

**THE GLOUCESTER PUBLIC SCHOOLS**

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

## **Amended Program Subcommittee Meeting Minutes**

Friday, October 7, 2011

Superintendent's Conference Room – District Office

9:45 a.m.

### **Members Present**

Roger Garberg, Chairman  
Val Gilman  
Michelle Sweet

### **Administration Present**

Dr. Richard Safier, Superintendent (10:18 arrival)  
Assistant Superintendent Shayne Trubisz  
JoAnne Reiss, Special Education Director

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## **I. CALL TO ORDER**

Chairman Garberg called the meeting to order at 9:54 a.m. and stated the mission of the Gloucester Public Schools.

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

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

### **E. Chapter 71 Conformity Issues**

2. Possible Recommendation Regarding Establishment of Parent Advisory Council on Special Education, per Chapter 71B, Section 3 – Mrs. Gilman read the legal standard of the CPR report regarding the establishment of a parent advisory council on special education. She noted that this council had been established years ago but that parents had not been committed to attending the meetings. She believes that the subcommittee can learn from JoAnne Reiss' experiences in terms of why the PAC was not successful in the past.

Mrs. Reiss stated that in the past, there was a very active parent that was willing to take on the responsibility of the PAC. That parent lost motivation because of the difficulty of getting other parents to come to the meetings.

Mrs. Reiss indicated that she will schedule the required annual meeting on special education at the beginning of November and, as a result of that meeting, will determine if there are any interested parents or guardians that would like to sign up for the parent advisory council. There was a discussion of the by-laws of the group, the types and number of people that may be on the council, and the types of issues that would be discussed. Mrs. Reiss suggested collaborating with Rockport to see if we can generate more interest in the group.

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

**VOTED:** To recommend to the full School Committee that the Director of Special Education reestablish a parent advisory council on special education per Chapter 71B, Section 3, with the emphasis on active recruitment of parent and guardian participation.

Mrs. Reiss requested that Dr. Safier attend the yearly meeting on special education, which will be used to recruit parents and guardians to participate on the parent advisory council.

*Mrs. Reiss left the meeting at 10:22 a.m.*

1. Possible Recommendation Regarding Establishment of Student Advisory Committee, as per Section 38M – Mrs. Gilman read the state law regarding establishment of a student advisory committee, as follows:

*School Committees of cities, towns, and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school in each city, town or regional school district.*

*The members of such student advisory committees shall, by majority vote prior to the first day of June in each year, elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.*

A discussion was held on the format of the required meetings between the student advisory council and the School Committee. Mrs. Gilman requested that Dr. Safier set up a meeting with Dr. Goodwin and the teachers who oversee the student advisory council and then bring it back to the subcommittee for further discussion.

**A. Strategy Development/Community Relations and Communications**

1. K12 Insight – Further Examination of Options – Chairman Garberg indicated that he would like to hear more from K12 Insight about what their expertise is on evaluation. With respect to cost, Dr. Safier noted that it would depend on

the extent to which we use what they have to offer. He would like to get a sense from the subcommittee as to what they want to accomplish and whether we should move forward with K12 Insight.

Dr. Safier also indicated that there are some other surveys that will be taking place this year, specifically a Mass TeLLS survey that will be administered to staff to identify one or two bullet points regarding student achievement. In addition, Dr. Safier stated that he recently met with DSAC, and they are recommending a district-wide self-assessment survey to help establish a strategic plan. We could hold off on administering this survey until January. The overall cost is up to \$25,000, which includes services that involve surveying students, teachers, parents and the community.

Mrs. Sweet stated that, in light of the cost, she would like to hold off on the K12 Insight survey until the Mayor's city-wide survey is done. Dr. Safier clarified that the full \$25,000 incorporates several surveys which have to do with parent engagement, etc. There are options where K12 Insight will do all of the tallying and the legwork, and then there are DIY options that would cost less.

