



THE GLOUCESTER PUBLIC SCHOOLS

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PROGRAM SUB-COMMITTEE MEETING

Thursday, April 5, 2012

6:00 pm

Superintendent 's Conference Room – District Office

AGENDA

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSION

- *A. Review of Policy File: BDE "Sub-Committee of the School Committee"
(Program Sub-Committee Roles and Responsibilities) *(30 Minutes)*
- B. Plan for addressing Common Core Standards *(15 Minutes)*
- C. Update on the newly-formed District Technology Committee *(15 Minutes)*
- *D. Proposal by the Elementary Principals to create a new attendance policy
(15 Minutes)
- *E. Fall 2012 O'Maley After School Offerings *(10 Minutes)*
- F. Community outreach for Fuller School decision and West Parish MSBA
(10 Minutes)
- G. Education Forum April 30, 2012, updates and pre-presentation plans *(10 Minutes)*
- H. Update on status of the FY 2013 District Improvement Plan *(15 Minutes)*
- I. 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

*Enclosures

**GLOUCESTER PUBLIC SCHOOLS
Gloucester, Massachusetts**

File: BDE

SUB-COMMITTEES OF THE SCHOOL COMMITTEE

Appointed subcommittees shall have three or fewer members. All meetings of appointed subcommittees shall be conducted in accordance with the provisions of the Open Meeting Law and a report of each meeting shall be presented to the full Committee at the next regularly called meeting.

Building and Finance Sub-Committee

- Represents the board during the various budget preparation stages.
- Represents the board in public meetings where budget matters are discussed.
- Meets and conducts quarterly reviews of the enacted budget to assess conformance to the planned document.
- Approves contract bids over \$10,000.
- Approves transfer of funds as stipulated in transfer policy.
- Reviews federal and state grant programs that have budgetary implications for the general fund.
- Reviews, approves, and recommends bids over \$10,000 involving maintenance, repair, renovation, construction, and reconstruction of school buildings.
- Reviews the capital improvements plan and annually updates prior to submission to Capital Improvements Advisory Board (C.I.A.B.).
- Reviews arrangements for the provision of school meals and transport.
- Reviews arrangements for safety and emergency preparedness.
- Reviews audit reports.
- Provides board liaison activities to charter mandated building committees and reports activities back to the full School Committee.
- Periodically tours facilities with Superintendent and/or staff and reports condition to full Committee.
- Inter- and Intra-governmental relations as they relate to the sub-committees charge.
- Reviews policy changes within the scope of the committee charge.

Personnel Sub-Committee

- Represents the board in personnel matters and various stages of litigation.
- Responsible for labor negotiations: provides the chairpersons of the negotiating teams (additional members of negotiating teams will be appointed by the chairperson).
- Represents the board in liaison sessions with the faculty and service units.
- Provides the initial board contact on all personnel and grievance matters.
- Reviews arrangements for the recruitment and retention of staff.
- Review staff benefits and liability issues.
- Reviews professional performance standards.
- Reviews the professional development program.
- Reviews the School Calendar.
- Inter- and Intra-governmental relations as they relate to the sub-committees charge.
- Reviews policy changes within the scope of the committee charge.

Program Sub-Committee

- Reviews the curriculum, including after school programs.
- Reviews arrangements for assessing student progress.
- Reviews student achievement.
- Reviews arrangements for the successful transition of students between schools.
- Reviews student guidance services.
- Reviews arrangements for meeting the needs of students with special needs.
- Reviews grant applications.
- Reviews arrangements for public engagement in facilities development initiatives.
- Inter- and Intra-governmental relations as they relate to the sub-committees charge.
- Reviews policy changes within the scope of the committee charge.

Sub-Committee Reports

Committees assigned to study problems and standing committees should whenever practicable submit written drafts of proposed motions to the full Committee, prior to meetings, with the agenda, not including an addendum, to permit their review well in advance of public voting.

If the subcommittee report is not submitted to the full Committee prior to the meeting date, no vote shall be taken except by unanimous vote of the Committee.

Student Advisory Council

The School Committee recognizes the Student Advisory Council according to Massachusetts General Laws, Chapter 71, Section 38M.

Purpose

A Student Advisory Council will provide the School Committee with a means of obtaining student opinion; provide the students of Gloucester High School with means of expressing their viewpoint to the School Committee; and establish a liaison between the Gloucester High School students and the School Committee.

The Student Advisory Council Chairperson will serve as a non-voting member of the Gloucester School Committee, and will, if desired, respond to School Committee positions.

ATTENDANCE - Grades 1 – 5**(proposed)**

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 7 standard absences in any six-month period.

The Gloucester Public Schools recognizes the importance of attendance and its relationship to academic success. Numerous studies show that even a few days of missed school can result in lower test scores and other difficulties in school.

ABSENT FROM SCHOOL

The Gloucester Schools recognize that children are sometimes sick and should stay at home. For this reason, we allow up to 12 days of absence before taking action with the court system. Absences designated as Urgent/Medical (detailed below) will not count toward this maximum of 12 absences, but all others will.

