

# The Principal's Corner Glover School

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Principal

Volume 3 Issue 2

August 14, 2017

“And suddenly, you know  
It’s time to start something new  
and trust the magic of beginnings”  
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We are down to 12 business days before the doors open and the school wakes up from its summer slumber. The halls are filled with desks, chairs, furniture and all the things that make a classroom. The custodians are in a mad dash to finish the cleaning of the first floor. Soon the building will come alive again with the joyful sounds of students dashing down the hallways to be greeted by their teachers.

Dear Glover School Families:

Over the summer we had some anticipated and unexpected changes to our staff. We worked very hard and have filled all of our openings. It gives me great pleasure to announce our new staff.

**Mrs. Silvana Lika First Grade:** Ms. Lika replaces Ms. Tully who has taken a Leave of Absence. She has been a long term substitute at the Glover school. She filled in last year for Ms. Tully who was out on a medical leave. Ms. Lika was a teaching assistant before that and did her student teaching at Glover under Ms. Shaipiro. Prior to that she worked at the International School of Boston. Before going to Boston she was a Clinical Psychologist Intern at the Psychiatric Hospital of Tunis.

Ms. Lika has her Masters of Education from Leslie University. She also has a Masters of Art in Clinical Psychology and a Masters of Arts in Psychology and a Bachelors of Arts from the University of Tunis. Ms. Lika is a resident of Marblehead.

**Mrs. Killeen First Grade:** Ms. Killeen has been hired to replace Lauren Nigro. Ms. Nigro has moved on and we wish her well. Mrs. Killeen has been working as one of reading tutors for the last six years. She worked as an associate kindergarten teacher in Boston in 1998. Mrs. Killeen was a kindergarten teacher in North Reading from 1999-2001. In 2001 she became a first grade teacher in the same school and taught until 2003. Mrs. Killeen then took time away from teaching to raise her family. In 2011 she became a reading tutor at Glover and has been here ever since. Mrs. Killeen brings her love of teaching and history of rigorous instruction and balanced academics to her classroom. Many of your children have worked with Mrs. Killeen and know that she embodies the commitment to serve all our students, and will be a wonderful addition to our first grade.

Mrs. Killeen has her Master and Bachelors of Education from Tufts. She is a resident of Marblehead and knows our community very well.

**Ms. Caitlin Osborne:** It is with great pleasure that I announce the hiring of your new Second Grade Teacher, Caitlin Osborne. She replaces Carolyn Kodiat, who is taking a Leave of Absence. Caitlin will bring her own vibrancy to The Glover Elementary School, and was attracted to our school by our rigorous and balanced academics, our commitment to serve all students, and our strong and wonderful school community. Most recently she worked as a Reading Interventionist in Wareham and prior to that a long term substitute. She has also worked at the Village School and was highly recommended by the principal and several teachers there. Ms. Osborne did her student teaching at the Bell School

Caitlin received her Master's of Education from Salem State and her undergraduate degree from the University of New Hampshire.

**Ms. Alexandra Manna**: Ms. Manna is replacing Ms. Puopolo as an inclusion teachers. Ms. Puopolo has moved on to a new posting in another district. We wish her well. Ms. Manna just completed teaching the Summer ACCESS Program. Prior to this she worked as an ABA Tutor in our SAILS program. SAILS is a special education program that addresses the needs of students with a autism spectrum disorder. She successfully completed her Endicott Fellowship at the Glover School. She has worked as at teaching assistant in the Portsmouth Early Education Program. She also worked at the UNH Child Study & Development Center.

Ms. Manna has her Master of Education from Endicott College and her Bachelor of Arts in psychology from UNH.

**Afternoon Pickup Procedure:** Your student will bring home two sets of visor tags. These are color coded by grade and have your students last name on them. We request that you place the tags on the passenger visor so that when you flip it down the name is right side up. The students line up on the appropriate color square. As you pull into the pickup lane the teachers will be able to identify your child by the tag and have them ready to enter your car. You will be given two sets. If you have a babysitter, grandparent, or carpool please be sure to give the visor tag to them. It is not uncommon for a car to pull into the lane with several visor tags showing.

