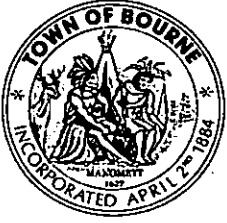


new
9-1-17

2014 Meeting Notices

School Building Committee
School Committee and all
Subcommittees
School Advisory Committees



TOWN OF BOURNE

School Building Committee



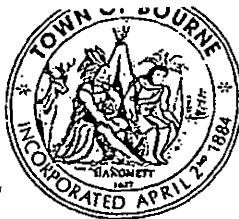
MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday October 15, 2014	6:15 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

1. Call meeting to order
2. Introductions members
3. Distributions open meeting law/conflict of interest law requirements
4. Brief discussion of mission
5. Set next meeting date
6. Adjourn

Thomas M. Guerino
October 9, 2014

2014 OCT 9 AM 9 22
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Office of the Town Clerk

At a legal meeting of the Town of Bourne held on October 27, 2014, a quorum being present, the following business was transacted under Article 12:

ARTICLE 12. To see if the Town will vote to amend the Town of Bourne Bylaws Chapter 1, Article 1.8 School Building Committee, Section 1.8.1 by deleting it in its entirety and inserting a new Section 1.8.1 as follows:

Sponsor – Bylaw Committee

Section 1.8.1

Membership. There shall be a School Building Committee consisting of membership as set forth in Massachusetts Code of Regulations 963 CMR 2.00 as may be from time to time amended. The members as set forth in said Code of Massachusetts Regulations shall be appointed as needed by the Moderator. The provisions of Section 2.4.3 of the bylaws concerning the staggering of appointments shall not be applicable to the appointments to the School Building Committee.

The Moderator shall appoint a successor member to the School Building Committee whenever there is a vacancy due to death, resignation or inability to continue to serve because in order to comply with the membership requirements set forth in the Code of Massachusetts Regulations.

Section 1.8.2 shall be deleted.

Section 1.8.6 shall be deleted and a new Section 1.8.6 shall read as follows:

Section 1.8.6

Term of Service. The Committee Members shall serve until the School Committee votes that the projects and responsibilities for which the members were appointed have been completed. Upon such vote by the School Committee, the School Building Committee shall be disbanded until such time as the Moderator shall appoint a new Committee in accordance with Section 1.8.1 for a new or different project.

MOTION: We move the Town so vote.

VOTED: the **AYES** have it; declared the **MOTION** passes; **Unanimous Vote.**

A true copy,

Attest:

Barry H. Johnson A TRUE COPY:
Town Clerk

ATTEST:

TOWN CLERK

2014 DEC 29 PM 10 57
TOWN CLERK'S OFFICE
BOURNE, MASS

FY16 MODERATOR- SCHOOL BUILDING COMMITTEE

TERM EXP	LAST	FIRST	STREET	CITY	ST	ZIP	HOME #	EMAIL#
until project complete	Anderson	Kathy	23 Chamber Rock Road	Buzzards Bay	MA	02532	508-317-3464	kanderson@bourneps.org
until project complete	Carpenito	Elizabeth	59 Spinnaker Lane	Pocasset	MA	02559	508-364-9818	ecarpenito@bourneps.org
until project complete	Coggeshall	Mary Jo	46 Keene Street	Bourne	MA	02532	508-776-5404	mjcoggeshall@gmail.com
until project complete	Donoghue	Edward	16 Freemont Street	Plymouth	MA	02360	781-424-0467	edonoghue@townofbourne.com
until project complete	Guerino	Thomas M.	24 Perry Avenue	Buzzards Bay	MA	02532	508-509-1377	tguerino@townofbourne.com
until project complete	Howe	Frederick H.	PO Box 1011 - 10 Saltmarsh Lane	Pocasset	MA	02559	508-563-3616	rickhowe9@gmail.com
until project complete	Hyldborg	Christophe r	2 Chamber Rock Road	Buzzards Bay	MA	02532	508-254-1715	chrish@alpha-1.com
until project complete	Lamarche	Steven M.	19 Sea Breeze Drive	Bourne	MA	02532	774-994-1434	slamarche@bourneps.org
until project complete	Lavoie	Richard A.	PO Box 221	Buzzards Bay	MA	02532	508-728-9094	RichL.Lavoie@gmail.com
until project complete	Meier	Peter J.	54 Academy Drive	Buzzards Bay	MA	02532	508-274-7184	pmeier@townofbourne.com
until project complete	Meier	William	27 Catskill Road	Buzzards Bay	MA	02532	508-759-8237	dusty22752@aol.com
until project complete	Nelson	Jonathan	2 Crows Nest Drive	Buzzards Bay	MA	02532	508-566-1349	jnelson@townofbourne.com
until project complete	Potter	James L.	25 Settlers Way	Buzzards Bay	MA	02532	508-759-1630	onsetjp@juno.com

TERM EXP	LAST	FIRST	STREET	CITY	ST	ZIP	HOME #	EMAIL#
until project complete	Scena	Laura	37 Shaker Drive	Bourne	MA	02532	508-759-3961	laurascena@yahoo.com
until project complete	Towne	Dr. William C.	PO Box 617 - 28 Wings Neck Road	Pocasset	MA	02559	508-563-5035	wtowne11@comcast.net

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: JANUARY 23, 2014

TIME: 12:30 PM

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. BMS Program of Studies
2. BHS Program of Studies/Schedule
3. Full Day Kindergarten Program
4. BHS Master Schedule

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

Curriculum Sub Committee
Bourne Public School Central Office
January 24, 2014 12:42 pm

Members Present: Anne-Marie Siroonian, Heather DiPaolo, Laura Scena
Susan Quick

Others present: Susan Quick, Mellissa Stafford, Amy Cetner

1. BMS Program of Studies

Restructured by grade level rather than by content. Added bullying and parent nights information, the courses are the same. Course descriptions were revised to include more of a review of purpose of course.

A new course proposal includes an accelerated English course at 7 & 8 grades. Some teachers have attended a "pre-AP" course to prepare themselves in teaching the course.

Will not impact the schedule, but will be a bit of a number game

A coding class for all grades 5-8 would be ideal to add.

MOTION to approve the BMS Program of Studies, 2014-2015, as presented, including the addition of the new course "Accelerated ELA" for the 7th and 8th grade made by Laura Scena and seconded by Heather DiPaolo. Unanimously approved

2. BHS Program of Studies

Additions include

21st Century Learning Expectations

Course Sequencing

MMMSI Grant was received (Massachusetts Math and Science Initiative) double the AP students and provide the supports for the AP classes

Some semester courses were removed due to the antiquatedness of them and the lack of students choosing such courses.

Proposed New Courses:

"Government Course #142" proposal: as a college prep/and honors course for grades 11-12. The course will be renamed to include "civics."

"Music Recording Technology and Production" course proposal: recommend to run as a club.

"Screen Writing for Dramatic Films and Television" course proposal: to continue to be included in the film club after school.

New English course, Memoirs, course proposal: A course driven by the students. This would be a semester course elective.

"Exploring the Graphic Novel" course proposal. This would be a semester course elective.

"Flora and Fauna" course proposal: at this time, it is not aligned with NGSS. (Next Generation to Science Standards)

"Wildlife Field Research and Techniques" course proposal, at this time is not aligned with NGSS. (Next Generation to Science Standards)

"First Tech Challenge Robotics Class" course proposal. There is a cost factor to this, however, the long term investment in this course will be beneficial for our students.

Motion to approve the BHS program of studies which include the following new courses, Government Course #142 (civics), new English semester elective course Memoirs, new English semester elective course Exploring the Graphic Novel, and the First Tech Challenge Robotics class.

Made by Laura Scena and seconded by Anne-Marie Siroonian. Unanimously approved. See attached documentation

BHS Scheduling

Reviewed 2 different types of schedules for BHS master schedule needs. First schedule would allow periods 1-4 to rotate while last two blocks would be stagnant to accommodate new course offerings which include an internship program and CCCC courses. Second master schedule would be based on Semester courses structured in 90 minute blocks.

Full Day K: reviewed the information that we will need to gather for the next meeting.

Meeting adjourned at 2:35pm

Next Agenda:

Next meeting February 28, 2014 @ 10:00 am @ Admin. Building

Full Day K: building lay outs, student numbers, space for title 1, space for SPED, ELL, number of students, EEC

Humanities coordinator

Feedback from PD

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

DATE: FEBRUARY 28, 2014

TIME: 10:00 AM

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Full-Day Kindergarten: building layouts, student numbers, space for Title 1, space for SPED, ELL, number of students, EEC
2. Humanities Coordinator
3. Feedback from Professional Development

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no,need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

Curriculum Sub Committee
Bourne Public School Central Office
February 28, 2014
Members Present: Anne-Marie Siroonian and Laura Scena
Others Present: Susan Quick,

Opened Meeting at 10:05am

The minutes of January 24, 2014 approved by consensus.

