



**THE GLOUCESTER PUBLIC SCHOOLS**

---

6 SCHOOL HOUSE ROAD  
GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9800  
FAX: 978-281-9899  
WWW.GLOUCESTERSCHOOLS.COM

## **PROGRAM SUB-COMMITTEE MEETING**

Wednesday, October 3, 2012

4:30 pm

Superintendent's Conference Room – District Office  
6 School House Road, Gloucester, MA 01930

### **AGENDA**

---

#### **I. CALL TO ORDER**

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

- \*A. GHS Attendance Policy - First Reading
- \*B. Update on the School Committee's Gloucester Public Schools Website Enhancements/MSBA Best Practice Examples
- C. Beeman Memorial Elementary School Data Meeting Visit — Roger Garberg
- D. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

#### **III. ACTION**

#### **IV. ADJOURNMENT**

## **SECTION II- SOCIAL and CIVIC EXPECTATIONS**

### **ATTENDANCE STANDARDS & PROCEDURES**

**Philosophy-** Regular and punctual school attendance provides you with an essential foundation for achieving academic success and assists you in developing habits necessary for college, career and professional life. Consistent attendance enables you to benefit from shared experiences that are integral to your learning process and cannot be replicated outside of the classroom. Your parents or guardians share in the responsibility for helping you develop and maintain daily attendance.

**Credit for all courses is based on Class Attendance as well as Academic Achievement. Each student is expected to arrive on time prepared for each assigned class on his/her schedule every school day.**

### **ADMINISTRATIVE ATTENDANCE FAILURE:**

Massachusetts General Law Chapter 76, Section 2 states that it is the duty of parents/guardians to assure that children attend school regularly. The statute defines regularly as no more than seven (7) absences in any six-month period. Parents/guardians of students who are chronically absent will be referred to the administration for possible legal action under M.G.L. Chapter 76.

Gloucester High School recognizes the importance of attendance and its correlation to academic success. The increased requirements for graduation at Gloucester High School, including the successful passing of the MCAS test as defined by the Massachusetts Department of Education, demand that attendance be regular and consistent. Therefore, academic consequences will be imposed on students who do not attend class on a regular basis. A student whose absenteeism exceeds **the parameters of the law (as outlined above)** and the school attendance policy, as described below, for any term or quarter will receive an **Attendance Failure** for that term or quarter.

Students will receive an **Attendance Failure (AF-** as authorized by the school administration) for each applicable course, after exceeding the following limit(s):

**Per Term/Quarter-** no more than seven (7) total absences

This will take effect regardless of the nature of the absences (documented or undocumented).

**After a student has been absent four (4) days, a notification letter will be sent home and the student will be warned the s(he) is approaching the Attendance Failure threshold.**

If an Attendance Failure is applied for a term/quarter, the maximum grade a student may achieve is 64 %. Students whose academic grade is lower than a 64 at the end of the marking period will receive the grade they earned. Students who receive an attendance failure will have that grade listed as the grade of record on their transcript.

-Students earning an **AF** for both quarters of a semester class are not eligible to earn credit for that class.

-Students earning an **AF** for all quarters of a yearlong class are not eligible to earn credit for that class.

In certain circumstances, such as in cases of a pervasive, or chronic health condition that is medically documented by a treating medical practitioner (and placed on file with the school) and written as part of a 504 or IEP accommodation or modification, this policy may be waived. Any such determination will have resulted from a team decision involving the parent/guardian, principal and other appropriate school personnel.

*A parent, guardian or student may appeal the action or decision to the Attendance Review Team, which includes the assistant principal, guidance counselor and school nurse. The appeal must be made through the Dean of Students office using the following procedures:*

- A. The student or parent will present a written request to appear before the *Attendance Review Team*. This request will include the student's name, the course(s) involved, the specific day or days being appealed, and the reason for the appeal.
- B. The student shall appear in person with his/her parent(s)/guardians to present his/her appeal.
- C. The committee shall listen to the appeal and respond in writing within three (3) school days of the appeal being heard.
- D. Appeals beyond the *Attendance Review Team* may be made to the principal.

