

# Provincetown School Committee Meeting Minutes

OCTOBER 21, 2014  
PROVINCETOWN HIGH SCHOOL BUILDING

## AGENDA TOPICS

1. **CALL TO ORDER:** AT 4:36 PM BY TONY BRACKETT, CHAIRPERSON  
2. **ROLL CALL**

MEETING CALLED BY	Provincetown School Committee
TYPE OF MEETING	School Committee Meeting
CHAIRPERSON	A. Brackett
NOTE TAKER	T. Zamir
TIMEKEEPER	
ATTENDEES	Members: L. Lovati, A. Brackett, C. Benson, S. Sawyer Others: B. Singer, K.Pike

### 3. PUBLIC COMMENTS

DISCUSSION	Eva Enos spoke about PTA. PTA raises money to bring programming to students at the schools. Currently selling wreaths and calendars to fund programs. Encouraged everyone to shop through <a href="http://www.smileamazon.org">www.smileamazon.org</a> this winter – partial proceeds go to Provincetown Schools. New website is <a href="http://www.provincetownpta.com">www.provincetownpta.com</a> . Katie Mernin spoke – She is the new treasurer for the PTA.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

### 7.5 Professional Development Plan – moved as next agenda item by Chair of PSC

DISCUSSION	Beth Francis, Intervention Specialist and PYP Coordinator. Professional Development has great scope, PedLed team is honing how the District looks at PD. For IB, all new faculty is sent to Category I training which is an IB mandate. The team looks at training that will benefit faculty and the school overall. In March, Early Childhood teachers went to Preschool IB workshop. Ms. Yeaw and Mrs. Francis attended Category 2 and 3 trainings in the spring. At years end, MYP faculty attended workshops in assessment and global context. In December, a small cohort will travel to New Orleans for essential training in transdisciplinary learning and further work in new Unit Planners. When people travel out of district they come back as part of a teaching model and share with others. In addition to workshops, small teams will make site visits to make further connections with other IB schools. The MYP coordinator and Principal will be attending a conference in Boston in January. We will also be attending the GIBS conference this year in Weehauken, NJ. The PYP is scheduled to be evaluated in 4 years. Tony asked how often teachers are sent to workshops. Beth said that we go out or do online at least once a year in our new model. It is the same price for the course either way. Travel is the major consideration off-site. Liz asked where teachers are going for off-site visits. Beth informed them that Connecticut is an easy commute and they have established a good relationship with 2 or 3 schools. Kim introduced a list of PD throughout the year including: 6 Traits writing; 2 days of PBIS; All Cape Day and ½ days each month. PBIS, technology and IB curriculum planning are the focus on ½ days.		
CONCLUSIONS	Teachers are required to continue training with IB schools. This includes site visits and workshops. It means that the PD budget needs to be healthy including Title IIA funds.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

### 4. MINUTES

DISCUSSION	MINUTES FROM 9/9/14		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Move that the Provincetown School Committee approve the minutes of September 9, 2014 as written.	Motion by: T. Brackett Seconded by: C. Benson Approved: 4-0-0	
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**5. SUPERINTENDENT'S UPDATE: RFS FOR OPM**

DR. SINGER

<b>DISCUSSION</b>	RFS sent out after approval. 12 requests for RFS. Held mandatory site visit for 12. Proposals due today at 3pm. Responses must meet requirements, ratings determine interviews. Interviews will be held on 11/5, choose, then negotiate contract. Goes to MSBA for approval.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
12/1 deadline for hire.	B. Singer	12/1/14	

**5. SUPERINTENDENT'S UPDATE: AUDITS AND REVIEWS**

DR. SINGER

<b>DISCUSSION</b>	Audits and reviews upcoming on policies and procedures. Currently review and audit of lunch program. Upcoming SPED, Title I, ELL, School Choice and Circuit Breaker. Timeline includes a 3 day site visit in April, ongoing between now and 4/15. Shannon- Who does work? Beth – Different people are helping. Helena with ELL, Maryann with Civil Rights, Beth with SPED, Kim with everything. Liz – Have we been audited before? Beth – Yes. These are all state mandated. We did most of this 6 years ago but not to this level.		
<b>CONCLUSIONS</b>	On schedule		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**5. SUPERINTENDENT'S UPDATE: NOVEMBER 6<sup>TH</sup> PSC RETREAT**