Full Day K Update

Heather DiPaolo arrived at 10:09 am
The program is less \$40,000 from grant funding this year.
The actual revenue projected for this year \$77,000 due to the sliding scale.
This year BPS is able to use their own sliding scale for the 2014-2015 school year.
If we use this years new proposed scale, we will look at a \$90,000 revenue.

Motion to approve the Full Day Kindergarten tuition sliding fee scale with 6 monthly applicable payments as printed made by Anne-Marie Siroonian and seconded by Laura Scena
Unanimously approved

Update from Humanities Coordinator

Accelerated teachers were able to collaborate with AP HS teachers
Difficult to reach all students
ELA teachers at BMS have agreed to switch their content day to meet with the Humanities Coordinator.
2 Professional Development days have been provided to meet with BMS and BHS staff. BHS continues to work on assessments in order to be sure that the students are being assessed on what they need to learn relative to the common core. The BHS ELA staff has meet with the Humanities Coordinator on on their own time.
BHS has also provided the coordinator with 20 minutes at staff meeting to help support the staff.
It would be helpful to have more training in the language lab in order to better utilize and enhance it.
Professional Development continues to grow and we need to continue to get more PD available.
Teachers are asking for EQ/EU

Meeting adjourned at 11:31 am

Future Agenda
Full Day K
Physical Education at HS
Title 1

Software
HS Schedule
Professional Development
Foreign Language Curriculum
Atlas training

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MARCH 28, 2014
TIME: 10:00 AM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Full-Day Kindergarten: building layouts, student numbers, space for Title 1, space for SPED, ELL, number of students, EEC
2. Physical Education requirements at High School level
3. Software use updates

Members:

Heather DiPaolo
Anne-Marie Siroonian, Chairman
Laura Scena, Secretary

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MAY 1, 2014
TIME: 12:30 PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Full-Day Kindergarten
2. OST Grant
3. High School Schedule

Members:

Heather DiPaolo
Anne-Marie Siroonian, Chairman
Laura Scena, Secretary

2014 APR 28 AM 10 54
TOWN CLERK'S OFFICE
BOURNE, MASS

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

Bourne School Committee
Curriculum Sub Committee Meeting
May 1, 2014

Members Present: Anne-Marie Siroonian, Heather Dipaolo, Laura Scena(absent)
Other Present: Amy Cetner, Melissa Stafford

2014 JUL 16 PM 1 44
TOWN CLERK'S OFFICE
BOURNE, MASS

March minutes will be accepted at the May meeting.

High School Schedule: Amy presented on the new high school schedule proposal for fall 2014 school year. Due to the new programs going into effect in the fall, the high school schedule will need change to accommodate the needs of the new program and student opportunities for engaging in these new programs. The School to Career Internship program will have an effect on the schedule as well as the Early College Experience program. The schedule was discussed at length at many staff meetings as well as at BBTLT meetings and a sub group specific to working on the schedule was formed with admin and teachers. The proposed schedule came from a collaborative effort put forth by the faculty and staff at the high school. See attached documentation. A brief snapshot of the schedule includes 4 rotating blocks during the morning and two stationary blocks in the afternoon. Teachers did express a concern for meeting with the same students every day at a set time. Teachers would have the opportunity to also have 70 additional minutes of prep time in the 7 day rotation schedule as well as reduced duty time. A letter will be sent to the BEA in regards to the change in the schedule at the high school.

OST Grant (Out of School Time): Melissa presented on the OST grant for the Bourne Middle School that would extend the school day both in the morning and afternoon. The morning extension would be from 6:45 – 7:45 and would include physical activities for early students. The afternoon time would be extended from 2:30 – 5:00pm with transportation services to those students attending the extended time. The grant has been submitted for approval. If BMS is to receive the grant, approximately \$150,000.00 would be awarded each year to the middle school for a total of three years.

Full Day K: Heather requested to table the Full Day K agenda item until the May 22nd meeting.

Future Agenda Items:

Grade 6/7 Social Studies Proposal (Mrs. D and Mrs. Strobe)

Grant Update (Susan Quick)

June 6 PD agenda (Susan Quick)

Update on Early College Experience (Susan Quick)

STEM Network

Full Day K

Next Meeting Date: May 22, 2014 at 3:30pm in the BHS Professional Library

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: MAY 22, 2014

TIME: 3:30 PM

2014 MAY 20 PM 1 55

TOWN CLERK'S OFFICE

BOURNE, MASS

PLACE: BOURNE HIGH SCHOOL PROFESSIONAL LIBRARY

AGENDA

1. Grade 6/7 Social Studies Proposal (Mrs. D and Mrs. Strode)
2. Open Comment – Elementary Curriculum
3. Grant Update (Susan Quick)
4. June 6 PD agenda (Susan Quick)
5. Update on Early College Experience (Susan Quick)
6. STEM Network
7. Full Day K

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the prek-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

May 22, 2014

Curriculum Update

2014 JUL 16 PM 1 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Grants FY 15 So Far

- Application submitted – Out of School 21st century BMS. To offer enhanced after and before school programs for targeted students. \$141,011
- Application submitted – Professional Practice Innovation \$34,710. To integrate MA Curriculum Frameworks with ed eval.
- Title 1 (\$275,257) and 11A (\$71,938) – Apply in July. Funding level uncertain.
- Belizikian grant BMS \$10,000
- RTTT to use by August 31: \$4000. Using for science and summer curriculum work.

Update on ECE

- 6 from Bourne Public Schools
- 5 out of district

STEM Network

- May 16 Roundtable
- New Director coming on board
- Solidfying standing committee – Student Services, Educator Services, etc.
- Bob Cody and Fred Bsharah from CCCC guest speakers tomorrow at BHS

Bourne Public Schools Curriculum Intake Form

Goal: To provide a forum to gather suggestions for, revisions to, and edits of the Bourne Public Schools' Curriculum Maps in Atlas

Grade Level: _____

Subject: _____

Unit Number: _____

Unit Title: _____

Please note suggestions, revisions, and edits to the following areas in the boxes below.

<u>Enduring Understandings</u>	<u>Essential Questions</u>
<u>Knowledge</u>	<u>Skills</u>

<u>Timeline</u>

Assessment Criteria Checklist

Assessment Tool:	YES	NO
Alignment to Standards Measure reflects multiple curriculum standards that are reflected in the Atlas maps, and Measure addresses content explicitly taught in class		
Informative Measure informs instruction and improves student learning		
Measures Growth not Just Achievement Measure assesses progress over time rather than a single unit of instruction		
Measure must meet all above to be a strong DDM		
Assessment Administration	YES	NO
Administration (logistics) Procedure in place for both 1) when the test is administered, and 2) the time allocated for the test		
Administration (protocol) Test directions and procedures for consistent administration		
Scoring Method	YES	NO
Procedure Process in place to ensure validity-calibrate scoring method		
Reliability Precise scoring criteria related to learning expectations-answer key/rubric		

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: JUNE 19, 2014

TIME: 1:00 PM

2014 JUL 16 PM 1 45

**TOWN CLERK'S OFFICE
BOURNE, MASS**

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Title 1 Update / ELL Update
2. K Curriculum Work / Atlas Update
3. June 6 In-Service feedback
4. Learning Coaches recommendations for 2014

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said...no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2013-2014 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: SEPTEMBER 18, 2014
TIME: 3:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Re-Organize
2. Accept Minutes
3. Opening Day Feedback
4. Grant Update / Opportunities this year
5. BHS Internship
6. SRSD-DDM-Grades 3&4
7. Research and Development Studio

Members:

Heather DiPaolo
Anne-Marie Siroonian, Chairman
Laura Scena, Secretary

2014 SEP 16 AM 8 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said...no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2014-2015 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: OCTOBER 16, 2014
TIME: 3:30 PM

PLACE: BOURNE HIGH SCHOOL PROFESSIONAL LIBRARY

AGENDA

1. Accept Minutes
2. SRSD Grades 3 and 4
3. October 10 In-Service day feedback
4. Research and Design Studio

Members:

Anne-Marie Siroonian
Laura Scena

2014 OCT 14 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Our Norms/Common Agreements

- Designate a committee facilitator to keep committee on task
- Individuals will be allowed to speak and share thoughts freely
- Clearly stated agenda items
- Agenda items will be followed in order unless otherwise voted to move or table.
- Maintain a sense of humor
- Ask clarifying questions
- Reduce the redundancy of stated issues (if has been said....no need for repetition)
- Meetings will be held to approximately one hour unless an agenda item needs to be concluded and the consensus agrees to continue beyond the allotted time.
- Assign times to agenda items
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2014-2015 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING 2014 MAR 10 AM 10:44

DATE: JANUARY 2, 2014

**TOWN CLERK'S OFFICE
BOURNE, MASS**

TIME: 9:15 AM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. MSBA Statement of Interest for BHS roof
2. PQA/CPR Findings
3. Facilities update on all buildings
4. Security plan
5. Energy Audit - BES
6. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for January 02, 2014

Originally scheduled for Dec 19, 2013

2014 MAR 10 AM 10 44

Location: Bourne School Administration Building
Opened at: 9:20 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Ed Donoghue- Director of Business Services, Chris Garith- Intern.

