

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Program Subcommittee Meeting Minutes**

Friday, September 6, 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, Asst. Superintendent

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**I. CALL TO ORDER** – Chairperson Gilman called the meeting to order at 3:06 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

**A. Student and Staff Fundraising Policy, File JJE** – Dr. Safier indicated that the consensus from the last meeting was to use the Holliston fundraising policy as a template for our policy. He noted that School Committee Chair Jonathan Pope raised the issue of eliminating the possibility of outside “for profit” organizations taking part in any fundraising activities. The subcommittee reviewed the policy and discussed the following matters:

- The following sentence was added at the end of paragraph II.A.: “The School Committee’s fundraising policy applies to any fundraising activity conducted by any school-related group that is not a 501(c) (3) registered non-profit organization.”
- The word “elementary” was removed from paragraph II.H.
- Fundraising by students for an individual benefit (i.e. athletic jacket or trip) will be handled by individual groups.
- The subcommittee reviewed the law regarding the sale of raffle tickets by students and requested that Dr. Safier get an interpretation from Naomi Stonberg.
- The word “to” was added between the words “wants” and “donate” in paragraph III.C., Example 1, and the word “take” was changed to “sales.”
- The phrase “and specific program criteria” was added at the end of paragraph IV.

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 adopt the Student and Staff Fundraising Policy, File JJE, as edited by the Program Subcommittee on September 6, 2013 and as revised by legal counsel.

- B. Bullying Policy, File JICFB** – This policy is being reviewed in light of the recent bullying legislative amendment. Dr. Safier indicated that the student handbooks were approved with the revised policy that was reviewed by legal counsel but that the Policy Manual does not reflect the policy that was approved. He indicated that Mike Long from MASS will be providing districts with a legal opinion as to what changes should be reflected in the policy. Therefore, this matter was tabled until the next subcommittee meeting. In the meantime, Chairperson Gilman requested that Dr. Safier review the procedure with respect to bullying with the principals. She also stressed the importance of finalizing this policy before the end of the current members' terms.
- C. Sawyer Medal Policy, File KCDA** – This policy was referred to the subcommittee by School Committee Chair Jonathan Pope, who believes it is inconsistent with current practice. Dr. Safier reported that O'Maley principal Debra Lucey reviewed the policy and indicated that she liked the changes. Chairperson Gilman requested that Dr. Safier speak with Mr. Pope to find out specifically why it was referred to subcommittee. Dr. Safier indicated that he will also review the policy with Principal Lucey and GHS administration to confirm that it conforms to current practice. This matter was tabled until the next meeting.
- D. Preliminary Discussion on Admission of Students to Elementary Schools Policy, File JF** – Dr. Safier stated that his understanding of the referral of this policy by Mr. Pope was to address issues regarding siblings wishing to choose into the same school as their older brothers/sisters, which Chairperson Gilman believes is clearly covered in the current policy. Dr. Safier indicated that the larger issue relates to the fact that the policy, on the one hand, gives families an option of where they want to send their child but, on the other hand, favors gravitation of students to some schools and not others, which results in a compromised student population in certain schools. He expressed concern that if there is not a well-balanced student population demographically, the ability to strengthen student achievement is more challenging. However, he acknowledged that eliminating the option of intradistrict choice could be very counterproductive to the district.

There was a discussion about the higher percentage of special education students in a particular school due to the fact that certain programs are housed in that building (i.e. Learning Center programs). Mr. Bach noted that if space was available, those students would be distributed more equally between the schools.

Chairperson Gilman would like to put this policy aside and focus instead on what the Plan for Effective Learning Communities (PFELC) set out to do and where it stands today, which will also fit in well with the district's long-term capital plan and needs

for particular resources. This demographic breakdown analysis is particularly timely now that we are waiting for a report on the capital and 21st century educational needs for all of our existing elementary schools. She believes it is important to review student population data, such as a breakdown of low income students, students on IEPs, English language learners, etc., and noted that the PFELC was designed to have no more than 30% of low income students at each elementary school. That number is much higher now, based on an overall increase of students classified on free and reduced lunch district-wide. (Approximately 42% was last year's average across all five elementary schools.)

Chairperson Gilman suggested a short-term plan of budgeting to have smaller class sizes at the schools that have a higher percentage of special education students. She also suggested offering extended learning time and additional staff in those schools. Kathy Clancy suggested putting some kind of accelerated program for high achievers in those schools, as well as other enhancements.

Dr. Safier offered to compile this information for further review at an upcoming Program Subcommittee meeting.

- E. Time on Learning/Extended Learning Time** – Mr. Bach reviewed an accounting of actual time spent on learning in the elementary schools, which indicates that the district has 901.2 hours per year dedicated to time on learning. He indicated that the elementary schools do not have homeroom and that there is no morning recess.

Dr. Safier stated that he and Mr. Bach will set up a meeting at DESE to review the district's time on learning and obtain documentation that we are complying with the requirement. The discussion regarding extended learning time was tabled until the next meeting.

- F. Meeting Schedule** – The next subcommittee meeting was scheduled for Friday, October 4, 2013 at 2:30 p.m. in the Superintendent's conference room. Subsequent meetings will take place on the first Friday of each month at 3:00 p.m.

**III. ACTION** – See Item II.A.

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

**VOTED:** 3 in favor zero opposed, to adjourn the Program Subcommittee Meeting of September 6, 2013 at 4:55 p.m.

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

*Maria Puglisi, Recording Secretary*