### **DOCUMENTED ABSENCES:**

We recognize that there are circumstances that necessitate absence from school. Making sure that an absence is "documented" allows for academic requirements (missed assignments and classwork) to be made up for full credit if completed within prescribed timeframes. (see *Academic Assignments After an Absence*)

**The following circumstances require documentation** and will be verified by a Dean of Students:

- School authorized/sponsored activities
- Observance of official religious holidays (documented by a parent/guardian note)
- College visits (up to four per year for 11<sup>th</sup> and 12<sup>th</sup> graders and documented by official college note)
- Death in the family/extenuating family emergency (documented by the parent or guardian to the respective Dean of Students)
- Medical appointments (documented by a practitioner's note on official letterhead)- Parents/guardians are asked to make planned, preventive appointments outside of school hours.
- Prolonged illness or chronic medical condition (documented by a note from a physician on the physician's official letterhead)- **Parent/Guardians are still required to call the school on days the student is absent.** See *Extended Absences*
- Surgery/Hospitalization (documented by a note from the doctor/hospital on official letterhead)
- Court appointment (documented by an official court note)
- State of Massachusetts driver's license examination (with documentation)
- Parent authorization (note)

### **DOCUMENTATING AN ABSENCE:**

In order to have an absence documented for any of the reasons stated, the appropriate notice must be received by the Dean of Students within **THREE DAYS** of the student's return to school. **ABSENCES WILL NOT BE CONSIDERED VALID UNLESS APPROPRIATE DOCUMENTATION IS PROVIDED.**

### **PARENTS/GUARDIANS-**

- Please call the school attendance line (281-9866- press extension #5) to verify each absence.
- Calling in your child absent will remove him/her from the list of students' families to be called; however, **WRITTEN DOCUMENTATION IS STILL REQUIRED**
- Written notes from parents/guardians ensure the school that the student was not truant; however absences covered by parent/guardian notes count toward the number of absences in a term/quarter.
- A student may not work for pay during the academic day.
- Students enrolled in an approved Cooperative Internship are required to attend all of their classes at Gloucester High School if they attend their off-site Cooperative Internship that day.

- Students are not eligible to participate in any school event(s) on a day that they are absent from school.

### **Extended Absences-**

If a student will be unable to attend school for an extended absence, a parent/guardian is expected to contact their students' guidance counselor. A team, involving the parents/guardians, the school nurse, the guidance counselor and administration will meet to determine a constructive plan of action.

### **ACADEMIC ASSIGNMENTS AFTER AN ABSENCE:**

Absence from class does not relieve a student of responsibility for submission of academic work by established deadlines. Upon return to school after an absence, assignments are due to individual teachers within two (2) school days. Tests must be made up within seven (7) school days.

Family vacations that impact a student's obligation to attend school are strongly discouraged by the School Committee and the administration of Gloucester Public Schools. When students are absent from school for the purpose of family vacations, their learning is interrupted and their progress may be affected. Teachers will not be required to provide work prior to a student leaving for vacation. Students may ask their teachers for work in advance. A student who has been on a family vacation will be required to make up all missed work upon his/her return to school, within the above prescribed limits. Absences missed as a result of family vacation days will count toward a possible **Attendance Failure** for that term/quarter.

**Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Perfect attendance for all students should be the goal for each student individually.**

### **TARDINESS TO SCHOOL-**

Students are expected to be in their first period class when the 7:30 bell rings. If a student arrives late to school, he/she must sign-in with the Student Supervisors at the main entrance atrium until 8am and in the Dean of Students office afterward. **Students will not be admitted to class without an authorized pass.**

- If a student is tardy to school, s(he) must have a tardy slip to enter class.
- After 3 unauthorized tardies, a student's parent/guardian needs to personally sign him/her in. The student will also receive a detention.
- If a student is under the age of 16, after 10 tardies in a quarter a **CHINS** (child in need of services) will be filed with the court.
- If a student is 16 or older, after 10 tardies a **MANDATORY** parent meeting with guidance and an administrator must take place to discuss the matter.

### **TARDY TO CLASS**

- If a student is more than 7 min tardy to class, the tardy will count as an absence from that class.
- Teachers will accept a tardy student into class without a pass for up to seven (7) min. after the bell rings. That tardy will be recorded into the I-Pass system.
- If a student arrives after seven (7) minutes, the student will be directed to the Dean of Students office. The student must go directly to Dean of Students office and return promptly to class with a pass, after s(he) has been seen by an administrator or his/her secretary.