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. Minutes: Awaiting review of November 21
2. MSBA Statement of Interest for BHS Roof: Mr. Donoghue advised the committee there is an accelerated program for certain repairs to school buildings sponsored by the MSBA. The program is only for School boilers, roofs and windows. The window is very short to apply as the SOI is distributed on Jan 10 and must be complete, including non-binding votes by the BOS and SC by Feb 14, 2015. The project is a FY15 Capital Outlay project. The committee spoke over the phone with Diane Sullivan of MSBA as she explained the process. Bourne's reimbursement rate would be ~44%. This is to be added on the next SC agenda as well as future Facility Sub committee agendas.
3. PQA/CPR Findings: Tabled
4. AHERA: Mr. Donoghue advised the BSD is awaiting the 6 month report from Fuss & O'Neil. All training and documentation is current.
5. Facilities Update: Tabled.
6. Security Update: The contractor is completing the work at the BMS.

Future Agenda Items

Facilities Update
Trowbridge Road Entrance.
AHERA update
Security update
Energy Audit

Next Meeting: Jan 16, 9:15 AM BSD Administration Building

Adjourned: Meeting was adjourned at 10:03AM.

No attachments:

cjh

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: JANUARY 16, 2014**

2014 MAR 10 AM 10 43

TIME: 9:15 AM

**PLACE: SCHOOL ADMINISTRATION BUILDING TOWN CLERK'S OFFICE
BOURNE, MASS**

AGENDA

1. MSBA Statement of Interest for BHS roof
2. PQA/CPR Findings
3. Facilities update on all buildings
4. Security plan
5. Energy Audit - BES
6. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for January 16, 2014

2014 MAR 10 AM 10 44

TOWN CLERK'S OFFICE

BOURNE, MASS

Location: Bourne School Administration Building
Opened at: 9:20 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Steven Lamarche- Superintendent, Ed Donoghue- Director of Business Services, Chris Garith- Intern, Jon Nelson- Director of Facilities, Bourne.

Minutes

1. Minutes: Awaiting review of November 21 & December 19 (held Jan 2) minutes.

1. MSBA Statement of Interest for BHS Roof:

There is a narrow window of opportunity to submit a Statement of Interest to compete for MSBA Accelerated Repair program funds for the BHS roof repairs by 14 February 2014, up to ~44% reimbursement is possible. It requires a preliminary, non-binding approval on voting forms the Board of Selectman & SchComm, and the associated minutes reflecting the vote. The meeting are expected to occur Jan 25 (BSC) and Jan 28 (BOS) the remaining process is lengthy; it can take up to 18 months. The BSC Facility Sub Committee recommends the BSC and the BOS vote in favor of the Accelerated Repair Program SOI for the BHS roof.

2. PQA/CPR Findings: A Program of Quality Assurance finding determined the Bourne Middle School needed to make some changes to ensure that Substantially Separate classes were fully integrated with student common core classes. This requires the relocation of the SS class from the first floor to a second floor room with similar amenities and access. A foreign language class will move to the first floor. This will be accomplished in the summer of 2014 in compliance with PAQ/CPR findings.

3. Facilities update on all buildings:

BMS:

- Louvers at air handlers on the roof remain a water problem. Jon Nelson advised the repair will be substantial (~\$200,000) and temporary measure are advisable. BSD maintenance staff could place drainable drip pans directly under the leaking ducts to collect water for evaporation of to be drained. The problem is consistent with the poor design of the roof/structure of BMS.
- Boilers are a continued problem with multiple sections cracking causing leaks requiring repairs. There is a suggestion to have a specialist, already contracted for work at the BES, to assess a program of remediation. The specific model of boilers are of poor design, according to industry data.
- Mr. Lamarche requested 110 drops (Cat 6 computer access lines form the ceiling) to be installed in anticipation of the PARCC test program. BMS is a test school for the program. The lines are for two computer labs and the library. The design of the building did not include computer access terminals in the computer labs or the library. Mr. Nelson will work with the BSD to install the drops in the next three weeks.
- [Security] the contractor should install the final component of the security plan, an emergency button on Friday, Jan 17, 2014.

Peebles :

2014 MAR 10 AM 10 44

TOWN CLERK'S OFFICE
BOURNE, MASS

- Air phone switch to be fixed this week
- Steam traps need to be cleaned in 1 wing of the PES. The job may qualify for National Grid 50% participation. BSD staff may be able to complete the task.
- Univents are to be cleaned this Feb vacation.

BES:

- Painter has completed much of the work in the hallways.
- Enthalpy wheel, used in the HVAC system, has been removed for repairs. The contractor avoided the need for a crane by using light duty equipment and school access.
- Associated Building Systems corrected a wiring issue that was present at opening. The HVAC will run more efficiently in two rooms.
- Mr. Nelson advised the DPW construction is on schedule. The loose dirt on the BES access road was cleaned to a minimum. The new construction bid will include stiff penalties for unauthorized school ground access.

BHS:

- New window tinting have been installed in the B wing. Results are better than expected. Library, Art room and potentially, A wing, are next.
- The library atrium roof leaks continues to cause frustration. Recommend a Capital Outlay of \$50,000 for remediation, summer 2014.

Otis: No update at this time.

4. AHERA:

- Still awaiting the report form Fuss & O'Neal. Mr. Donoghue Will contact the vendor for an update.
- Building maintenance staff and Mr. Donoghue will make spot checks of ACM's in the PES over the coming weeks.
- Window glazing is holding up quite well and has curtailed many pre-existing leaks.
- The County is providing training for those certificated AHERA staff in the BSD. The 4 hour course will meet the recurrent training requirements under the AHERA guidelines.

2014 MAR 10 AM 10 44
TOWN CLERK'S OFFICE
BOURNE, MASS

5. Energy Audit: Mr. Lamarche asked Mr. Nelson and Mr. Donoghue to review the energy use/cost between the four BSD buildings. The electrical consumption seems high in the new(er) buildings. Mr. Nelson advised that many new buildings, to meet air quality codes, are becoming less electrically efficient. Overall, the buildings have a reduced energy impact as related to the reduction in consumption of other energy sources.

Future Agenda Items

Facilities Update

- R&D Studio
- BMS Boilers
- BMS drip pans

BSD Preventative Maintenance Plan

Trowbridge Road Entrance.

AHERA update

Security update

Energy Audit

Next Meeting: February 20, 9:15 AM BSD Administration Building

Adjourned: Meeting was adjourned at 10:48AM.

No attachments.

cjh

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: FEBRUARY 13, 2014**

**TIME: 9:00 AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

2014 FEB 11 AM 10 38
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. MSBA Statement of Interest for BHS roof
2. Facilities Update Peebles Elementary
3. Facilities Update Bournedale Elementary
4. Facilities Update Bourne Middle School
5. Facilities Update Bourne High School
6. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for February 13, 2014

Location: Bourne School Administration Building

Opened at: 9:25 AM

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton (by phone) arrived 9:46, Steven
Lamarche- Superintendent, Ed Donoghue- Director of Business Services, Mary Jane
Mastrangelo- Fin Com

2014 JUL 16 PM 1 56

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. Minutes: Awaiting review of November 21. Approved Minutes of Jan 2 & Jan 16, 2014
2. MSBA Statement of Interest for BHS Roof: All paperwork received on schedule, no update at this time.
3. Facilities update on all buildings:

BMS:

- Boilers (3) gas fired are AO Smith. They remain problematic, but repairs are currently the only cost effective option. Installed valves to control the inlet temp of the water to the boilers to help with thermodynamic shock cooling by the cold water. Warranties expired in 2011.
- PARCC prep (110 drops for computers) have been completed by the town. A special thanks to Mr. Nelson, Town Facilities Director.
- [Security] the contractor should install the final component of the security plan, an emergency button on Friday, Jan 17, 2014.

Peebles :

- Air phone switch to be fixed this week
- Steam traps need to be cleaned in 1 wing of the PES. The job may qualify for National Grid 50% participation. BSD staff may be able to complete the task.
- Uni-vents are to be cleaned this Feb vacation.

