

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Amended Program Subcommittee Meeting Minutes**

Thursday, October 1, 2015

Superintendent's Conference Room – District Office

5:00 p.m.

### **Members Present**

Michelle Sweet, Chairperson  
Melissa Teixeira, Vice Chairperson  
Jack O'Maley

### **Administration Present**

Dr. Richard Safier, Superintendent  
Dr. Arthur Unobskey, Asst. Superintendent

### **Also Present**

Jonathan Pope  
Kathy Clancy (5:50 p.m.)

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**I. CALL TO ORDER** – Chairperson Sweet called the meeting to order at 5:03 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

**A. Review of Policies**

- 1. Extraordinary Performance/Service Award, File BHF** – Mr. Pope stated that this policy as well as the Naming New Facilities Policy (see below) was referred to the subcommittee because the School Committee does not have a process in place for vetting these requests. He suggested forming an ad hoc subcommittee made up of the three subcommittee chairs to evaluate the requests and make recommendations to the full committee. Ms. Teixeira suggested establishing a process for receiving recommendations, the criteria for eligibility, and a timeline for nomination and presentation of the awards. Mr. Pope proposed that the new subcommittee conduct those tasks.

On a motion by Ms. Teixeira, seconded by Mr. O'Maley, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we establish a Recognition Subcommittee consisting of the chairs of the three existing subcommittees to address extraordinary performance/service awards and naming of facilities.

- 2. Naming New Facilities, File FF** – Chairperson Sweet noted that this policy refers to the naming of an entire building and suggested revising it to include parts of existing buildings, such as libraries, gymnasiums and auditoriums.

No action was taken on that suggestion. See motion above regarding establishment of a subcommittee to vet naming requests.

3. **Attendance/Catchment Areas, File JC** – Mr. Pope stated that in light of the kindergarten overcrowding issue at East Gloucester that occurred in the spring, he requested that all attendance policies be reviewed with an eye towards giving the School Committee more flexibility. After discussion, it was the consensus of the subcommittee to deal with any issues as they come up and rely on past practice to determine a course of action.
4. **Assignment of Students to Schools, File JCA** – See Item 3 above.
5. **Admission of Students to Elementary Schools, File JF** – The subcommittee discussed paragraphs 5.1, 5.2, 5.6, 5.14 and 5.18 of the policy. Ms. Teixeira expressed concern that new students who are not able to attend their catchment area school because of lack of space be given priority at their catchment area school if space becomes available. The subcommittee agreed that that issue can be addressed on a case-by-case basis if and when it happens.

After discussion, on a motion by Ms. Teixeira, seconded by Mr. O’Maley, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we add to paragraphs 5.1 and 5.2 of the Admission of Students to Elementary Schools Policy, File JF, that the dates may be waived subject to any substantive change in catchment areas.

6. **Physical Restraint of Students, File JKAA** – Dr. Safier stated that this policy should have been referred to the Personnel Subcommittee since it applies to staff. He indicated that a new physical restraint policy will go into effect in January 2016 and that Attorney Michael Joyce has provided him with an in-depth proposed policy and procedures. Ms. Teixeira requested that the Personnel Subcommittee also review a domestic violence policy.

*(Kathy Clancy joined the meeting at 5:50 p.m.)*

7. **Graduation Requirements, File IKF** – The committee discussed including community service as a graduation requirement. Dr. Safier stated that he will research what other districts are doing and what the resources are. This matter was tabled until the next meeting.

- B. Confirm a Program Subcommittee Meeting Schedule** – Ms. Teixeira suggested that the School Committee members meet in January to decide the meeting schedule for all subcommittees. Dr. Safier stated that if issues come up before that time, he will request a subcommittee meeting.

**III. ACTION** – See Items II.A.1 and II.A.5.

**IV. ADJOURNMENT** – On a motion by Mr. O’Maley, seconded by Ms. Teixeira, it was unanimously

**VOTED:** 3 in favor zero opposed, to adjourn the Program Subcommittee Meeting of October 1, 2015 at 6:07 p.m.

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

*Maria Puglisi  
Recording Secretary*