DR. SINGER

<b>DISCUSSION</b>	PSC will have a retreat in Wellfleet on 11/6/14 from 9 a.m. to 2 p.m.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**5. SUPERINTENDENT'S UPDATE: NEW FAMILY**

DR. SINGER

<b>DISCUSSION</b>	A new family is moving to town with 4 children. We will have to add staff to meet their needs.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**5. SUPERINTENDENT'S UPDATE: PARENT SURVEY**

DR. SINGER

<b>DISCUSSION</b>	Parent Satisfaction Survey included in packet. Helpful in terms of audits and reviews. Please provide feedback. Shannon – Is this anonymous? Beth – Yes. We will send in mail.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**6.1 UNFINISHED BUSINESS: Adjusted FY 15 Budget**

DR. SINGER

<b>DISCUSSION</b>	FY 15 Budget has been adjusted because of faculty changes which means adjustment to line items. Increased FTE's due to late resignation of science teacher. Net result is an \$18,000 surplus from salary which will be used for students. In addition, we have added a para position funded from school choice. No changes in the high school budget. We have \$92,000 in out of district placement through 9/15. A portion of that also goes towards a student in Nauset. There will be a balance of about \$70K if nothing changes that we would return to the town. Tony – Red means what? Beth – New person.		
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<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**7.1 NEW BUSINESS:** October 1 Data

DR. SINGER

<b>DISCUSSION</b>	<p>Official student enrollment date. This is the date that the state uses. Graph includes all students as of Oct 1. (this information has already changed) Beth explains that six years ago the PK-8 population was 110 students. Cass – This number is talked about a lot. With high school students the current number is over 150. Shannon – Maybe we could include the Nauset students and other high school students on the graph. MYP data has change from a low point in 2010 to the increase to date (18 to the current 44) PYP is showing a slow but steady growth pattern. 3rd graph shows the number changes from K-8 – how the cohort changes year to year. 4<sup>th</sup> graph shows PK-8 class sizes Last chart is by town.</p>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**7.2 NEW BUSINESS:** Contracts

DR. SINGER

<b>DISCUSSION</b>	<p>7.2.1 Renew Superintendent Contract for Dr. Singer Beth has been working with out a contract. Tony has signed the contract. Shannon – what about SPED? Beth – It is a separate contract. Contract is one year and must be done by July 1, 2015. 7.2.2 PAE Ratifications Memo of agreement 9/2014 Changed language about staring and ending times to accommodate flexibility of teachers staying afterschool with students. Gives admin flexibility as to day start and end times.</p> <p>TWO RATIFICATIONS Change language of agreement so that no later than March 2016 we will begin to renegotiate next contract. We would like to have the contract in time for the budget so that we know what negotiated salaries are.</p>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>7.2.2 S. Sawyer – Motion to accept C. Benson – Second No discussion Vote passed: 3-0-0 Liz Lovati stepped out of the meeting at 5:35-returns at 5:40</p>			

**7.2.3 NEW BUSINESS:** Review of PSC 2008 Building Use Process and Fees

DR. SINGER

<b>DISCUSSION</b>	<p>Fees for various building uses. Shannon – maybe instead of paying they could volunteer services at school Tony – maybe something with our students Kim – This happened with the theater a couple of years ago Shannon – prices vary depending upon venue Discussion regarding fee structure and adding another column for “for profits” Use of tech lab not allowed except for community education. We do not allow use of building without a custodian. Tony – There should be a custodial fee. Liz – What is revenue form yearly rentals? Beth – Can get that info – Family week is about \$1500 Tony – This should be more Liz – Can we be discretionary. Beth – Groups like HOW wanted to do something but \$500 might be too much; perhaps a sliding fee scale. Asked about bringing a range of fees. Tony – fee schedule for various facilities within the school subject to Superintendent approval. Categories could include youth, for profit, non-profit. Etc. Shannon – Leave flexibility for negotiation.</p>		
<b>CONCLUSIONS</b>			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring something back for November meeting.	Dr. Singer	November 2014