BES:

- There were several False alarm calls on the Boilers. Mike was looking into the cause.
- Received Quotes for the Enthalpy Wheel replacement. Cost savings better than expected.
- DPW Facility impact is reported as okay for now.

BHS:

- Window Tinting complete
- Window Crack- Abbey glass to repair
- Add A wing door to Capital outlay
- Railings need repair (floating staircase)
- Lockers need paint- CO?

2014 JUL 16 PM 1 56

TOWN CLERK'S OFFICE
BOURNE, MASS

Otis: No update at this time.

Central

Office: No update at this time.

4. AHERA:

- Lobby Tiles at Peebles will be addressed during April Vacation
- Fuss & O'Neil 6 month report is finalized and posted on the web.
- Training- 4 Bourne Custodian/Maintenance refresher offered by the County will be 16 hours. Saved substantial monies in training costs.

5. Energy Audit: No update at this time.

Future Agenda Items

Facilities Update

R&D Studio

BMS Boilers

BMS drip pans

BSD Preventative Maintenance Plan

Trowbridge Road Entrance.

AHERA update

Security update

Energy Audit

Next Meeting: March 20, 9:15 AM BSD Administration Building

Adjourned: Meeting was adjourned at 10:40AM.

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: MARCH 27, 2014**

**TIME: 9:00 AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

AGENDA

1. MSBA Statement of Interest for BHS roof
2. Peebles Elementary School MSBA Statement of Interest
3. FY15 Capital Outlay Projects
4. Facilities Update Peebles Elementary
5. Facilities Update Bournedale Elementary
6. Facilities Update Bourne Middle School
7. Facilities Update Bourne High School
8. Future Agenda Items

2014 MAR 25 AM 9 28
TOWN CLERK'S OFFICE
BOURNE, MASS

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for March 27, 2014

2014 JUL 16 PM 1 57

Location: Bourne School Administration Building

TOWN CLERK'S OFFICE

Opened at: 9:25am

BOURNE, MASS

Attendees: Laura Scena, Catherine Walton, Ed Donoghue-Director of Business Services

MSBA SOI

MSBA SOI for the BHS roof has been submitted. There have been 112 applications accepted into the accelerated repair program. Notifications will be in June 2014.

Peebles SOI MSBA will be submitted. It will be on the agenda for the Selectmens's meeting on April 1, 2014 for a vote. We will need the selectman's minutes. It will be submitted online.

FY2015 Capital Outlay

May need an architect for specs on a couple of the projects including the BHS cupola and BHS door replacement project. Will need mechanical specs for the BHS auditorium HVAC replacement; will need to go out to bid. Asbestos abatement needs will be based on the AHERA report.

Facilities update on:

Peebles

Bathrooms are being painted and improved at night.
Priced out a new playground surface.

Bournedale

There was an issue with the surface of the Pre-K playground failing. The vendor is not responding to our certified letters of concern. Met with a playground consultant to patch and repair the failed areas.

Contactors are working on replacing the enthalpy wheel.

A couple of door strikes have failed. Will be replaced.

Hallways have been painted

Bourne Middle School

Ongoing problem with the noise of the fresh air system. We have corrected the unusually loud noise, looking at getting the vendor to help with decreasing in the noise even more. Ed will follow up with John Nelson regarding the drip pans/leak.

Bourne High School

No significant updates to report.

Meeting adjourned at 9:56am

Next Agenda:

Next meeting 4/17/14 at 9:15 am

Minutes of 2/13/14; 3/27/14

Updates on facilities of PE, BES, BMS, BHS

2014 JUL 16 PM 1 57

TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: APRIL 17, 2014**

2014 APR 14 PM 1 20

**TIME: 9:15 AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

**TOWN CLERK'S OFFICE
BOURNE, MASS**

AGENDA

1. Approve meeting minutes from 02/13/14 & 03/27/14
2. Facilities Update Peebles Elementary
3. Facilities Update Bournedale Elementary
4. Facilities Update Bourne Middle School
5. Facilities Update Bourne High School
6. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: MAY 22, 2014**

2014 MAY 20 PM 1 55

**TIME: 9:00 AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Facilities Update Peebles Elementary
2. Facilities Update Bournedale Elementary
3. Facilities Update Bourne Middle School
4. Facilities Update Bourne High School
5. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: JUNE 19, 2014**

**TIME: 9:15 AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

AGENDA

1. Approve 5/22/14 meeting minutes
2. Facilities Update Peebles Elementary
3. Facilities Update Bournedale Elementary
4. Facilities Update Bourne Middle School
5. Facilities Update Bourne High School
6. MSBA Update
7. Future Agenda Items

2014 JUN 16 PM 4 23
TOWN CLERK'S OFFICE
BOURNE, MASS

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: JULY 7, 2014 AT 3:00PM**

**TIME: 3:00PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

AGENDA

1. MSBA

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2014 JUN 23 AM 8 59
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: SEPTEMBER 18, 2014**

**TIME: 2:00PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

AGENDA

1. MSBA
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

2014 SEP 16 PM 9 57
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: NOVEMBER 13, 2014**

**TIME: 1:30PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

2014 NOV 10 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. MSBA
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: DECEMBER 18, 2014**

**TIME: 2:00PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

2014 DEC 16 PM 1 59
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. MSBA
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update
6. FY16 Capital Outlay Project Requests

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

Policy Sub
2013
+
2014 start

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: JANUARY 14, 2014**

2014 JAN 29 PM 2 38

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

1. Minutes
2. Review feedback from distribution of ID 'School Day'
3. Review Student Services feedback of Policy IGBH 'Alternative Programs'
4. Review feedback from distribution of IG 'Curriculum Development and Adoption'
5. Review proposed IH 'Instructional Goals'
6. Discuss IKM 'Graduation Requirement'
7. Review all IHAMs (relative to health education)
8. Discuss IHBB 'Educating Students of Potential'
9. Discuss IHBD 'Compensatory Education'
10. Review IKAB 'Reporting to Parents'
11. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

**Bourne School Committee
Policy Subcommittee
January 14, 2014 - Minutes**

Present: Matt Stuck, Jay O'Hara, Chris Garth

2014 MAR 10 AM 10 43

TOWN CLERK'S OFFICE

BOURNE, MASS

1. Accepted Minutes from 12/10/13
2. Reviewed feedback Policy ID 'School Day'. Final draft reviewed following SchComm mtg distribution on 1/8/14. Recommendation will be made at February SchComm to adopt final revision. Jay shared concept of a later start time for high school students with HS BBTLT. Faculty is currently looking at different scheduling models and this will be included in the discussion.
3. Reviewed feedback from the Director of Students services on policy IGBH 'Alternative Programs'. Christina Stuart reviewed the existing policy in detail. After thoughtful consideration, she observes that any alternative program policy revisions would likely be too general or easily outdated to support BPS students requiring alternative services. Additionally, the concept and definitions for 'alternative' programs are outdated and inconsistent with both current state laws and regulations, and BPS Vision and Mission. This led to discussion about how the policy may be more helpful to the district through combining with a further amended IG.
4. Reviewed Policy IG in more detail. Determined that draft IG 'Curriculum Adoption' should be expanded further to include paragraph five of the current IGBH as modified ('all instructional' for 'alternative,' and 'vision, mission' for 'philosophy'; the last sentence will require further assessment) as the new last paragraph in IG which should then be named 'Curriculum and Learning Programs.' IG will also need to reflect 'middle school' as well as the high school program of studies. Jay will incorporate new these changes into IG and review with Supt & Assistant Supt prior to February SchComm Meeting. IG will be re-distributed at next SchComm Meeting.
5. Review proposed Policy IH 'Instructional Goals'. Curriculum Sub recommended combining IHA & IHA1 along with emphasis on love of learning, habits of mind, critical thinking, strong work ethic, etc. into a single policy IH. Jay will take on the draft for February Policy Sub.
6. Discuss IKF 'Graduation Requirements' [not "IKM" as appearing incorrectly in the agenda]. Jay contacted the HS Guidance Dept. for feedback. They replied that in assessing the current course schedule, graduation requirement recommendations may change (i.e. possibility of a 4th year of math, etc.) This policy will also need to reflect the completion of any require state-wide competency requirements (e.g. MCAS, PARCC, etc.) as determined by DESE. IKF will await the outcome of the BHS scheduling decisions.
7. Review all IHAM policies. The School Wellness Advisory Council should be consulted for their content feedback and recommendations concerning: IHAM-1, IHAM-1-E, IHAM-R and IHAMA. Jay will forward them to Anne-Marie Siroonian requesting that they be added to their agenda.
8. Discuss Policy IHBB 'Educating Students of High Potential.' This discussion focused on ways to support all of our learners, versus just those of perceived high potential. Looking ahead to the other IHB-policies, they all address specific student needs. We need to develop instructional expectations for all students. IHBs will be revisited at February Policy Sub.
9. Discuss Policy IHBD 'Compensatory Education.' All IHB policies will be revisited at Feb Policy Sub.
10. Discuss IKAB 'Reporting to Parents.' This may have involved a link to the new PowerSchool student information system. Jay will follow up with the Supt to readdress at Feb meeting.
11. Future agenda items: Review feedback on ID 'School Day', Review feedback on IG 'Curriculum & Learning Programs', Review draft IH 'Instructional Goals', Discuss IHAM Policies (relative to health ed.), Discuss IHB to articulate the needs of all students within the SchComm's Vision.