Mrs. Gilman requested that Dr. Safier schedule an informational meeting with Jesse Lieb of K12 Insight, Dr. Safier, Mrs. Gilman, and Mayor Kirk. She anticipates that there could be support from the Mayor to finance the work with K12 Insight. Mrs. Gilman also recommended that Chairman Garberg meet with Mr. Lieb first to show him the survey that was done and his summary of the results of the survey and to get Mr. Lieb's reaction to it.

Mrs. Gilman believes this could minimize the amount of money that we would need to spend because we have already done quite a bit of work.

Mr. Lieb could then help with the communication part of the impact of what the results mean and how to get more participation. Dr. Safier reminded the committee that K12 Insight is also a marketing agency and would help the district put its best foot forward.

2. Parent Survey on School Choice – Dr. Safier reported that 121 surveys were sent to parents and guardians of students who left the district in September 2010. Mrs. Gilman feels very strongly that students who left the district this year should receive a survey, as well. She also suggested that in his cover letter Dr. Safier offer to meet with the parents/guardians of those students to find out why they left the district. Dr. Safier requested that Chairman Garberg review that survey before it goes out. There was a discussion about sending a follow-up letter to those who do not respond to the survey.

## **B. MCAS Review**

1. Math and Literacy Updates – Dr. Trubisz updated the subcommittee on math and literacy goals, including the following matters:

- Literacy data meetings at Veterans and Beeman
- Professional development with Scott Foresman company
- BSRI results and teacher instruction problems
- Release time for teachers
- Professional development at O'Maley
- Template for review of Investigations program
- Pacing chart and Common Core kits for Investigations program
- Presentation of comparative data in math
- Effective use of Investigations program

Mrs. Gilman suggested that Mary Matson find out from the four fifth-grade teachers at Plum Cove and East Gloucester what they are doing to achieve such strong results and be able to integrate a component of best practices.

### **C. Special Needs Programming**

1. English as a Second Language – Dr. Trubisz updated the subcommittee on what needs to be done to support ESL students. She reviewed a draft document entitled “Procedures for Providing Oral & Written Translations to ELL Students & Their Families” and the procedures for obtaining written and oral translations. Dr. Trubisz indicated that the cost to translate the handbooks into Portuguese and Spanish is \$11,000 and that there are also Chinese, Vietnamese and Cambodian students in the schools. Dr. Safier stated that a purchase order has been opened for \$4,000 for translations.

Dr. Trubisz explained the Sheltered English Immersion program and presented a draft table of contents of an ELL information guide that was started six years ago and is now being updated. She stated that once the information guide is completed, it will be distributed to every teacher via email.

### **D. Reports**

1. Supplemental Education Services – Dr. Trubisz reported on Supplemental Education Services, which provides math and reading tutoring services, and the requirements associated with the services. The types of tutoring that are available are online, in-home or on-site at Sylvan Peabody. Leftover funds are immediately put back into Title I for the following year to pay for health care for Title I teachers. Dr. Safier stated that once we are released from our SES obligations, that money could be used to bring in tutors for MCAS prep. Dr. Trubisz stated that she has much more faith in our Title I program and does not want to see that collapse due to having to provide outside tutoring through SES.

There was a discussion about co-teaching being done between some math and SPED teachers at O'Maley.

2. DSAC Self-Assessment Recommendations – See Agenda item A.1.

**F. After-School Policy**

1. After-School Policy Sign-Up Packet/Cover Sheet and Registration Form – Dr. Safier reviewed his letter and the permission form for after-school programs. A discussion was held on including in the letter and permission form a list of available after-school programs (band, cross country, track, and any programs that are not aligned with the curriculum). Dr. Safier will make the requested revisions to the letter and permission form.
2. After-School Policy Discussion from First School Committee Reading of September 28, 2011 – Not discussed.

**III. ACTION** – None

**IV. ADJOURNMENT**

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

**VOTED:** To adjourn the Program Sub-Committee Meeting of October 7, 2011 at 12:35 p.m.

*Maria Puglisi*  
*Recording Secretary*