Absence (Standard) *counts toward maximum total*

- Common illness not requiring hospitalization or emergency care
- Scheduled doctor's appointments
- Dentist appointments
- Family vacations
- Family gatherings

Absence (Urgent/Medical) *does not count toward maximum total*

- Absence requiring emergency/urgent medical care (requires doctor's note indicating that treatment could not take place outside of the school day)
- Death in the family
- Religious holiday
- Required court appearance

District/school actions to address standard absenteeism:

1. After 6th day absent per year, parent/guardian receives warning letter.
2. After 8th day absent per year, parent/guardian conference required.
3. After 10th day absent per year, parent/guardian required to attend parent information/training night, to be held at a central District location.
4. After 12th day absent per year, school or district staff may take action including, but not be limited to, intervention by the Department of Children and Families or filing of a (CHINS) Child in Need of Services report with the District Court.
5. After 15th day absent per school year, student will be considered for retention.

Students absent from school will not be eligible to participate in any after school activity on the day of the absence (subject to discretion of principal).

Students are entirely responsible for making up work missed during their absences. Students must make up work on the teacher's designated additional assistance day or at some other prearranged time (this may include recess or other non-academic time).

B. TARDINESS

Promptness to school is very important. A student is considered tardy after the opening times stated under school hours. If a student arrives after the starting time, an adult must accompany the student to the office to sign the student in. Students arriving to school three hours after the start of school will be marked as TA (tardy-absent) and will not receive credit for the day. Tardy-absences apply toward the maximum 12 absences per year.

District/school actions to address tardiness:

1. After 6th day tardy per year, parent/guardian receives warning letter.
2. After 8th day tardy per year, parent/guardian conference required.
3. After 10th day tardy per year, parent/guardian required to attend parent information/training night, to be held at a central District location.
4. After 15th day tardy per year, school or district staff may take action including, but not be limited to, intervention by the Department of Children and Families or filing of a (CHINS) Child in Need of Services report with the District Court.

Dismissal

Students may be dismissed early for illness, urgent or emergency medical appointments, and true family emergencies. All other dismissals are highly discouraged.

If your child must be dismissed early, please send a note that morning describing the reason for the dismissal and the time you will pick up your child.

When picking up your child for an early dismissal, please report to the School Office. You will need to sign the dismissal book and your child will be called to the office and be released to you.

Parents should not go directly to the child's classroom to meet their child.

To assure the safety of all children, telephone and email requests for changes in after-school or dismissal plans cannot be accommodated. Such requests must be received in writing. The beginning and the end of the school day are very busy times and we wish to assure the safety of our children by following appropriate procedures to make certain that their safety needs have been met.

Please understand that student use of the office telephone must be restricted to emergency use only. Students may not be able to use the office phone for forgotten homework, shoes, projects, after-school arrangements, or transportation.

Unauthorized Vacation

The Gloucester Public Schools highly discourages trips or family vacations that do not coincide with school vacations, and vacation-related absences will count toward the 12-day maximum before court action. Every effort should be made to schedule vacations during the school vacation periods.

Teachers are not required to provide advance assignments or to accept make-up work related to family vacations.

GEF SPONSORED PROGRAMS
Budget for 2012-2013

4/2/12

School	Title	Annual Cost		
All	Arts Festival	5000		
	total district wide		5000	
Elementary	Restricted Donation - Soundfield Systems Gr 1	15000		
Elementary	Enrichment Fridays			
Elementary	Theater (\$1500 for each school)	7500		
Elementary	Summer Reading Program	15000		
Elementary	Instrumental Music - teachers & Transportation	15130		
Elementary	Ballroom Dancing	3500		
Elementary	Field Trips			
	Gr 2 Tidal Pools	2700		
	Gr 3 Glacial/Bio - Mt Avalon	480		
	Gr 4 Geography & mapping	600		
	Vernal Ponds & Geography	720		
	Gr 5 Red Rocks	720		
	Gr 5 Robotics Technology Event	1870		
	Gr 5 Tide Pools	2700		
	Gr 5 West Parish Science Park	540		
	Gr 5 Lego Engineering	4500		
	Gr 5 transportation to MIT - Motorized Car Building and Rally - Need to ascertain if MIT will conduct the workshop for free).	1260		
Elementary	Mini-grants	5000		
Elementary	Science Supplies	2500		
	total elementary school		79720	
GHS	Physics of Robotics	20000		
GHS	Art History Curriculum	2500		
GHS	Advisor Stipends			
GHS	AP Prep placement: English Cook, English - Telles, Chemistry - Cafasso, Economics - Grasseti, Social Studies - Kearns	4800		
GHS	Docksiders Director Stipend	1929		
GHS	Summer Band Director Stipend	868		
GHS	Chorus Director Stipend	1030		
GHS	Drama Director Stipend	2060		
GHS	Musical Director Stipend	2000		
GHS	Festival Director Stipend	500		
GHS	Elicitor Advisor Stipend	1806		
GHS	Student Council Advisor Stipend	805		
GHS	National Honor Society Advisor Stipend	603		
GHS	Community Service Advisor Stipend	500		
GHS	DECA	2500		
GHS	Chess Club	500		
	total GHS		42401	
Middle School	After school programs	2800		
Middle School	Coordinator	4500		
Middle School	Languages			
	Art Club	300		
	Math Club	300		
Middle School	Chess	300		
Middle School	Robotics	1250		
Middle School	Flight simulation	800		
Middle School	CAD	800		
Middle School	Summer Science Program	20000		
Middle School	Mill River Salt Marsh	1080		
Middle School	STEM Lab equipment repairs	500		
Middle School	Advanced Engineering	12,000		
	total middle school		44630	
	Total Program Costs			171751