

# THE GLOUCESTER PUBLIC SCHOOLS

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

## Program Sub-Committee Meeting Minutes

Friday, September 10, 2010  
Superintendent's Conference Room  
9:00 am

### Members Present

Roger Garberg, Chairperson  
Michelle Sweet, Vice-Chairperson  
Valerie Gilman

### Administration Present

Dr. Joseph Connelly, Interim Superintendent  
Dr. Shayne Trubisz, Assistant Superintendent  
Ann Marie Jordan, Health Coordinator

---

#### I. CALL TO ORDER

Chairperson Garberg called the meeting to order at 9:10 am

#### II. REPORTS AND DELIBERATIONS

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

##### A. Update on Bullying Policy

New state law requires that each Local Education Agency (LEA) have an anti-bullying plan, including policy. The Department of Secondary Education (DESE) recommends that all LEA's use the same boilerplate language in their policy—so as to stay safe in any litigation.

The Committee discussed the District's instructions to principals regarding administrating bullying complaints pending a new policy. Dr. Connelly stated that the Principals reviewed the bullying policy at the last Leadership Team Meeting and at the October 14<sup>th</sup> meeting principals will finalize their recommendations for policy language and an implementation plan for all schools. Dr Connelly stated that all elementary school principals have inserted an anti-bullying statement in student handbooks and that the high school principal was working with the O'Maley School principal to update the O'Maley handbook. Dr. Connelly stated that it was a recommendation from DESE for schools to wait to finalize policies using DESE recommended boiler plate language for consistency. Ann Marie Jordan stated that she will bring the revised policy to the Leadership Team Meeting for review and will bring a draft policy to the October School Committee Meeting.

There was a discussion on training for staff including raising a level of awareness to identify and prevent bullying. Dr. Trubisz stated that Mrs. Jordan was trained and would provide training for staff. A discussion was held on the differences between bullying and harassment and the reasons to separate the two issues into two policies.

Chairperson Garberg suggested a Special Program Sub-Committee Meeting be held on October 22<sup>nd</sup> to review the Bullying Policy language.

**Update on availability of D'Antonia's presentation on DVD from Cape Ann TV**

Mrs. Gilman stated that a representative from Cape Ann TV would provide one tape of Ms. D'Antonia's presentation and would also submit a request to her supervisor to provide a total of seven tapes to the school department. These would be used in the Oct. 14<sup>th</sup> leadership meeting. Mrs. Gilman stated that she would pick up and distribute the tapes to the schools and also suggested that Mrs. Jordan write a My View column for the newspaper sharing the information on the presentation.

**B. Wellness Policy**

Mrs. Jordan updated the Committee on the status of the Wellness Policy and the issue of vending machines in schools and their contents. There was discussion on the profit from vending and whether the food service program benefits from this profit. Dr. Connelly stated that he had confidence in the new food service director to review this issue and report back to him.

Chairperson Garberg suggested that on page three, bullet seven of the Wellness Policy (vending), and the first sentence be removed. The bullet would read:

*"If the food service director deems it appropriate to allow vending machines, only vending machines containing nutrient-dense, low-fat, low-sugar foods pre-approved by the district's school wellness committee may operate during lunch and breakfast periods".*

There was discussion on physical education requirements and waivers given to students who participate in "out of school" activities. The requirements of physical education for students was discussed and the legal requirement to provide physical education in schools. Mrs. Jordan suggested that on page four of the Wellness Policy, under Physical Education A, bullet three would read:

*"Student involvement in other activities involving physical activity may be substituted for physical education class with appropriate documentation approved through the physical education department".*

Mrs. Jordan stated that she will provide the requested language changes.

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

**VOTED:** To recommend the Wellness Policy with the requested revisions and to submit the policy to the full School Committee for an initial reading.

### **C. Strategic Development**

The Committee discussed strategic development plans for staff work and first steps including understanding the current teaching and learning initiatives, and approval of materials and procedures for external stakeholder outreach meetings.

It was the consensus of the committee that it was important to catalog current initiatives as the first step towards an exercise in aligning initiatives with to be identified strategic commitments. Aligning means identifying initiatives that should be started, stopped, continued, and put on hold. There was discussion about whether the scope of this exercise should be all district initiatives (strategy as compressive review of district activity), or only those identified with teaching and learning (strategy as partial view of district activity). Chairperson Garberg suggested that the focus group with faculty should be geared to discover not only the teaching and learning initiatives that are engaging teacher time and effort, but also if initiatives other than teaching and learning are requiring teacher time.

Dr. Trubisz stated that the Race to the Top Grant will promote current initiatives and identify what resources and professional development we have and what we need for the future.

Chairperson Garberg provided the Committee with a draft parent visioning survey designed to seek input from parents/guardians, community members and partners and staff members. The Committee discussed the survey contents under section "C", one, two and three, which including "Developing a vision for Gloucester Public Schools, "Project-based Learning", and "More time on learning – teacher excellence".

After discussion;

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

**VOTED:** To support the draft Parent Visioning Survey with modification of Section B as noted and to use this document as the format for parents and external stakeholders excluding section C "Developing a vision for Gloucester Public Schools" questions one, two and three but including Section C questions four, five, six and seven.

A discussion was held on the timetable for focus group sessions;

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

**VOTED:** That the timeline for focus group sessions will be as follows:

October 1, 2010 Facilitator Manual will be updated by Mrs. Gilman

The IT Department will put the survey on "Survey Monkey"

Dr. Connelly will distribute information to principals for buy in and support to co-facilitate with School Committee liaison focus group meetings.

October 15, 2010 Focus group sessions will begin for external partners

October 18, 2010 Target school meetings

November 24, 2010 Completion of focus group meetings

After discussion on part C of the survey materials provided by Chairperson Garberg, upon a motion by Mrs. Gilman, seconded by Mrs. Sweet, it was unanimously

**VOTED:** To recommend to the administration that they revise the lead statement in Item C on the Parent Visionary Survey so that the entire section can be used with faculty and staff after substituting student center learning for project based learning, and after making any necessary changes to the text examples in Section C; and that the revised document will be presented to the full School Committee at its next meeting.

Revision to the lead statement will emphasize that the strategies outlined are not sanctioned by the district, but are hypothetical questions about which we (the SC) want feedback. The School Committee is **not advocating** any of

these strategies, but is looking to faculty to provide information about the potential advantages and disadvantages associated with current education reform ideas as they may apply to Gloucester Public Schools. Item C will be made available in a comprehensive survey of the faculty, including on-line (Survey Monkey).

**D. After School Activities Policy**

The Committee reviewed the revised After School Activities Policy. It was the consensus of the Committee to defer discussion on this policy to the next meeting.

**E. Further Discussion on Race to the Top**

It was the consensus of the Committee to review the Race to the Top Grant at the next Program Sub-Committee Meeting

**III. ADJOURNMENT**

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

**VOTED:** To adjourn the Program Sub-committee meeting of September 10, 2010, at 11:25 am

*Joan Fugalli*  
*Recording Secretary*