### **THREE (3) TARDIES = ONE (1) ABSENCE**

In keeping with our philosophy of attendance, excessive tardies accumulate toward absences. Accordingly, a student who frequently disregards his/her responsibility to be in class, on time, will jeopardize his/her academic standing.

### **CUTTING A CLASS**

- Cutting a class will result in a **ZERO** for classwork for that period as well as disciplinary consequences.

### **IN SCHOOL TRUANCY**

- If a student enters the building after the start of first(1<sup>st</sup>) block and **does not** sign into school they are considered IN SCHOOL TRUANT and subject to disciplinary consequences.

### **INELIGIBILITY TO PARTICIPATE:**

Students who arrive after **7:30 a.m.** are ineligible to participate in any co-curricular or extra curricular activity including field trips, sporting events, or practices on the day they are late. Only the Principal of Gloucester High School may waive this policy. Consideration, which does not guarantee permission, will only be given when the circumstances for being late were clearly identifiable and justifiably beyond the student or parent's control.

**In order to be eligible to participate in any extracurricular activity, a student who had been off grounds on an authorized dismissal must return before the end of the day.**

**If a student is truant from school or a class, he/she is ineligible to participate in all activities that day.**

**If a student acquires more than three (3) undocumented absences, three (3) undocumented tardies to school, and/or three (3) class cuts in an academic term, he/she will be ineligible to participate in all co-curricular or extra-curricular activities for the remainder of that term.**

### **DISMISSAL/OFF GROUNDS:**

Students are not allowed to leave school grounds during the school day unless they obtain an off grounds (dismissal) pass from the Dean of Student's office. Students will only be dismissed with parental authorization and only for reasons determined by administration to be legitimate. Parents are expected to schedule appointments whenever possible during non-school time.

Notes from a parent or guardian authorizing dismissal must include the reason for dismissal, the time, and a daytime number or e-mail where a parent can be reached for verification purposes. **It is the student's responsibility to bring a parental note to the Dean of Students office before 7:30 a.m. on the morning of the dismissal.**

Any parent or guardian picking-up a student during the school day is required to come inside the building and report to the Dean of Students/Attendance office. For any student, even those who are able to transport themselves, if a dismissal or off grounds request is not made prior to 7:30 a.m. on the requested day, a parent is required to come pick up the student in the Dean of Students office.

# The Estabrook Elementary School Study

[home](#) [about](#) [updates](#) [documents](#) [meetings](#) [photos](#) [presentations](#) [FAQ](#) [contact](#)

## A MESSAGE FROM THE PRINCIPAL



*Sandra Trach, Principal, Estabrook Elementary School*

Greetings! Welcome to the new Joseph Estabrook School project website. Estabrook School is a 450 student school in historic Lexington, Massachusetts. Our school is surrounded by beautiful woodlands, streams and conservation land, which we frequently use for student learning opportunities. It is a tremendous privilege and opportunity to design a new elementary school, that will serve our students as 21st century learners, while also including the beautiful surroundings that envelope Estabrook School.

Your input matters to everyone involved in the Estabrook School project. I hope you will attend our new building meetings, check this website frequently and send me your feedback regularly. I can be reached at (781) 861-2520 or at [stlach@sch.ci.lexington.ma.us](mailto:stlach@sch.ci.lexington.ma.us).

## ABOUT THE ESTABROOK SCHOOL PROJECT

### Definition of Project Success

A successful Estabrook Elementary School Building Project will:

- Be on time and on budget
- Be designed to support 21st century skills
- Create open and welcoming spaces
- Be technologically advanced
- Fit all educational and community needs
- Be energy efficient (green)
- Solve logistics: sports, traffic, septic and safety
- Use the building process to engage and excite the community
- Be educationally innovative and inspiring
- Have a comprehensive maintenance plan

Massachusetts School Building Authority Website

Estabrook School Website

Town of Lexington Website

Town of Lexington Public Schools Website

# The Estabrook Elementary School Study

[home](#)

[about](#)

[updates](#)

[documents](#)

[meetings](#)

[photos](#)

[presentations](#)

[FAQ](#)

[contact](#)



