

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Program Subcommittee Meeting Minutes**

Friday, May 31, 2013

Superintendent's Conference Room – District Office

3:00 p.m.

### **Members Present**

Val Gilman, Chairperson

Roger Garberg

Kathy Clancy

### **Administration Present**

Dr. Richard Safier, Superintendent

Gregg Bach, Assistant Superintendent

Hans Baumhauer, Director of Finance  
and Operations

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**I. CALL TO ORDER** – Chairperson Gilman called the meeting to order at 3:04 p.m. and stated the mission of the Gloucester Public Schools.

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

**A. Approval of 2013/2014 District Improvement Plan** – Dr. Safier reviewed the Executive Summary of the District Improvement Plan (DIP), including the theory of action, four strategic initiatives, and professional development. He reported that the district is in the second phase of the CSE survey, which measures teacher attitudes. The categories being surveyed this year are professional development, tiered instruction, and family and community engagement. Mr. Bach showed an example of the CSE from last spring and reviewed the results. There was a discussion about the Second Step program.

With respect to technology, Chairperson Gilman expressed concern with having a fair process for placing students in the classroom with iPads at O'Maley and suggested a lottery system. Mr. Bach noted that fifth grade teachers spend a lot of time thinking about and working with O'Maley staff on where students should be placed and that some students benefit more from in a very small house, which happens to be the one with the iPads. Therefore, he would hesitate to implement a lottery system for placement of students in that house. Kathy Clancy believes the more important question is how to expand the technology to all sixth grade teachers. Mr. Bach reported that Principal Lucey has purchased several iPads which have been spread among other grade levels and that 30 Chromebooks will be put into seventh grade classrooms in a couple of weeks.

Mr. Garberg expressed concern with prejudging programs without seeing evaluation results. He suggested asking for parents' reactions to their children's experience with the iPads. Chairperson Gilman requested that test scores for the house with the iPads be compared to scores for the other sixth grade houses.

Dr. Safier reviewed the District Improvement Plan, and the subcommittee discussed the following matters:

- Mr. Garberg expressed concern that Initiative 1 of Strategic Objective 2 gives measures of an initiative as opposed to a description of an initiative.
- Student Growth Percentile (SGP) as a separate goal from Progress and Proficiency Index (PPI)
- Positions on hold due to budget shortfall – K-8 Math Coordinator and Math Coach
- Mr. Bach reviewed an example of a template for curriculum mapping.
- Mr. Garberg recommended implementing a standing survey that is open to teachers to assess the activity they are evaluating.
- Effectiveness of BSRI vs. new Reading Street curriculum and teachers working jointly
- RTTT Committee
- Mr. Garberg believes that Initiative 1 of Strategic Objective 4 is weakly stated and suggested rewording it to say “improved conditions, climate and culture within our schools.”
- Chairperson Gilman requested enhancement of the district home page, including removal of old news.
- Kathy Clancy suggested that all-calls regarding SEPAC meetings explain what SEPAC is and what the meetings are about.
- Mr. Bach reviewed highlights of Professional Development.

After discussion, on a motion by Mr. Garberg, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we approve the District Improvement Plan as provided, to include minor rewording of three goals, an action step to provide an enhanced district home page in Strategic Objective 4, and an update of Professional Development with recent additions.

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

- C. Homework Policy Review** – Dr. Safier reviewed an email from Mike Gilbert recommending that everything except the first and last paragraph of the policy be eliminated. The subcommittee agreed with Mr. Gilbert’s recommendation.

After discussion, on a motion by Kathy Clancy, seconded by Mr. Garberg, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we amend the Homework Policy, File IKB, by eliminating all but the first paragraph of Section 1 and Section 6 in its entirety and by inserting the word “collaboration” after the word “study” in Section 1. (See attached.)

**D. Fundraising Policy Review** – Dr. Safier distributed the suggestions made by Mr. Pope with respect to this policy. Chairperson Gilman noted that those suggestions were discussed and that the subcommittee agreed to use the Holliston policy as a template.

Dr. Safier reviewed portions of Attorney Naomi Stonberg’s letter to Mr. Baumhauer on December 6, 2012 regarding PTOs in which she indicated that if PTOs are using school staff and resources, they are “participants” and we can legally ask for their financial reports. Kathy Clancy believes that the West Parish PTO is a 501(c)(3) organization, and Mr. Baumhauer indicated if that is the case, we cannot demand their financial reports. However, they are public record. After discussion, it was the consensus of the committee that Dr. Safier should simply ask the principals for the PTOs’ financial reports.

Dr. Safier noted that the Athletic and Cheerleading Booster Organizations Policy, File KJA, requires the boosters to submit a written annual report prior to September 1st. Chairperson Gilman requested that Dr. Safier use the Holliston policy as a template to draft a fundraising policy which includes language on third party solicitors for review at the next subcommittee meeting.

**E. Update of FAQs for West Parish MSBA Project** – Kathy Clancy requested that the subcommittee members review her updates to the FAQs, which will be discussed at the next meeting.

**B. School Committee Overarching SMART Goals** – Tabled until next meeting.

**III. ACTION** – See Items II.A and II.C above.

**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 May 31, 2013 at 5:32 p.m.

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

*Maria Puglisi, Recording Secretary*

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File: IKB

**HOMEWORK**

The School Committee shares the view that homework is an important extension of the instructional program. It contributes to the mastery of content knowledge and skills and provides an opportunity for students to take responsibility for their own learning, develop time management, study, collaboration and organizational skills.

The School Committee's policy for the curriculum confirms that formative and summative assessments are an integral part of the teaching and learning process and that students should have opportunities to demonstrate independently what they know and are able to do. The School Committee understands that in completing a homework assignment, a student may receive assistance which may result in the completed assignment reflecting the capabilities of a third party or parties rather than the student. The School Committee therefore expects teachers, students and families to ensure that homework assignments reflect the work of the student and that homework grades do not create an inaccurate picture as to what a student knows, understands and is able to do.