

QUINCY SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

Wednesday, November 28, 2012

A Policy Subcommittee meeting was held on Wednesday, November 28, 2012 at 5:00 pm in the 2nd Floor Conference Room of the NAGE Building. Present were Ms. Barbara Isola, Mrs. Kathryn Hubley, and Mr. Paul Bregoli, Chair. Also attending were Superintendent Richard DeCristofaro, Assistant Superintendent Colleen Roberts, Mr. Keith Segalla, Mr. Bob Cavallo, Mrs. Ellen Garofalo, and Mrs. Ellen Hunter.

Mr. Bregoli called the meeting to order at 5:00 pm.

Mr. Keith Segalla presented the **Information Technology Program Improvement Plan**, by giving an overview of the six teams that make up this department: Data Processing; Elementary, Middle, and High School POS/Scheduling; Information Technology; and the Secretaries Team. Each team has multiple goals, many that continue from year to year. For 2012-2013, each team has a goal related to the installation and training for the new Student Information System. The Data Processing Team's goals are: (1) To meet all DESE data reporting requirements for SIMS, EPIMS, SCS, SDDR, and federal CRDC reporting by June 2013. (2) To meet all district reporting dates for electronic progress reports and report cards during the 2012-2013 school year. (3) Introduction and training of the new Student Information System. The Elementary School POS/Scheduling Team's goals are (1) Review and improve upon process of StarBase electronic schedules for elementary schools to comply with DESE EPIMS/SCS reporting. (2) Introduction and training for the new Student Information System by June 30, 2013. The Middle School POS/Scheduling Team's goals are (1) To complete middle school schedules by June 2013. (2) Review and update 8th Grade High School Course selection process as needed by January 2013. (3) Introduction and training for new Student Information System by June 30, 2013. The High School POS/Scheduling Team's goals are: (1) To consistently communicate scheduling issues, timelines, appropriate tasks, and data dissemination so that high school student schedules can be produced by August 2013 that reflect class sizes within School Committee policy. (2) To produce a new program of studies document for the 2013-2014 academic year by December 2012 that contains course descriptions reflecting the new Frameworks (Common Core) consistent at both high schools as well as reviewing course naming/numbering conventions within the new Student Information System. (3) To produce a new Curriculum Flowchart reflecting graduation requirements prior to the course selection process, which commences March 2013. (4) Produce Pathways Booklet and Course Selection mechanism by March 4, 2013. (5) Develop an implementation and training schedule that begins in January 2013 for the new Student Information System scheduling module for all high school guidance staff. The Information Technology Team's goals are: (1) Meet all required MA DESE and District-Level requirements during the 2012-2013 school year. (2) Complete the installation and transition to the new QPS Student Information System by June 30, 2013. The

Secretaries Team's goal is to design, develop, and implement a Student Information System Training schedule for all Secretaries Team members by June 2013.

During the discussion that followed, Mr. Bregoli asked if students' course selection process is affected by Open Enrollment. Students have the option to fill out course selections for both high schools, so if they are granted Open Enrollment, that schedule is utilized. Ms. Isola complimented the curriculum flowchart and has heard positive reactions from parents. She also complimented the continuing updates to the Quincy Public Schools website. Ms. Isola asked that the School Committee be kept apprised about expanding Professional Development options for staff, especially for the new Student Information System.

Ms. Isola made a motion to approve the Information Technology Program Improvement Plan. Mr. Bregoli seconded the motion and on a voice vote, the ayes have it.

The Subcommittee then discussed the items currently in Policy Subcommittee for review.

- The revised Wellness Policy will be reviewed in a joint meeting with the Health, Transportation, and Safety Subcommittee on Monday, December 3.
- Graduation Requirements will be discussed in a joint meeting with the Teaching and Learning Subcommittee in January, as will the New Educator Evaluation System.
- The Community Service Coordinators will present an update on the High School Community Service Pilot at the January 23, 2013 School Committee Meeting.
- For the Exempting Student Athletes from Physical Education Requirement, Mr. Bregoli asked if Mr. Mulvey can research this as there are state statutes on this subject.
- Conflict of Interest and Adding CPR as a Graduation Requirement should remain on the list of items for review and consideration.
- For the Adopt a Project policy review, since this is not a School Committee Policy, it will be removed from the list.
- Advertising/Sponsorship Opportunities: Ms. Isola suggested that this could be part of the Budget discussions and asked whether there is an existing School Committee Policy prohibiting advertising. Mrs. Hubley supports the idea, but questioned who would make the decisions on the specific advertising allowed.

Ms. Isola made a motion to adjourn the meeting at 5:40 pm. Mr. Bregoli seconded the motion and on a voice vote, the ayes have it.