## CURRENT INFORMATION

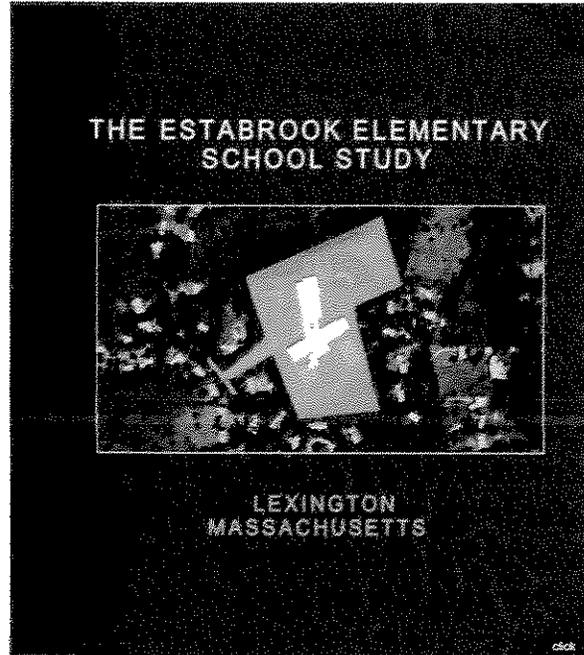
Update -- August 14, 2012

The newly configured school bus loop and student drop-off and pick-up area have been paved. A new road has been developed leading to the new temporary staff parking lot at the rear of the school which has been paved and striped. Construction fencing separating the occupied school side from the construction site has been erected including scrim and a dedicated gate for the construction vehicles to enter and exit. The retaining wall is nearly complete.

Enabling work along the school side of the project site has been completed. Work along the construction side is proceeding on schedule and activities to be completed over the next two weeks include paving, landscape, hardscape and punchlist.

The sitework package for the next phase of the project has been issued and work is targeted to commence at the end of September.

A copy of the logistics plan from September 2012 through April 2013 and progress photographs of the work completed to date have been posted to the web site under "Summer 2012 Enabling Work" in the "Updates" Tab.



[Massachusetts School Building Authority Website](#)

[Estabrook School Website](#)

[Town of Lexington Website](#)

[Town of Lexington Public Schools Website](#)

# The Estabrook Elementary School Study

[home](#) [about](#) [updates](#) [documents](#) [meetings](#) [photos](#) [presentations](#) [FAQ](#) [contact](#)

**PRESENTATIONS**

**PTA Meetings**

Estabrook PTA Presentation by DiNisco Design Sept. 26, 2011 [part 1.pdf](#) [Part 2.pdf](#)

Estabrook PTA Meeting Comments and Suggestions October 18, 2011

Estabrook PTA Presentation by DiNisco Design November 30, 2011

Estabrook PTA Presentation by DiNisco Design March 14, 2012.pdf

Estabrook PTA Presentation by Collaborative Partners June 7, 2012.pdf

Estabrook PTA Presentation by DiNisco Design June 7, 2012.pdf

**School Committee Meetings**

School Committee Meeting Presentation by DiNisco Design December 6, 2011

School Committee Meeting Presentation by DiNisco Design December 20, 2011 [Part 1.pdf](#) [Part 2.pdf](#)

School Committee Meeting Presentation by DiNisco Design January 31, 2012

**Lexington Permanent Building Committee**

LPBC Presentation Dec. 16, 2011 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation Jan. 18, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation Jan. 26, 2012 [Part 1.pdf](#) [Part 2.pdf](#) [Part 3.pdf](#) [Part 4.pdf](#)

LPBC Presentation February 9, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation March 8, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

**Town Meetings**

Board of Selectmen Meeting Presentation by DiNisco Design December 12, 2011

Project Update Meeting with Town Employees March 12, 2012.pdf

**Neighborhood Meetings**

Estabrook Neighbor Meeting Presentation by DiNisco Design February 8, 2012

Massachusetts School Building Authority Website

Estabrook School Website

Town of Lexington Website

Town of Lexington Public Schools Website

[Home](#)   [Newburyport High](#)   [R.A.Nock Middle](#)   [Bresnahan Elementary](#)   [Brown Elementary](#)   [Molin Upper Elementary](#)



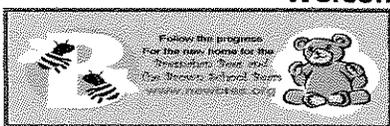
[Contact Us](#)   [About Us](#)   [Bres Events](#)   [Curriculum](#)   [Resources](#)



Click above to return Home

Welcome!

