

**Provincetown School Committee (PSC)**  
**Regular Meeting Minutes**  
Monday, November 18, 2019

Eva Enos, Chair, **called the meeting to order at 4:38PM**

PSC Members Present:

Eva Enos, Chair, Liz Lovati, Penny Sutter;

Suzanne Scallion, Superintendent and Tim Reynolds, Principal were also in attendance.

PSC Members Excused:

Ngina Lythcott and Adrianna Stefani

There were no Meeting attendees from the Public.

The Meeting was being recorded by Sean of PTV.

The consideration of Minutes from the previous meeting was tabled (M: Liz/S: Penny/3-0-0).

**Superintendent's Report:**

Suzanne presented an update on some of her Office's activities:

^Entry Plan (data collection) process continues; interviews now mostly with Staff.

Participation by remaining PSC Members welcomed.

^As part of her intentional Community outreach, the Superintendent met with Ed Miller, Editor of The Independent to discuss her interest in writing a regular column about Provincetown Schools for the paper.

^The annual Harvest Feast has been transformed to better ensure its accuracy. It is now called the Celebration of 1620 Journey and this year will focus on the birth of the baby in the Harbor. Students are very excited about the event, which will be held at the Monument from 10-12 on Friday.

^Everyone is busy preparing for the students' spring trip to Costa Rica.

^The spring musical has been selected; title will be shared at a later time

Suzanne presented draft goals and measurements for her regular evaluations; since she is an experienced superintendent, she requested that the PSC consider evaluating her every two years. She proposed that she be evaluated using the new Commonwealth superintendents' evaluation format. She presented her three Goals in the areas of: 1) Professional Practice, 2) Student Learning, 3) District Improvement, as well as the strategies for each goal's achievement, and the measurement benchmarks for each (see attached documents).

A PSC vote was tabled (M: Liz/S: Penny/3-0-0) until the two missing PSC members also had the chance to review.

Suzanne gave a brief Budget update, because we are in the middle of Union negotiations. While she did not expect new faculty or staff positions (about 80% of PS Budget), technology updates/replacements would certainly be needed.

The Chair moved the Agenda to consider **Unfinished Business**:

During the spring and summer, PSC members have been reviewing 3 documents:

1) Early Learning Center Policy Manual

Eva said this includes policies, procedures and guidelines and should focus mainly on policies. After so many revisions, Suzanne asked to start this work from the beginning rather than to continue editing someone else's work. PSC agreed to ask Suzanne to take charge of this effort, working with Mr. Miranda. (M: Liz/S: Penny/3-0-0)

2) Personnel Manual for Early Learning Center

It was clarified by the Chair that since this document was not a policy manual, the PSC will review to endorse, not approve, it. The PSC voted for its Policy Subcommittee to review the Manual to ensure it is in alignment with our other current policies. (M: Liz/S: Penny/3-0-0)

3) Provincetown School Committee Handbook

This was the final review for this document, and knowing it could be updated as needed, PSC voted to approve the current draft as a final document. (M: Liz/S: Penny/3-0-0)

The Chair moved the Agenda to discuss **New Business**.

The Committee considered several suggested (from MASC) policy updates. These were considered as First Readings. Next the PSC's Policy Subcommittee will review each to be sure that the proposed drafts are consistent with the PSC's current policies and finally will present them as recommended (may have been redrafted) for consideration at a future PSC Meeting. These documents were:

- 1) Sexual Harassment Policy (ACAB)
- 2) Security Cameras in Schools (ECAAF)
- 3) Educational Opportunities for the children of military personnel (JFABE)
- 4) Educational Opportunities for children in Foster Care (JFABF)

Considering a proposal for School Building Use Fees was delayed as Suzanne is waiting for one more important piece of venue fee information before drafting a School Use Fee proposal. She reminded the Committee that the Gym is already booked for next summer under the previous two-year contract.

**Final Comments from Committee Members:**

All three Committee members talked about how much they learned attending the MASC Annual Meeting, held in Hyannis in November. Eva expressed her gratitude that most PSC members were able to attend; Eva and Liz expressed gratitude for community/tax-payer support, as MASC Conference fees for the PSC are included in the PS annual Budget. On the previous Friday, Committee members attended a workshop where they shared what each learned at the Conference with each other.

**The meeting was adjourned** by the Chair **at 5:39PM** in order for the Committee to move into Executive Session to discuss Union negotiations and would not return to conduct further business. (M: Penny/S: Eva/3-0-0)

Minutes by Ngina Lythcott