**K-3 Car Drop-Off and Pick-Up:** Staff are assigned morning and afternoon to the drop-off area to welcome students. Please share the drop-off and pick-up procedures with any family members, nannies, or friends picking up your student. **For you and your student's safety please do not get out of your car and do not drop off or pickup outside of the pickup and drop off lane.** It speeds up drop off and pickup if you disable child locks

**For the safety of our students and to minimize delays in drop off and pickup please follow the procedures carefully.**

**Drop-Off and Pickup Traffic Directions:** Please carefully read and follow the enclosed traffic attachment to ensure the students are safe and the drop-offs and pick-ups run smoothly and efficiently.

**Parent Handbook, Parent Sign-Offs, and Acceptable Use Policy :** The Pre-Kindergarten through grade 6 school handbook is now available online at the Glover website (<http://.glov.marbleheadschoools.org>) under Forms. Our PK-6 district-wide handbook has releases at the end of the handbook which are:

- Sign-off page acknowledging that you have read the Family Handbook and understand the policies and procedures (required by law),
- Acceptable Technology Use Policy (in handbook) and
- Internet Publishing Permission and Release.

Please return the signed forms to your student's teacher. For students grade 2 or above, student initials are required. Upon request, hard copies are available in the main office.

**Cafeteria:** The Marblehead School Lunch Program is pleased to announce that we are opening the kitchen at the Glover School as a production kitchen. What does that mean? It means fresher and hotter food at every meal. It means a better lunch, fresher, and more satisfying to your students every day! Stay tuned for more news.

### **Lunches and Recesses:**

Glover Lunches and Recesses: The morning recess schedule is planned by the classroom teachers. We encourage you to send in a snack and a drink. Students can fill up their water bottles at the water bubblers.

K-3 Lunch & Recess times are below:

K Lunch 12:00-12:20 Recess 12:20-12:40

Grade 1 Recess 12:00-12:20 Lunch 12:20-12:40

Grade 2 Lunch 12:50-1:10 Recess 1:10-1:30    Grade 3 Recess 12:50-1:10 Lunch 1:10-1:30

**Buying Milk and Lunches:** It is recommended that you establish a lunch account at this website: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>. You can deposit money in this account that allows your student to buy lunches or milk. It also allows you to manage the account.

The weekly lunch menu is located on the Glover web page under the, "Lunch Menu." This tab will also explain the nutritional components of the lunch.

**Lunch Help:** If you are interested in being a part of the Glover Experience and get paid for it, we need a lunch Aide. The Lunch Aides work 2 hours a day 5 days a week and are vital to making our student's lunches safe and enjoyable. If you are interested please contact me and I will explain the position in more detail.

We also would like to build up a bank of parent volunteers to help out with lunch recess and lunches. There are times when a lunch aide is unable to come in. We would like to be able to contact parents to help fill in the times. You can volunteer for a specific grade or for all grade 1-3 lunches. If you are interested in helping please contact Linda Kuszmar at 781 639-3190.

**Lockers & Non-Wheeled Backpacks:** It is recommended that your student carry a regular sized backpack. The locker dimensions are 12" W x 13" D x 42" H *and will not accommodate wheeled backpacks.*

**Dogs on Campus:** **Due to allergies and for safety reasons dogs are not allowed on campus. The only exception is service dogs. You will be asked to leave the campus if you have a dog.**

**Parent Volunteers and Chaperoning Field Trips:** We wish to thank all parents who chaperone our classrooms and our many field trips. Massachusetts Chapter 459 of the Acts of 2012, requires field trip chaperones to complete the fingerprint-based state and national background check along with the regular CORI check. If you plan to chaperone a field trip, fingerprinting instructions are located on the Glover Web Page under Forms.

**Glover Open House:** **A correction on the date, Our K-3 open house is September 12<sup>th</sup> at 6 PM.**

**Important Dates:**

- Glover Gathering August 28<sup>th</sup>
- Pre-K Open House August 28<sup>th</sup> from 1:00-2:00
- Kindergarten Screening August 29-31<sup>st</sup>
- First day of school for the students August 29<sup>th</sup>
- First day of school for Pre-K and Kindergarten September 5<sup>th</sup>
- Glover Open House September 12<sup>th</sup> at 6PM

On behalf of our very caring, dedicated, and most excellent staff have a great week.

Regards,

Brian

Appendix A.

**GLOVER SCHOOL DROP-OFF AND PICK-UP INFO**  
**VEHICLE ENTRANCES TO AND EXITS FROM THE SCHOOL PROPERTY**  
(Please refer to Map 1 - Peak and Map 2 - Non-peak.)