- Webmail
- X2 Aspen
- Lunch Menus
- Nbypt Calendar
- Emergency Info
- The Green Team
- TAKE A LOOK TUESDAY
- Bresnahan Buzz
- Early Release
- Elementary PTO
- Title I



Follow the news about the [Bresnahan Model School Project!](#)

[Community Opportunities and Information Page](#)

**Principal:** Kristina Davis  
**Assistant Principal:** Karina Mascia

333 High Street  
Newburyport, MA 01950

Office (978) 465-4431  
Fax (978) 465-2112

**School Hours**  
Grades 1-3, 8:20AM-2:50PM

**Office Hours**  
7:30AM- 3:30PM  
Monday-Friday

School Subscriptions



**BRAINPOP Jr.COM**  
online animated educational movies K-3



[Family Portal](#)  
[Instructions And Links, Click Here](#)



*NEW Tumblebooks Now Offers National Geographic Videos To Complement Their Online Books!*

[X2 Support](#)

[Bresnahan Home](#)

[Techpaths / Performance Plus](#)

[AUP \(Acceptable Use Policy for Technology\)](#)

[Moodle](#)

[Contact Us](#) for direction's, faculty, e-mail addresses and classroom teacher websites

[About Us](#) will inform you of our school/district philosophies

[Events](#) will show you what's going on here at the Bresnahan School

[Curriculum](#) holds our Curriculum Brochures, Curriculum Maps, and links to the MDESE Frameworks

[Resources](#) provides online resources to extend the lessons/ideas explored in class, parent resources, specialist resources, and holiday resources

**Current Progress of Green Team Initiative re: online notices:**

There has been significant environmental savings as well as financial savings by switching from paper notices to on-line notices. There are ribbons tied on the trees in the front of the school to symbolize the trees saved. These ribbons are re-used table cloths from past PTO events.

[Volunteer Information](#)

[Volunteers](#), fill out our Volunteer form to help us make a difference here at the Bresnahan School!

Problems downloading online notices? Get [Adobe Acrobat Reader](#).

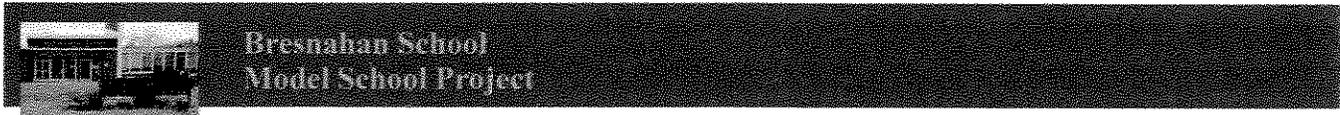
[Science Fair Registration](#)

[After School Program Information and Dismissal Procedures](#)

[Free Brainpop Jr. Movies](#)

Artwork created in Art Class with Mrs. Jamison the Clip Art Gallery on [DiscoverySchool.com](#) & Microsoft Clip Art Gallery

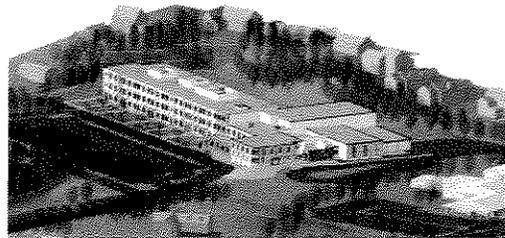
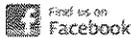
[Home](#)   [Newburyport High](#)   [R.A.Nock Middle](#)   [Bresnahan Elementary](#)   [Brown Elementary](#)   [Molin Upper Elementary](#)



## Bresnahan School Model School Project

### Quick Links

- [The Bres Today](#)
- [New Bres Plans](#)
- [Statement of Interest](#)
- [SBA Process Map](#)
- [New Bres by the Numbers](#)
- [Model School Examples](#)
- [Building Committee](#)
- [Project Manager RFS](#)
- [Project Manager RFS Response](#)
- [Contact Us](#)



Exterior Views

The New Bresnahan Model School Project  
Newport, MA Heery International

### Project Update

HMFH has met with the Bresnahan Administration Teachers and Staff to fine tune their design of the model building. The [Exterior plans](#) have been added to this website. These plans have been submitted to the to the MSBA for their feedback and approval.