Adjourned at 7:00PM

Next Meeting: Tuesday, 2/11/14 at 5:30.

Policy Sub

Tuesday, January 14, 2013

School Administration Building

Opened at 5:41PM. Attendees: Matt Stuck; Jay O'Hara, Chris Garth.

1. Accepted Minutes from 12/10/13
2. Reviewed feedback Policy ID 'School Day'. Final draft reviewed following SchComm mtg distribution on 1/8/14. Recommendation will be to ~~take to February SchComm~~ ~~take to February SchComm~~ to adopt final revision. Jay shared concept of a later start time for high school students with HS BBTLT. Faculty is currently looking at different scheduling models and this will be included in the discussion.
3. Reviewed feedback from the Director of Students services on policy IGBH 'Alternative Programs'. Christina Stuart reviewed the existing policy in detail. After thoughtful consideration, she observes that any alternative program policy revisions would likely be too general or easily outdated to support BPS students requiring alternative services. Additionally, the concept and definitions for 'alternative' programs are outdated and inconsistent with both current state laws and regulations, and BPS Vision and Mission. This led to discussion about how the policy may be more helpful to the district through combining with a further amended IG.
4. Reviewed Policy IG in more detail. Determined that draft IG 'Curriculum Adoption' should be expanded further to include paragraph five of the current IGBH as modified ('all instructional' for 'alternative,' and 'vision, mission' for 'philosophy'; the last sentence will require further assessment) as the new last paragraph in IG which should then be named 'Curriculum and Learning Programs.' IG will also need to reflect 'middle school' as well as the high school program of studies. Jay will incorporate new these changes into IG and review with Supt & Assistant Supt prior to February SchComm Meeting. IG will be re-distributed at next SchComm Meeting.
5. Review proposed Policy IH 'Instructional Goals'. Curriculum Sub recommended combining IHA & IHAI along with emphasis on love of learning, habits of mind, critical thinking, strong work ethic, etc. into a single policy IH. Jay will take on the draft for February Policy Sub.
6. Discuss IKF 'Graduation Requirements' [not "IKM" as appearing incorrectly in the agenda]. Jay contacted the HS Guidance Dept. for feedback. They replied that in assessing the current course schedule, graduation requirement recommendations may change (i.e. possibility of a 4th year of math, etc.) This policy will also need to reflect the completion of any require state-wide competency requirements (e.g. MCAS, PARCC, etc.) as determined by DESE. IKF will await the outcome of the BHS scheduling decisions.
7. Review all IHAM policies. The School Wellness Advisory Council should be consulted for their content feedback and recommendations concerning: IHAM-1, IHAM-1-E, IHAM-R and IHAMA. Jay will forward them to Anne-Marie Siroonian requesting that they be added to their agenda.
8. Discuss Policy IHBB 'Educating Students of High Potential.' This discussion focused on ways to support all of our learners, versus just those of perceived high potential. Looking ahead to the other IHB-policies, they all address specific student needs. We need to develop instructional expectations for all students. IHBs will be revisited at February Policy Sub.
9. Discuss Policy IHBD 'Compensatory Education.' All IHB policies will be revisited at Feb Policy Sub.
10. Discuss IKAB 'Reporting to Parents.' This may have involved a link to the new PowerSchool student information system. Jay will follow up with the Supt to readdress at Feb meeting.
11. Future agenda items: Review feedback on ID 'School Day', Review feedback on IG 'Curriculum & Learning Programs', Review draft IH 'Instructional Goals', Discuss IHAM Policies (relative to health ed.), Discuss IHB to articulate the needs of all students within the SchComm's Vision.

Adjourned at 7:00PM

Next Meeting: Tuesday, 2/11/14 at 5:30.

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: FEBRUARY 11, 2014**

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

1. Review Minutes from January 14, 2014
2. Review feedback on ID 'School Day'
3. Review feedback on IG 'Curriculum & Learning Programs'
4. Review draft IH 'Instructional Goals'
5. Discuss IHAM Policies (relative to health education)
6. Discuss IHB to articulate the needs of all students within the School Committee's Vision

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

2014 FEB 7 PM 3 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Johnson, Barry

From: Fox, April [AFox@bourneps.org]
Sent: Monday, February 10, 2014 9:48 AM
To: Administrators; 'Barth, Diana'; BEA Executive Board; 'bournetv@comcast.net'; BPS Staff; Campbell, Cheryl; 'David Ahearn (dtahearn@gmail.com)'; 'Glen Galusha (galusha43@gmail.com)'; Guerino, Thomas; 'Mastrangelo, Mary Jane'; 'Mike Stevens (linshadoe@aol.com)'; 'pgately@wickedlocal.com'; 'Hyldburg, Christopher'; 'O'Hara, Jay'; 'Scena, Laura'; 'Stuck, Matt'; Catherine Walton; Dipaolo, Heather; Siroonian, Anne M.; 'peal@capenews.net'; 'Michael Rausch (rausch@capenews.net)'; Johnson, Barry; Chapman, Wendy; Meier, Marie
Subject: CANCELLATION: Policy Subcommittee Meeting Agenda 02-11-2014

The Policy Sub meeting scheduled for February 11, 2014 has been cancelled.

April Fox

Executive Assistant

Bourne Public Schools * 36 Sandwich Road * Bourne, MA 02532

Phone - 508-759-0660 * Fax 508-759-1107

afox@bourneps.org * www.bourne.k12.ma.us

2014 FEB 10 AM 10 02
TOWN CLERK'S OFFICE
BOURNE, MASS

Policy Information

Series J - Students

Student Discipline

Policy # JK

FILE: JK

STUDENT DISCIPLINE

Discipline is a dual responsibility of the home and school.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the district.

The implementation of the general rules of conduct is the responsibility of the principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law not in conflict with District policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

Policy References:

M.G.L. Chapter 71, S. 37H and 37L;

M.G.L. Chapter 76, S. 16 and 17;

Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S 338.0 also Mass. Dept. of Education, Advisory Opinion on Student Discipline, January 27, 1994

Adoption Date: 8/1/2001

J - Students

Policy Information

Series J - Students

Student Discipline and Conduct Regulations

Policy # JK-R

FILE: JK-R

STUDENT DISCIPLINE AND CONDUCT REGULATIONS

1. Students and teachers are expected to follow policies of the Bourne School Committee and procedures listed in the Bourne School Committee's Policy Manual and the "Bourne School Student Handbook".
2. Students who have IEP or 504 plans may have specific accommodation or behavior intervention plans that are in addition to or modify the behaviors listed under Conduct/Discipline in the student handbooks. Those behavior intervention plans are part of the IEP and should be available to teachers. Such plans should be specific to the procedures for maintaining and or removal of the student from the classroom
3. If a student does not have a plan or the behavior plan is not effective or requires modification, the teacher may request to convene the team, which includes the parent, to design or modify the behavior plan.
4. Suspension and expulsion of a student with an IEP or 504 plan must adhere to the Massachusetts General Laws and IDEA 2004.
5. A decision to suspend a student is solely the decision of the building administrator. The age of the student, type of disability, and degree of behavior are factors that are considered in decision making
6. A decision to expel a student, with the exception of MGL 37 ½ H, is the decision of the Superintendent.
7. Because all children have individual needs and situations, decisions are made in consideration of each student by the administrator.
8. Behavior forms are available at the High School and Middle School offices and are to be completed as appropriate. Behavior forms may be used in the elementary schools and completed as appropriate.
9. Incident restraint forms are available and must be completed as required by policy and submitted to the building administrator. These forms follow the formal reporting requirement as outlined in the Bourne Public School Policy JKAA-E and MGL 603CMR 46.06.

10. Policy JKAA requires principals to identify staff members who have had restraint training. Each building should establish a procedure for notifying the office when a restraint is needed.