**OVERVIEW:** Based on car volume, there are two traffic patterns: **peak and non-peak**.

- ✓ **Peak** is during drop-off and pick-up areas are open from 7:55- 8:45 am; & 2:15 -2:45 pm, and includes two entrances and exits to the school property for vehicles. Student drop-off is between 8:05-8:15 am. Dismissal is 2:25 for Kindergarten and 2:30 for grades 1-3.
- ✓ **Non-peak** is from 8:45 am - 2:15 pm when there is less traffic, and includes only one entrance to and exit from the school property for vehicles.

**On-site parking is for faculty only.**

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**SAFETY:** Our primary focus is on student safety.

- ✓ **Please be patient** during the first few weeks of school. Drop off and pick up may be slow until everyone becomes familiar with the traffic patterns.
- ✓ **Please stay in line** and not back up or try to jump to the front. We had an accident last year when someone backed into another car trying leave quicker. Luckily no one was injured, and trying to save a few minutes could have had a tragic ending.

**PEAK ENTRANCES AND EXITS (Map 1)**

There are 2 vehicle entrances during peak times (7:55 - 8:35 am; & 2:15 -2:45 pm):

- ✓ Vehicle Entrance 1 is on Upper Maple Street, just below Cypress Street. *This is an entrance only, not an exit.*
- ✓ Vehicle Entrance 2 is on Lower Maple Street, closer to the school main lobby.

Two vehicle exits are used during peak times:

- ✓ Vehicle Exit 1 into Maple Street (right turn only)
- ✓ Vehicle Exit 2 into Cherry Street. *Cherry Street is exit only, never an entrance.*

**PEAK DROP-OFF PROCEDURE (Map 1)**

There are **three** drop-off routes:

- ✓ **Upper Maple Street Entrance 1 to Lower Maple Street Exit 1:** Drop off is in Area 3 only. Students exit on the passenger side onto the blue walking path, then cross to the sidewalk. Vehicles then turn right into Area 5 (2-way traffic near school entrance), and exit, right turn only onto Maple Street. **Please note that Area 5 is strictly enforced as a Safety Zone. There is no standing, drop-off or pick-up in Area 5.**
- ✓ **Upper Maple Street Entrance 1 and Cherry Street Exit 2:** Drop off in either Area 3 or Area 4. In Area 3, Students exit on the passenger side onto the blue walking path, then cross to the sidewalk. In Area 4, students exit the passenger side directly onto the sidewalk. Leave by Cherry Street Exit 2.
- ✓ **Lower Maple Street Entrance 2 to Cherry Street Exit 2:** Vehicles pass through Area 5 (**Safety Zone, no standing, drop-off or pick-up**), and turn right into Area 4 toward Cherry Street Exit. Students exit the passenger side directly onto the sidewalk. Leave by Cherry Street Exit 2.

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**NON-PEAK ENTRANCE AND EXIT (Map 2)—GATES CLOSED to Cherry & Cypress Streets**

There is one entrance during the non-peak time (8:45 am - 2:15 am):

- ✓ Vehicle entrance 1 is on Upper Maple Street, just below Cypress Street. *This is an entrance only, not an exit.*

One vehicle exit is used during the non-peak time:

- ✓ Vehicle exit 1 into Maple Street

### **NON-PEAK DROP-OFF PROCEDURE (MAP 2)**

There is only one drop-off route during the non-peak hours.

- ✓ **Upper Maple Street Entrance 1 to Lower Maple Street Exit 1:** Drop off in Area 3 only. Students exit on the passenger side onto the blue walking path, then cross to the sidewalk. Vehicles then turn right into Area 5 (**Safety Zone**), and exit onto Lower Maple Street Exit 1. *Please note that Area 5 is strictly enforced as a **Safety Zone**. There is no standing, drop-off or pick-up in Area 5.*

Note: During the non-peak time, vehicles may make a right or left turn onto Maple Street.

- ✓ Cherry Street Exit 2 is gated during the non-peak hours, from 8:45 am - 2:15 pm.
- ✓ At all times, Upper Maple Street (1) is an entrance only.
- ✓ There is no entrance at Lower Maple Street during the non-peak time; it is an exit only from 8:45 am - 2:15 pm.

# MAP 1 Peak Time Drop-Off and Pick-Up Car Line



MAP

# Off-Peak Drop, Off and Pick, Up Car Line



JCJ ARCHITECTURE

Glover Elementary School - Marblehead, MA

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