

# TOWN OF PROVINCETOWN

## SCHOOL COMMITTEE

Meeting Minutes

of

August 10, 1999

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**Members Present:** Lois Borgesi (Chair), Frank Wills (Vice-Chair), Adrienne Duncan (Secretary), William Rogers, Dana Berry

**Members Absent:** None

**Others Present:** Dr. Susan Fleming (Superintendent), Mr. Marino (PHS Principal), Ms Sheehan, Mrs. Trovato, Mr. Fox, Rachel Crosby (Recording Secretary), parents, students and staff.

**Call to Order:** Chair Lois Borgesi called the Regular Session to order at 7:05 P.M.

### REGULAR SESSION

#### VISITORS STATEMENTS

None

#### MINUTES

**April 13, 1999, Executive Session** - postponed until the next Executive Session.

**June 8, 1999, Executive Session** - postponed until the next Executive Session.

**June 22, 1999, Regular Session** - *Dana Berry moved to approve with a correction, Frank Wills seconded, and it was voted, 4-0, 1 abstain (Adrienne Duncan)*

**July 13, 1999, Regular Session** - *Dana Berry moved to approve as submitted, William Rogers seconded, and it was so voted 3-0, 2 abstain (Adrienne Duncan, Frank Wills)*

#### COMMUNICATIONS

Dr. Fleming presented the following:

- Newspaper articles: Cape Codder and Banner - favorable reporting on the Summer Institute.;
- City and Town Newsletter - July/August issue;
- Work on Summer Institute, may lead to a larger presentation on August 31. Dr. Fleming distributed a concept paper;
- A letter from Dr. Fleming to staff members concerning the success of the Institute;
- Dr. Fleming referred to a document received from the Town Accountant concerning the School Committee authorizing the Articles passed at Town Meeting. All School Committee members need to sign the authorization form for each article.

## **EDUCATIONAL UPDATE**

**IOWA Reading Scores: Articles & Graphs** - Dr. Fleming distributed a table showing the Provincetown results versus the State as a whole for the years 1997 through 1999. Dr. Fleming also mentioned an article in the Boston Globe, previously distributed to the Committee members. Dr. Fleming referred to a letter she had written to the parents of high achievers on the Iowa tests and said that the letter needed to be signed by the School Committee members.

## **UNFINISHED BUSINESS**

PSC Policies: Section I - 2<sup>nd</sup> Reading

**IHB, Special Instructional Programs and Accommodations (Programs for Children with special needs) - Frank Wills moved to approve for a second reading, William Rogers seconded, and it was so moved, 4-0, 1 abstain (Adrienne Duncan)**

1. **IHBA, Programs for Students with Disabilities - Frank Wills moved to approve for a second reading, William Rogers seconded and it was so moved, 4-0, 1 abstain (Adrienne Duncan).**
2. **IHBB, Gifted and Talented Education - Frank Wills moved to approve for a second reading, William Rogers seconded, and it was so voted, 4-0, 1 abstain (Adrienne Duncan)**
3. **IHBD, Compensatory Education (Chapter 1) - Frank Wills moved to approve for a second reading, William Rogers seconded and it was so voted, 4-0, 1 abstain (Adrienne Duncan)**
4. **IHBE, Bilingual Instruction - Frank Wills moved to approve for a second reading, William Rogers seconded and it was so voted, 4-0, 1 abstain (Adrienne Duncan)**
5. **IKB, Homework - Frank Wills moved to approve for the second reading and William Rogers seconded.** After discussion, Frank Wills withdrew his motion and, by consensus, the School Committee decided to refer this policy back to the sub-committee.

Update on Director of Student Services Search - Dr. Fleming reported that the candidate selected had decided to not accept the position and that the position would be re-advertised. Mrs Trovato asked if the delay would tie up budget monies that could be used elsewhere. Dr. Fleming explained why it was preferable to continue the search. William Rogers and Frank Wills affirmed their support for continuing the search. Dana Berry asked about a job description and Dr. Fleming answered that there was a description created before the SPED director position was combined with the VMES Principal. Mrs Trovato said she would like to see any unspent money used to fund additional foreign language instruction. In response to a question from Mrs Trovato, Lois Borgesi said that the State had backed off on insisting on foreign language instruction for elementary grades. Dr. Fleming said that the \$8,900 mentioned at a previous meeting as being unspent had been earmarked for other purposes.