Adoption Date: 8/1/2001
J - Students

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: MAY 13, 2014**

2014 JUL 16 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

- 1) Minutes
- 2) Discuss BMS dress for success program proposal
- 3) Review Class size policy
- 4) Fingerprint-based CHRI checks
- 5) Student Discipline Regulations
- 6) Discuss proposal for policy regarding disposal of unneeded materials and equipment
- 7) Review Draft Policy IG, Curriculum and Learning Programs
- 8) Future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: JULY 8, 2014**

**TIME: 5:30 PM
PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

AGENDA

1. Approval of Minutes
2. Request to Consider a Policy for Administrator Times in Buildings
3. Review Draft Policy IG (Curriculum and Learning Programs)
4. Discuss Property Disposal Policy
5. Review Requirements of Student Discipline Law
6. Review Implementation of Fingerprinting Requirement
7. Future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:
Laura Scena
Matthew Stuck

2014 JUL 3 AM 8 23
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: AUGUST 26, 2014 (4TH TUESDAY OF THE MONTH)**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. Organize and establish norms
3. Request to Consider a Policy for Administrator Times in Buildings
4. Review Draft Policy IG (Curriculum and Learning Programs)
5. Discuss Property Disposal Policy
6. Review Requirements of Student Discipline Law
7. Review Implementation of Fingerprinting Requirement
8. Discuss 2014-15 Policy Sub Goals
9. Identify future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Mitch McClain
Anne-Marie Siroonian
Matthew Stuck

2014 AUG 22 AM 10 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Meier, Marie

From: Coelho, Melissa <MCoelho@bourneps.org>
Sent: Monday, August 25, 2014 4:04 PM
To: Administrators; Anne Marie Siroonian; Johnson, Barry; BEA Executive Board; BPS Staff; c.prophett@comcast.net; Catherine Walton; Campbell, Cheryl; Christopher Hyldburg (chrish@alpha-1.com); Dick Anderson (bournetv@comcast.net); Heather DiPaolo; Laura Scena (laurascena@yahoo.com); Mary Jane Mastrangelo (MJM@MRAIN.ORG); Matthew Stuck (Matthew.B.Stuck@uscg.mil); mbarton (mbarton@whoi.edu); Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain (mitchmcclain@comcast.net); Meier, Marie; Patti Peal (peal@capenews.net); smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy
Subject: RE: Policy Subcommittee Agenda 08/26/2014

Good afternoon everyone,
Please be advised that the meeting has been cancelled. The next Policy Subcommittee meeting will be held on 9/23/2014.

Thank you and have a great afternoon!

Mel ☺

Melissa F. Coelho
Executive Assistant
Bourne Public Schools * 36 Sandwich Road * Bourne, MA 02532
Phone - 508-759-0660 x 26 * Fax 508-759-1107
mcoelho@bourneps.org * www.bourneps.org

AUG 25 PM 4 19
TOWN CLERK'S OFFICE
BOURNE, MASS

From: Coelho, Melissa
Sent: Friday, August 22, 2014 10:29 AM
To: Administrators; Anne Marie Siroonian; Barry Johnson (bjohnson@townofbourne.com); BEA Executive Board; BPS Staff; c.prophett@comcast.net; Catherine Walton; Cheryl Campbell (ccampbell@townofbourne.com); Christopher Hyldburg (chrish@alpha-1.com); Dick Anderson (bournetv@comcast.net); Heather DiPaolo; Laura Scena (laurascena@yahoo.com); Mary Jane Mastrangelo (MJM@MRAIN.ORG); Matthew Stuck (Matthew.B.Stuck@uscg.mil); mbarton (mbarton@whoi.edu); Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain (mitchmcclain@comcast.net); mmeier (mmeier@townofbourne.com); Patti Peal (peal@capenews.net); smkelleher@comcast.net; Thomas Guerino (tguerino@townofbourne.com); Wendy Chapman (WChapman@townofbourne.com)
Subject: Policy Subcommittee Agenda 08/26/2014
Importance: High

Have a wonderful weekend!

Mel ☺

Melissa F. Coelho
Executive Assistant
Bourne Public Schools * 36 Sandwich Road * Bourne, MA 02532
Phone - 508-759-0660 x 26 * Fax 508-759-1107
mcoelho@bourneps.org * www.bourneps.org

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: SEPTEMBER 23, 2014 (4TH TUESDAY OF THE MONTH)**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. Organize and establish norms
3. Request to Consider a Policy for Administrator Times in Buildings
4. Present Draft Property Disposal Policy
5. Present Draft Student Discipline Policy
6. Present Draft Fingerprinting Requirement Policy
7. Discuss 2014-15 Policy Sub Goals
8. Identify future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Mitch McClain
Anne-Marie Siroonian
Matthew Stuck

2014 SEP 19 PM 2 01
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: OCTOBER 28, 2014 (4TH TUESDAY OF THE MONTH)**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Draft Policy DN: Disposal of Surplus Property
3. Review Student Discipline Policy
4. Review Draft Policy ADDB – Fingerprinting Requirement
5. Discuss Policy: Badges
6. Discuss MASC Policy Revision program
7. Identify future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair

2014 OCT 24 AM 11 50
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: NOVEMBER 25, 2014 (4TH TUESDAY OF THE MONTH)**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. School Property Disposal Policy
3. Review Policy ADDA- Background Check
4. Report Back on MASC Policy Revision Program
5. Review Policy JLCCA-E-1: AIDS School Attendance Policy
6. Review Policy JLCCA:AIDS
7. Review Policy JV: Pre n Distribution of Potassium Iodine
8. Review Policy JLCB: Inoculation of Students
9. Review Policy JLCB-R: Inoculations Exclusions Procedures
10. Review Policy JW: Pediculosis Policy
11. Identify future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair

2014 NOV 21 PM 2 21
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JANUARY 08, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

WEDNESDAY 10 AM 10 51

AGENDA — Updated 1-05-2014

TOWN CLERK'S OFFICE

CALL TO ORDER

6:00PM Executive session to review minutes; BEA collective bargaining negotiations (Secretaries); Principal's contracts; other contracted services; and pending legal matters. BOURNE, MASS

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bourne Middle School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 5 mins. Review 12/20 'Career Day' Outcomes (BMS Faculty)
- 5) 20 mins. Discussion of Learning Coach Work (Assistant Superintendent)
- 6) 5 mins. Action on 2014 Model UN Overnight Trip (BHS Principal) **VOTE**
- 7) 5 mins. Action on 2014 SEMASC Overnight Trip (BHS Principal) **VOTE**
- 8) 10 mins. Update on Full-Day Kindergarten Program (Kindergarten Faculty)

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 12/04/13 Minutes (School Committee) **Consensus**
- 10) 5 mins. Action on Collective Bargaining Agreements for Secretaries (SchComm) **VOTE**
- 11) 10 mins. Update on Student Information System (Superintendent)
- 12) 10 mins. Update on Walker Partnership Update (Ass't Superintendent)
- 13) 10 mins. Review and/or Action on Policies: ID 'School Day', IE 'Organization of Instruction', and IG 'Curriculum Development and Adoption' (Policy SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, February 8th Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ Review 2013-14 SchComm Objectives (separate meeting) – January
- ☐ Action on BMS/BHS Programs of Studies – February
- ☐ Review of January In-Service – February
- ☐ 03 Feb SEPAC Event – February
- ☐ Mid-year Review of District Goals with Superintendent – February
- ☐ Budget SWOT Review – March



Bourne Public Schools

2014 MAR 10 AM 10 51

**Bourne School Committee
Regular Meeting Minutes**

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Wednesday, January 8, 2013
Time: 6:00PM Executive Session, 7:00PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

Present: Matthew Stück (*Chairperson*); Anne Marie Siroonian (*Vice Chairperson*); Laura Scena (*Secretary*); Heather DiPaolo; Jonathan O'Hara; Chris Hyldburg

Board Members Absent: Catherine Walton

Other Attendees Present: Steven Lamarche, *Superintendent of Schools*; Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*; Christina Stuart, *Director of Special Education and Student Services*; Melissa Stafford, *BMS Principal*; Julie Thompson, *Instructional Learning Coach – BES, Peebles Elementary*; Lisa Iafrate, *Instructional Learning Coach – BES, Peebles Elementary*; Catherine Lyons, *Instructional Learning Coach – BMS*; Ann-Marie Strode, *Instructional Learning Coach – BMS*; Erin Kennedy, *BHS Teacher*; Lisa Green, *Full Day Kindergarten Teacher - Bournedale Elementary*; Nancy Shaw, *Full Day Kindergarten Teacher – Peebles Elementary*

Chairperson Stück convened open session at 6:00 pm.

Motion: To move into Executive Session to review minutes; BEA collective bargaining negotiations (Secretaries), Principal's contracts; other contracted services; and pending legal matters.

Vote: Unanimously approved.

Board Commences Executive Session.