### Latest News

#### MSBA Approves Grant at 52.78% Reimbursement Rate

The MSBA also approved the budget of \$38,818,204 for the project and after excluded costs will represent a net reimbursement of \$18,339,558 or **47%** of the total project costs. Click [here](#) for more details.

### Accomplishments and Next Steps

#### Accomplishments to April 2, 2012

- \* Submitted Statement of Interest
- \* SBA puts the Bresnahan program into the Model School Pipeline
- \* School Building Committee formed
- \* Visit to the four approved model schools
- \* Prepared and Published Request for Proposal for Owner's Project Manager
- \* Evaluated submitted proposals
- \* Selected Heery International as OPM
- \* Bresnahan site visited by MSBA proposed designers 9/22/11
- \* Visitation Committee visits four approved model schools
- \* Proposals from four designers illustrating how their school would fit to our needs and site delivered 10/06/11
- \* Interviewed proposed designers (public meeting) on 10/11/11 and 10/12/11, and selected East Fairhaven Model and HMFH Architects.
- \* Completed negotiations with HMFH
- \* HMFH met with School administrators, teachers and staff to fine tune design needs
- \* Plans submitted to the MSBA for final review

#### Next Steps

- \* Meet with the MSBA Board of Directors and finalize Scope & Budget Review - March 28, 2012.
- \* Continue to advance design development and conduct additional engineering investigation for soils and site utilities.

**WEST PARISH SCHOOL  
AD HOC COMMUNICATIONS COMMITTEE**

**Minutes of Meeting  
September 10, 2012  
[1:00 pm]**

In attendance: Chair Valerie Gilman, Vice Chair Kathy Clancy  
Mrs. Gilman noted that Mayor Carolyn Kirk is unable to attend and sends her regrets.

The meeting was called to order by Chairperson Gilman at 1:10 pm. Mrs. Gilman stated the mission of the Gloucester Public Schools.

As we continue to discuss outreach, it was decided to discuss the following:

Discuss the best way to introduce the Building Committee, "Meet the Building Committee".

Review the link that Superintendent Safier set up per vote of this committee at last meeting and brainstorm what else the website needs.

Review past action items for completion.

Review the outreach best practices presented to the School Committee from Susan Beckman and Sarah Creighton and develop some action items of outreach deliverables and/or recommendations of deliverables that may need full committee support of Superintendent actions.

Mrs. Gilman and Mrs. Clancy expressed thanks to the Superintendent for posting the link on the Gloucester Public Schools website. They recommend that the MSBA West Parish Building Project link be placed on the right side of the home page, possibly replacing the "Your Voice" section. The FAQ's could be a sub link of this West Parish School link. The link could possibly be called: "Follow the news about the West Parish School building project."

**I. Website Discussion**

**ACTION ITEM:** Request that the superintendent obtains a photo of the current West Parish School. Further discuss the placement of this link with the superintendent at the Program Committee meeting on Friday, September 14, 2012. Additional recommended content for the website link that could include and not be limited to:

- Copy of Mayor Kirk's Press Release which was sent out on July 25
- Photograph of Building Committee members
- Minutes of Building Committee meetings and schedule of upcoming meetings,
- FAQ's for MSBA for West Parish
- Upcoming press releases including further announcement of the Designer Selection Committee and its soon to be hired Project Manager.
- Message of clarification/explanation is needed on the School website regarding the West Parish project.

**II. REVIEW OF PAST OUTSTANDING ACTION ITEMS**

Mrs. Gilman reiterated that at its last meeting, this committee had recommended that the School Committee be asked as to the role the West Parish School Principal should have in this process. It was agreed that

Superintendent Safier should be asked about the role of the Principal at these meetings, not the school committee.

**ACTION:** Chairperson Gilman to ask Dr. Safier to post Mayor Kirk's Press Release issued on July 25, 2012 on the Gloucester Public Schools website.

### III. INTRODUCTION TO THE BUILDING COMMITTEE – “MEET THE BUILDING COMMITTEE”

**ACTION:** Mrs. Clancy will work with Jim Duggan to see if the next Building Committee meeting can be held at the West Parish School. In addition, Mrs. Clancy will facilitate having a photo taken of the Building Committee at that time. She will also provide info about each Building Committee member to the media outlets for inclusion with the photo. This can accompany an article in the newspapers and be placed on the district MSBA website.