Dr. Fleming said that the Commissioner of the Department of Education (DOE) was leaning toward testing the Class of 2003 in Mathematics and English only.

FY 99 Budget: Encumbrances - Dr. Fleming distributed a list of encumbrances and mentioned that \$2,000 would be returned to the Town.

FY 2000 Budget: Line Item Transfers - Dr. Fleming referred to a list of transfers, distributed detail sheets, and explained each transfer.

- *Professional Development Contracted Services* - Dr. Fleming explained why she was recommending making the amounts for each school more nearly equal. The School Committee discussed whether it was possible at this time to conclusively define the amount needed for Professional Development in each school. By consensus, the School Committee decided to wait for greater clarification.
- *Professional Development Principals' Offices* - Dr. Fleming explained that she was recommending a decrease to be coincident with the contract.
- *Maintenance of Building - Contracted Services, Building Supply, and Repairs* - Dr. Fleming explained why she was recommending making the amounts for each school more nearly equal. The School Committee discussed the DOE requirements for defining various budget line items and the advisability of having one common, district-wide Building Maintenance budget item.
- *School Committee (Advertising, Legal)* - Dr. Fleming explained why she was recommending increase(s).
- **Superintendent's Office (Supplies, Copiers)** - Dr. Fleming explained why she was recommending increase(s).
- *Utilities Telephone (VMES)* - Dr. Fleming explained why she was recommending increase(s).
- *Transportation, (PHS)* - Dr. Fleming explained why she was recommending increase(s).
- *Electricity (PHS)* - Dr. Fleming explained why she was recommending increase(s).
- *Utilities, Telephone (PHS)* - Dr. Fleming explained why she was recommending increase(s).
- *Transportation (VMES)* - Dr. Fleming explained why she was recommending decrease(s).
- *Electricity (VMES)* - Dr. Fleming explained why she was recommending decrease(s).
- *Heating (PHS & VMES)* - Dr. Fleming explained why she was recommending decrease(s).

Ms Sheehan recommended minimizing the budget fluctuations by reviewing more years' expenditures. By consensus, the School Committee decided to review the material distributed and consider these transfers at a future meeting.

Adoption "Philosophy, Definitions and Protocol that Support Protecting Students from Harassment and Hate Crimes - Lois Borgesi said that the Philosophy had been favorably reviewed by both School Counsel and the Administration. Faculty members have also had the opportunity to provide input. In response to a question from Mrs Trovato, Mr. Marino explained that, once adopted, the Philosophy would be put in the Faculty Handbooks. Dr. Fleming said that special efforts, including a mailing, will be made to distribute and explain the Philosophy to students, staff and parents. Mr Fox recommended that students, student government bodies, and School Councils be consulted in the development of the Philosophy. In response to questions from Mr. Fox, Lois Borgesi said that the Philosophy was not a School Committee policy, but that it would be attached to the appropriate School Committee policy. Lois Borgesi clarified that the Philosophy had been mentioned at a previous meeting and was placed on this evening's agenda for first reading approval. Lois Borgesi suggested that, before the next School Committee meeting, the Philosophy be mailed to students' homes and staff with a request for input. ***Frank Wills moved to approve the Philosophy for first reading, Dana Berry seconded, and it was so voted, 5-0.*** Mr Fox questioned whether the students will have a genuine opportunity to review and comment on the Philosophy before the next School Committee meeting. Mrs Trovato questioned the cost of mailing the Philosophy and Mr Fox questioned the timing of the mailing. By consensus, the School Committee decided to discuss at the next meeting whether further input should be sought before final approval.

Other - William Rogers asked that there be some follow-up on his concerns about the parking lot.

## NEW BUSINESS

Campus Provincetown Proposal - The Campus Provincetown Consortium has asked to be on the agenda for the next School Committee meeting, with the prospect being to develop a long-term arrangement for use of unused space at the Annex. William Rogers cautioned the School Committee to not give the community the impression that the Annex is a surplus building. The School Committee discussed the proposal and voiced several questions and concerns, concluding that they needed more detailed information and to consult with School Counsel. Dr. Fleming explained the options available for authorizing the use of the Annex by Campus Provincetown. Dr. Fleming said she would gather more

information on the proposal and distribute it to School Committee members.