Public Comments: *Public comments and opinions about issues of School Committee business are welcome during this time within the following parameters: Material may be presented within a three (3) minute time period. Comments and opinions are welcome but this format is not intended for debate, discussion, or dialogue between or among the citizens and School Committee members. If the School Committee has determined an issue requires further discussion, the Chairperson may schedule the topic as a future agenda item.*

1. *No Comments*

Returned to Open Session at 7:06 pm

The School Committee Vision, Mission, and Objectives were read:

Vision: We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate life-long learning.

Mission: Our mission is to connect individuals to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant, viable curriculum; and assure universal accountability that supports the success of all students.



Bourne Public Schools

2014 MAR 10 AM 10 51

TOWN CLERK'S OFFICE

Objectives:

1. Create opportunities that foster community engagement experiences for students at all levels.
2. Support all students to demonstrate acquired knowledge, understandings, and skills reflected in pre K-12 curriculum maps in all disciplines.
3. Empower students to establish and practice reflective academic habits.

Chairperson Stück led all present in reciting the Pledge of Allegiance.

PUBLIC PARTICIPATION

1. Announcements:

Superintendent Lamarche announced that Friday, January 10 is the last day for Bourne High School students to submit their applications for the College 101 course, a 3 credit Cape Cod Community College course. Classes will begin January 25, 2014 on Saturday mornings.

Superintendent Lamarche announced that two informational meetings will be held on January 28 at 7:30 am at Bourne High School and February 12 at 6:00 pm at the Tilden Theater at Cape Cod Community College. These meetings will provide information and details about the Early College Experience program which is a joint offering led by Bourne High School and Cape Cod Community College.

Superintendent Lamarche announced that Wi-Fi has been successfully installed at BHS. A test run will be conducted on January 17. The expectation is that it will be in use after February break.

2. Student Work Presentation: Bourne Middle School

A grade 8 French student described the airport travel project where students took the roles of passengers and employees who were at and airport and boarding their plane. Alex was part of the onboard entertainment crew and translated and performed a popular song in French for passengers.

A grade 8 Spanish student presented her video where she acted as an informational guide to a Spanish speaking country. In the video, she narrated the cultural details of the country in Spanish.

3. Student Member Report:

Student representative was absent.

4. December 20 BMS Career Day:

Ms. Ann-Marie Strode described the recent Bourne Middle School Career Day, which was held on December 20, 2013. Ms. Strode explained the intent of the day was to expose students to different careers based on their interests. Student career interests were collected from grade 7 and 8 student survey results. Ms. Strode noticed that exit ticket survey results indicated three major themes: Hard work is involved in any career, it's usually not a straight path to your career, and choices they make now will impact their future.

Superintendent Lamarche added that the cross section of careers featured was varied. School Committee members commended BMS for presenting this which ties into community engagement goals.



Bourne Public Schools

2014 MAR 10 AM 10 51

TOWN CLERK'S OFFICE
BOURNE, MASS

5. Learning Coach Work:

The Instructional Learning Coaches, Catherine Lyons, Ann-Marie Strode, Lisa Iaffate, and Julie Thompson, took turns describing some of the work they have been doing to support teachers in their professional learning about current methodologies and best practices involved with teaching students. Different models of co-teaching, data analysis and distribution, and on-site professional development were described as a large portion of what instructional coaching involves.

6. Model UN Conference:

Erin Kennedy, BHS History Teacher, asked for School Committee support for BHS students to attend the Boston University Model UN convention where students will participate in international debates and foreign relations simulations. The event will take place February 21 – 23 which coincides with February break.

Motion: (O'Hara/Siroonian) to approve the 2014 Model UN overnight fieldtrip to Boston February 21, 2014 to February 23, 2014.

6 in favor/0 opposed/0 abstained. Motion carried.

7. 2014 SEMASC Overnight Trip:

Erin Kennedy, BHS History Teacher, asked for School Committee support for six BHS students to attend the SEMASC Lock-In which will take place in Middleboro High School from 7pm January 31 to 7am February 1. The purpose of this overnight field trip is for students to learn effective leadership skills.

Motion: (Scena/O'Hara) to approve the 2014 SEMASC overnight trip to Middleboro 1/31/2014-2/1/2014.

6 in favor/0 opposed/0 abstained. Motion carried.

8. Full Day Kindergarten:

Lisa Green and Nancy Shaw, full day kindergarten teachers at Bournedale and Peebles Elementary schools, respectively, presented a PowerPoint presentation featuring some of the daily learning activities their students are experiencing. Both teachers explained that the students have benefited from being given more time to explore concepts in order to give young students a chance to make meaning. They also emphasized the importance of the time they are afforded to re-teach when necessary. They spoke about how quickly their students were able to settle into consistent daily routines and develop close relationships.

SCHOOL COMMITTEE BUSINESS

9. Accept 12/03/13 Minutes

Minutes were approved by consensus.

10. Collective Bargaining Agreement for Secretaries:

Mr. O'Hara presented the final copy of the Collective Bargaining Agreement between the Bourne School Committee and the Bourne Educator's Association, Administrative Assistants. Mr. O'Hara reviewed the changes made to the original contract.

Motion: (O'Hara/DiPaolo) to approve the Collective Bargaining Agreement with the BEA Administrative Assistances effective July 1, 2013-June 30, 2016

6 in favor/0 opposed/0 abstained. Motion carried

11. Student Information System



Bourne Public Schools

2014 MAR 10 AM 10 51

TOWN CLERK'S OFFICE
BOURNE, MASS

Superintendent Lamarche announced that PowerSchool Parent Portal will be live beginning quarter three. Instructions and parent login information will be sent home with the student's quarter two report cards on January 23, 2014. Superintendent Lamarche described the features available to parents from the parent portal including assignment and term grades as well as teacher emails which can be directly sent from the portal. Ms Stafford described the turnover time for grade distribution is less than one day.

12. Walker Partnership:

Ms. Christina Stuart, Director of Special Education and Student Services, discussed some recommendations within the Related Services Program Evaluation Summary and Recommendations which was conducted last spring. Ms. Stuart described a need to gain a greater understanding of how we are handling and recommending interventions. One finding she described as particularly significant is the BPS identification of students with specific learning disabilities is significantly higher than the state average. Ms. Stuart attributes this to the lack of a formal Response to Intervention (RTI) process within the district. She also emphasized the need for more support and education for regular education teachers working within a co-teaching model as well as training in conversations about student learning and behavior using various appropriate data.

Ms Stuart also discussed the recommendations to transition the current physical therapist and physical therapist assistant positions into the district's special education department rather than using Cape Cod Collaborative services. One School Committee member asked if a Physical Therapist can deliver APE services. Ms Stuart explained that they do assess and address the same skills, yet they have different licenses.

13. School Committee Policies - ID School Day, IE Organization of Instruction, IG Curriculum Development and Adoption:

ID: Ready for distribution. Changes specified process for changing opening and closing times.
IG: Ready for distribution. Changes combined curriculum adoption and curriculum development
IE: Recommended for Retirement
Motion: (O'Hara/Siroonian) to retire policy IE, Organization of Instruction.
6 in favor/0 opposed/0 abstained. Motion carried

14. Future Agenda Items:

January

Review 2013-14 School Committee Objectives (Mid-year assessment): January 23 TBD 8:30-11:00

February

Action on BMS/BHS Programs of Studies
Review January 17th In-service
Mid-year Review of District Goals with Superintendent
School Calendar Draft

March

Budget Hearing Review
Budget SWOT Review

April

BHS Internship Program

15. Confirm Next Meeting Date and Time: 7:00 PM, Wednesday, February 5th BMS Media Center

Motion: (O'Hara/Scena) to adjourn meeting at 9:31.



Bourne Public Schools

6 in favor/0 opposed/0 abstained. Motion carried.

