities and students within but that operate outside the direct control and supervision of the Gloucester School Department.
4. A charitable cause is a group that operates for the exclusive benefit of the public and as defined by state and federal tax laws (i.e. American Heart Association).

D. GUIDELINES FOR MANAGEMENT OF FUNDRAISING ACTIVITIES

The administration will maintain a set of fundraising procedures and consider fundraising proposals and approve or disapprove fundraising activities per established procedures.

Unapproved first draft policy discussed and reviewed at March 6, 2013 Program Subcommittee meeting.