District Newspaper Proposal: "The Net" - Dr. Fleming reported that she had been working with Judith Stayton on developing a quarterly district newsletter, to be offered to the local media as an insert. The newsletter will also be published on the school's website

Use of School Facilities Revision - Dr. Fleming explained that there was currently some confusion when renting to non-profit organizations and offered a revised draft rental form, which combines the rental and utility fee into one "use fee". Dana Berry suggested that the form used by the Town for rental of the Town Hall auditorium be adopted by the school. The School Committee discussed the various issues in the use of school facilities by non-profit organizations. This item will be on the agenda for the next meeting.

PHS Student Handbook - Mr. Marino distributed a draft Student Handbook to the School Committee and asked for comments and suggestions. Mr. Marino said he would be mailing the Handbook to the High School Council and asking that they meet with him on August 24<sup>th</sup>, so that he can return to the School Committee on August 31<sup>st</sup> with a final draft.

Timeline - Mr. Marino explained the schedule for development and distribution of the Handbook.

Mr Fox asked about the School Council's responsibilities in developing the Handbook and questioned the opportunity for other public input. Mr. Marino explained his administrative role in revising the Handbook and stated that he had the approval of the School Council to do so. Mr Fox commented on his perception that students were under-represented on the current HS School Council. Lois Borgesi replied that the current members of the School Council could adequately review the proposed Handbook revisions and that the Handbook could be further revised at a later time. Mr. Marino stated that he was required to submit the Handbook to the State by August 31<sup>st</sup>, and could do so with the proviso that the Handbook is still under revision. Mr Fox said that the High School Principal had never submitted a School Council Formation Plan to the Superintendent and School Committee for approval. Mr Fox also said that none of the current School Council members have been sworn in. Lois Borgesi called the discussion to an end, stating that the Committee would seek further information on the issues raised.

Other -

- Dr. Fleming referred to a memo, recommending an increase of one hour per day in the Food Service Director's line item. By consensus, the School Committee agreed to postpone a vote on this item until the next meeting.
- Dr. Fleming distributed a memo on Kosovo refugee students currently living in Provincetown, including budget implications if the District were required to provide academic services. Mrs Trovato asked which programs would be cut to provide these services and Dr. Fleming explained which School Choice monies were being considered. The School Committee discussed the pros and cons of expending these funds for these students. In response to a question from Frank Wills, Dr. Fleming confirmed that the Kosovo students were here for a maximum of one year and that she was researching the availability of Federal or State monies for educating the refugees. The School Committee discussed various "what if" scenarios, including what would happen if the students did not stay in Provincetown. Frank Wills recommended getting some sort of guarantee from the Federal government.

***Adrienne Duncan moved to continue past 10:00 PM, Frank Wills seconded and it was so voted, 3-2 (Adrienne Duncan, William Rogers).***

The School Committee discussed the deadlines involved, including giving Mrs Powers an indication that the School Committee was committed to hiring her to tutor the Kosovo students. ***Adrienne Duncan made a motion to fund the contracted service hiring of Mrs Powers to tutor the Kosovo students at \$25 per hour for 4.25 hours per day for 180 days, Frank Wills seconded, and it was so voted, 3-1 (Dana Berry), 1 abstain (William Rogers).***

- Dr. Fleming distributed a memo providing a breakdown of the School Choice account for FY 1999 and

anticipated budget recommendations for FY 2000. The School Committee will discuss these figures at the next meeting.

**CLOSING STATEMENTS**

None

**ADJOURNMENT**

*Frank Wills made a motion to adjourn at 10:15 P.M. and it was so voted unanimously.*

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**These minutes were approved by a vote of the Provincetown School Committee present at their meeting on \_\_\_\_\_, 199\_\_**

**Respectfully Submitted:**

\_\_\_\_\_  
**School Committee Signature Title**

\_\_\_\_\_  
**Rachel T. Crosby, On-call secretary**