

**Town of Provincetown
School Committee
Veterans Memorial Elementary School
Library Media Center
2 Mayflower Lane
Minutes of June 24, 2009**

Members Present: Peter Grosso, Chairman, Kerry Adams, Vice Chair, Debra Trovato, Carrie Notaro, (Shannon Patrick excused absence)

Others Present: Jessica G. Waugh, Supt. of Schools, Betty White, Adm. Assist. to Supt. – Business Manager, Donna O'Brien, School Nurse, Natalie Small, Marielle Vigliotte, Nauset High School Nurse, Rita Heckman, Eddy Elementary School, Jane Evans, Health Agent, Provincetown, Lisa Conrad, Eddy Elementary School Nurse, Beth Singer, Amy Rokicki, Beth Francis, Assist. to District Principal, Maryann Campagna, School Social Worker and Others

The Chair called the meeting to order at 4:40 P.M.

Presentations:

4.1 Financial Review: Mrs. White, made a presentation to the school committee explaining M.G.L. fiscal policies. Mrs. White provided a set of handouts for each to member to review. She also explained the line item transfer process which takes place at the end of year. Mrs. White continued explaining the reconciling of line items for end of year. Mrs. White clearly stated to the committee her strict adherence to Mass. General Laws as they apply to her job responsibilities.

4.2 Dr. Parker Small made a power point presentation to the committee regarding fall flu outbreaks. His presentation included the H1N1 virus identifying how this flu spreads. Lower Cape school nurses had were invited to listen to the types of vaccine required (mist), population of (middle and elementary schools), permission slips, communications, vaccine storage. The next step will begin in the summer with the three lower Cape superintendents securing vaccines and getting communications out to parents, strategize on the methods to get students vaccinated and secure community support for a school based vaccination program. If vaccines are ordered from the state, the vaccine is free at no cost for the program except administrative cost i.e. the nurses' time. The schools are looking at a September vaccination date. The committee thanked Dr. Small for his informative presentation as well as the various school nurses who participated.

Unfinished Business:

5.1 PSC Policy for charging school lunch: The committee discussed the committee policy samples from three schools on this matter. It was agreed to table this topic until the next meeting. Ms. Notaro agreed to place all three samples onto one template for the next meeting.

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New Business:

6.1 The student trip to Yellowstone National Park was discussed. Kerry Adams made a motion to table at this time. Debra Trovato seconded. So voted 4-0

6.2 The Teacher Job Descriptions were discussed regarding general teacher jobs, librarian and guidance. Motions were stated to accept subject to additions. Superintendent Waugh clarified the difference between administrative policy and a job description item. The suggested additions to guidance are already included in the guidance counselor's responsibilities. Kerry Adams made a motion to accept the job descriptions subject to additions (Librarian job description has been revised) and add PSAT/SAT assistance, as well as assistance with transfers to guidance. Seconded by Carrie Notaro. So voted 4-0

6.3 The committee discussed the application received for secretary to the committee. Kerry Adams made a motion to appoint Evelyn Gaudiano. Seconded by Peter Grosso. So voted 2-0 (2 abstentions)

6.4 The VMES and PHS Handbooks were discussed. Supt. Waugh explained that both handbooks were proofed, and that a Spanish insertion must be done so the handbooks are translatable into Spanish. The superintendent stated the Site Councils have agreed to create a handbook review cycle/policy and will review the handbooks next school year. Kerry Adams made a motion to approve the handbooks. Seconded by Carrie Notaro. This motion was not approved because the bus policy hadn't been approved as yet.

6.5 Update on the Mayflower League and its' statutes. Mrs. Trovato agreed to contact the MIAA regarding her request for a policy change regarding playing sports at another school, if Provincetown High School does not have that sport. Supt. Waugh agreed to bring forth additional information on joining the Mayflower League.

6.6 2009-10 School Year Master Schedule: Supt. Waugh presented documents showing VMES/PHS teaching assignments. The VMES draft of a middle school model was discussed. The superintendent suggested that the school committee members peruse these materials and come back to the next meeting with any questions.

(Mr. Adams left the meeting at 6:50 P.M.)

Discussions continued on the middle school model. No motions or votes were taken.

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The meeting adjourned at: 7:10 P.M.

The committee returned to Executive Session (which had not been adjourned from earlier in the afternoon).

These Minutes were approved at a meeting held on: 7/21/2009