**7.3 NEW BUSINESS:** 2020 Steering Committee

DR. SINGER

<b>DISCUSSION</b>	Letter received from Cheryl Andrews asking school committee to participate in 400 <sup>th</sup> anniversary of Mayflower arrival.	
<b>CONCLUSIONS</b>	Shannon Sawyer and Beth Singer will represent.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dr. Singer will respond to Selectman Andrews	Dr. Singer	

**7.4 NEW BUSINESS:** MCAS and DDMs (District Determined Measures)

DR. SINGER

<b>DISCUSSION</b>	Dr. Singer included an Cape Cod Today article on Provincetown Schools MCAS positive results. 86% reading and 93% math – proficiency in 3 <sup>rd</sup> grade. We continue to be at a Level 2 – similar to surrounding schools such as Truro. We obtained a 74.45 – needed a 75% Review of Report Card which will be sent to Parents this month. Liz- How do we compare with other schools on cape.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Kim will email comparative links to PSC on like schools.	Kim	

**7.6 NEW BUSINESS:** Library Haunted House Overnight

DR. SINGER

<b>DISCUSSION</b>	We need to plan for these field trips.	
<b>CONCLUSIONS</b>	All requests for field trips must be presented in writing to the PSC as per the policy. No longer electronic voting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tony – motion to accept Cass – second Vote: 4-0-0 approved		

**7.7 NEW BUSINESS:** Budget Calendar FY16

DR. SINGER

<b>DISCUSSION</b>	Budget calendar for meetings to discuss the budget. 1 <sup>st</sup> presentation – 12/9. Public hearing and adoption of the budget dates discussed.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**7.8 NEW BUSINESS:** Bulk Mailing Proposal

DR. SINGER

<b>DISCUSSION</b>	Publications that Beth would like to mail or publish: Fishtales 4x per year, Foghorn 3x per year Beth will have Judith Stayton make Fishtales in to a flyer that can be bulkmailed. Send it to businesses and residences in town. Mailing done through printer. School would do labels. Each piece is 50cents. We would like to do the same thing for Community Education. Tony – has any looked into this put in the Banner as an insert and what would the fee be?	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Beth will look into this as an insert.	Dr. Singer	

DISCUSSION	See the Public Comments for more information.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**8.1 OTHER BUSINESS:** Any other business that shall come before the Board and could not be anticipated within the 48 hour minimum posting requirements of the Open Meeting Laws

DISCUSSION	NONE		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**9. PSC COMMENTS**

	<p>Shannon – concern about PSC member commitment to PSC. The committee spoke about absences.                  Liz – nothing. Social media and taxpayers paying a million dollars to improve the school. We own the building and we need to maintain it. It is misleading about the million dollars, the town owns the building.                  Cass – Really like it if next PSC can have a list of achievements. She is impressed with the grants, IB, teacher evaluations. Many things have happened and these should be spelled out so that everyone knows.                  Tony – Retreat on the 6<sup>th</sup>. We had discussed having agenda be 5 year plan. If we can each do homework and have ideas of what will happen during retreat. Our next meeting will be on the 18<sup>th</sup> which is the third Tuesday of the month. November 18 at 4:30 and November 6<sup>th</sup> at 9 and we can car pool. He knew nothing about MCAS until he sat down with Kim and was introduced to the DOE website. He congratulated Beth and Kim and the staff and faculty. He is happy to have his children in this school. He wants to thank Twisted Sister for having kids in to make pizza. He thanked the community for sharing with the schools.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Tony will reach out to Kerry about absences.			

**10. ADJOURNMENT:** S. Sawyer motion to adjourn. C. Benson seconded. Vote: 3-0-0 approved.