### IV. BEST PRACTICES ABOUT OUTREACH

Mrs. Gilman provided highlights of her July 2012 conversation with Susan Beckman, former Chair of the Manchester/Essex School Committee. Ms. Beckman gave her insight on the school committee's role in a MSBA project based on her experience:

1. *Determine as a committee, what the role is of the School Committee.*

**On motion by Mrs. Gilman, seconded by Mrs. Clancy, it was unanimously voted to recommend to the full committee that the charge of the Gloucester School Committee is to oversee and be the front face of communications, create and maintain the website, and be the mouthpiece of the MSBA West Parish Building Project process.**

2. *Develop this communication plan from now until the projected opening of the new school and begin to work backward. Hit the milestones that the committee wants to talk about and determine what the committee wishes to communicate. Increase communication at all costs.*

Mrs. Gilman commented that the fact that the MSBA/West Parish School project has been made as a standard item on the School Committee agenda is certainly one major step towards continuing the conversation, and the second part is part of our role on this Ad Hoc Communication Committee, as well as updating the FAQ's.

3. *Develop a one page summary of what the Gloucester Public Schools District is delivering – 5 to 6 bullets. Shift negative messages being cited by the community to positives and include the history. What is the Return on Investment (ROI) for Gloucester residents to gain their support? This should leverage off vision.*

Kathy Clancy stated that the list should be informational and garner good will for the project.

It was suggested by Mrs. Gilman that Mayor Kirk's recent "Mayor's Desk" column could be used as a starting point from which to recommend a draft for the Superintendent of a one page summary. Kathy Clancy noted that Superintendent had some visionary messages as well in recent correspondence.

**ACTION ITEM:** Mrs. Clancy will look at the Superintendent's comments as well as Mayor's Kirk's Mayor's Desk column and come up with a draft for presentation to the Superintendent for fine tuning.

4. *Develop an elevator pitch for the committee and community representatives advocating for the new school.*

This will be discussed at a future meeting.

5. *Ask grass roots supporters, i.e., West Parish parents, to enlist others to support their new school.*

A brief conversation occurred about ways we can involve these supporters in our outreach efforts?

**ACTION ITEM: Mrs. Clancy will attend West Parish PTO meetings, after Project Manager is selected, and use as a forum to keep parents/community informed.**

Later on in the process, Mrs. Clancy suggested there should be a broader meeting, to include the principal, etc., for broader communication. Mrs. Gilman questioned as to whether the PTO should be invited to attend a meeting of this Ad Hoc Communications Committee. It was agreed by Mrs. Clancy that they should be invited to attend a meeting in the future – to ask them about what kind of communications they would like, as well as what they are hearing in the community.

**ACTION ITEM: With the support of the full School Committee, the Ad Hoc Communications Committee would like to invite the leadership of the West Parish PTO to attend a meeting of this committee in early October.**

Mrs. Gilman briefly reviewed best practices recommendations which had been prepared by Sara Creighton. Sara was the project leader of the Building Committee(BC) in Manchester Essex and had a lengthy conversation with Mrs. Gilman this past summer. She noted that Mayor Kirk had also met with Ms. Creighton.

Highlights Sarah Creighton's Best Practices Recommendations:

*It is imperative to post all BC meetings on the school district website.*

**ACTION ITEM:** It was agreed that Mrs. Clancy will notify Chris Pantano of the Mayor's Office when a Building Committee meeting has been scheduled so that the information can be submitted to the Gloucester Daily Times for publication in each Monday's, "*On the Agenda.*"

*Building Committee minutes are to be posted on the GPSD website.*

*Ms. Creighton noted that an open house at the old school had been held in an effort to enlist the support of the community.*

**ACTION ITEM:** Both Mrs. Gilman and Mrs. Clancy agreed that this should be a discussion item for a future Communications Committee meeting.

*There should be a strong partnership between the Building Committee and the School Committee.*

*A deliverables plan of what is to be communicated must be developed.*

*Be clear about what you will and will not do.*

**On motion by Mrs. Gilman, seconded by Mrs. Clancy, it was unanimously voted: To recommend to the full School Committee that Sarah Creighton and Susan Beckman be invited to attend an upcoming School Committee to give the committee an overview of their experiences.**

**On motion by Mrs. Clancy, seconded by Mrs. Gilman, it was unanimously voted: To adjourn at 1:55 pm.**

Minutes taken by Chris Pantano