2014 MAR 10 AM 10 51

TOWN CLERK'S OFFICE
BOURNE, MASS

List of documents and exhibits used (GL c.30A, sect 22(a))

Agenda Item	Document
	Agenda 1-8-2014
4	BMS Career Day Program
5	BPS Learning Coaches Vision, Mission, and Description
6	Out of State/Extended Overnight Field Trip Approval Request: Boston University Model UN
7	Out of State/Extended Overnight Field Trip Approval Request: SEMASC Lock-in Middleboro
9	12/4/2013 Bourne School Committee Regular Meeting Minutes
10	Collective Bargaining Agreement: The Committee and The Association: Administrative Assistants
11	DRAFT PowerSchool Parent Login instructions
12	Walker Partnerships Final Program Evaluation Report, Dated 10/17/2013
12	Walker Partnerships Final Program Evaluation Report Key Points: Related Services
13	School Committee Policy ID: School Day

Respectfully Submitted,

Catherine A. Lyons

BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: Friday, January 24, 2014
TIME: 8:30AM – 11:00
PLACE: BPS CENTRAL OFFICE

2014 JAN 21 PM 4 33

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA (1/18/2014)

8:30AM Mid-Year Vision, Mission & Objectives Review

1. 5 min What do we want to achieve today?
2. 5 min Action on MSBA SOI application for BHS roof repairs
3. 60 min After reviewing our 2013-14 Vision, Mission and Objectives, in what ways are we currently achieving them and what can we do to better support them?
4. 30 min What successes have we had and what are the positive impacts they have in the district?
5. 30 min What unanticipated challenges has the district faced and what can we do to mitigate the impacts of those challenges?
6. 15 min How well are we adhering to our stated SchComm meeting norms? How can we continue to improve our effectiveness both in and out of meetings?
7. 5 min Evaluation of Day

BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: Saturday, January 25, 2014

TIME: 8:30AM – 11:00

PLACE: BPS CENTRAL OFFICE

2014 JAN 21 PM 4 33

TOWN CLERK'S OFFICE

BOURNE, MASS

AGENDA (1/18/2014)

8:30AM Mid-Year Vision, Mission & Objectives Review

1. 5 min What do we want to achieve today?
2. 5 min Action on MSBA SOI application for BHS roof repairs
3. 60 min After reviewing our 2013-14 Vision, Mission and Objectives, in what ways are we currently achieving them and what can we do to better support them?
4. 30 min What successes have we had and what are the positive impacts they have in the district?
5. 30 min What unanticipated challenges has the district faced and what can we do to mitigate the impacts of those challenges?
6. 15 min How well are we adhering to our stated SchComm meeting norms? How can we continue to improve our effectiveness both in and out of meetings?
7. 5 min Evaluation of Day

2013-14 Vision for the Bourne Public Schools

(Established 7.26.2013)

We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate lifelong learning.

The 2013-14 Mission of BPS is to:

(Established 7.26.2013)

- Connect individuals to their success
- Engage the community in new ways to facilitate student achievement
- Guarantee a relevant, viable curriculum, and
- Assure universal accountability that supports the success of all students

BPS 2013-2014 Objectives

(Established: 8-14-2013)

- ✓ Create opportunities that foster community engagement experiences for all students at all levels.
- ✓ Support all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps in all disciplines.
- ✓ Empower students to establish and practice reflective academic habits.

2013-14 BPS SchComm norms and ways to improving effectiveness:

- Validated the format of the agenda, meetings and invitation for public comment;
- It's not a public meeting; it's a meeting in public;
- BMS is primary meeting spot. PES or others as necessary depending on agenda topics.
- SC read-ahead's are needed 2 days in advance;
- Summarize succinctly;
- If it's been said, it shouldn't be said again;
- Greater sub-committee review & input into SC agenda;
- Explain background processes to decisions (Sub-committees);
- Budget sub to appoint Finance Committee liaison;

2013-14 Vision for the Bourne Public Schools

(Established 7.26.2013)

We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate lifelong learning.

The 2013-14 Mission of BPS is to:

(Established 7.26.2013)

- Connect individuals to their success
- Engage the community in new ways to facilitate student achievement
- Guarantee a relevant, viable curriculum, and
- Assure universal accountability that supports the success of all students

BPS 2013-2014 Objectives

(Established: 8-14-2013)

- ✓ Create opportunities that foster community engagement experiences for all students at all levels.
- ✓ Support all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps in all disciplines.
- ✓ Empower students to establish and practice reflective academic habits.

2013-14 BPS SchComm norms and ways to improving effectiveness:

- Validated the format of the agenda, meetings and invitation for public comment;
- It's not a public meeting; it's a meeting in public;
- BMS is primary meeting spot. PES or others as necessary depending on agenda topics.
- SC read-ahead's are needed 2 days in advance;
- Summarize succinctly;
- If it's been said, it shouldn't be said again;
- Greater sub-committee review & input into SC agenda;
- Explain background processes to decisions (Sub-committees);
- Budget sub to appoint Finance Committee liaison;

2013-14 Vision for the Bourne Public Schools

(Established 7.26.2013)

We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate lifelong learning.

The 2013-14 Mission of BPS is to:

(Established 7.26.2013)

- Connect individuals to their success
- Engage the community in new ways to facilitate student achievement
- Guarantee a relevant, viable curriculum, and
- Assure universal accountability that supports the success of all students

BPS 2013-2014 Objectives

(Established: 8-14-2013)

- ✓ Create opportunities that foster community engagement experiences for all students at all levels.
- ✓ Support all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps in all disciplines.
- ✓ Empower students to establish and practice reflective academic habits.

2013-14 BPS SchComm norms and ways to improving effectiveness:

- Validated the format of the agenda, meetings and invitation for public comment;
- It's not a public meeting; it's a meeting in public;
- BMS is primary meeting spot. PES or others as necessary depending on agenda topics.
- SC read-ahead's are needed 2 days in advance;
- Summarize succinctly;
- If it's been said, it shouldn't be said again;
- Greater sub-committee review & input into SC agenda;
- Explain background processes to decisions (Sub-committees);
- Budget sub to appoint Finance Committee liaison;

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, FEBRUARY 05, 2014
TIME: 5:30PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA — Updated 2-3-2014

2014 FEB 3 PM 11 14
TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

5:30PM Executive session to review minutes; pending legal matters and other contracted services

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bourne High School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Action on BMS and BHS Programs of Studies (BHS, BMS Principals & Curriculum Sub) **VOTE**
- 5) 10 mins. Action on Key Club Overnight Field Trip (BHS Principal) **VOTE**
- 6) 10 mins. Action on 2015 Student Trip to Great Britain (BHS Principal) **VOTE**
- 7) 20 mins. Action on Mass. Math and Science Initiative Grant Program (BHS Principal/MMSI Reps.) **VOTE**
- 8) 5 mins. Review 1/17 Teacher In-Service Day (Superintendent)
- 9) 5 mins. Distribute Draft of 2014-15 School Calendar for Review (Superintendent)

SCHOOL COMMITTEE BUSINESS

- 10) 2 mins. Accept 1/08/14 & 1/25/14 Minutes (School Committee) **Consensus**
- 11) 10 mins. Update on FY14 Budget SWOT Review (Director of Business Services)
- 12) 20 mins. Discuss FY15 Budget Priorities (Budget Sub)
- 13) 20 mins. Mid-year Review of District Objectives (Superintendent)
- 14) 10 mins. Review and/or Action on Policies: ID 'School Day' & IG 'Curriculum and Learning Programs' (Policy Sub)
- 15) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 16) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, March 5th Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ FY15 School Budget Hearing – 7:30 PM March 5th
- ☐ Action on revising school choice numbers at the elementary level – April
- ☐ Action on FY15 Budget – April
- ☐ Update on BHS Internship Program – April

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, FEBRUARY 05, 2014

TIME: 5:30PM EXECUTIVE SESSION MEETING

7:00PM REGULAR MEETING

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

2014 FEB 3 PM 4 13

AGENDA — Updated 2-3-2014 TOWN CLERK'S OFFICE

BOURNE, MASS

CALL TO ORDER

5:30PM Executive session to review minutes; MOU with BBBSCCI/MMA/BES, pending legal matters and other contracted services

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bourne High School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Action on BMS and BHS Programs of Studies (BHS, BMS Principals & Curriculum Sub) **VOTE**
- 5) 10 mins. Action on Key Club Overnight Field Trip (BHS Principal) **VOTE**
- 6) 5 mins. Review 1/17 Teacher In-Service Day (Superintendent)
- 7) 5 mins. Distribute Draft of 2014-15 School Calendar for Review (Superintendent)

SCHOOL COMMITTEE BUSINESS

- 8) 2 mins. Accept 1/08/14 & 1/25/14 Minutes (School Committee) **Consensus**
- 9) 10 mins. Action on MOU w/BBBSCCI/MMA/BES (Superintendent) **VOTE**
- 10) 10 mins. Update on FY14 Budget. Line item transfers and SWOT Review (Director of Business Services) **VOTE**
- 11) 20 mins. Discuss FY15 Budget Priorities (Budget Sub)
- 12) 20 mins. Mid-year Review of District Objectives (Superintendent)
- 13) 10 mins. Review and/or Action on Policies: ID 'School Day' & IG 'Curriculum and Learning Programs' (Policy Sub)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, March 5th Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- FY15 School Budget Hearing – 8:00 PM March 5th
- BHS Cohort VII of the Mass Math + Science Initiative (MMSI) Program - March
- Action on revising school choice numbers at the elementary level – April
- Action on FY15 Budget – April
- Update on BHS Internship Program – April

BOURNE SCHOOL COMMITTEE MEETING

DATE: THURSDAY, FEBRUARY 13, 2014
TIME: 6:30PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA – Updated 2-7-2014

CALL TO ORDER

6:30PM Executive session to review minutes; MOU with Big Brother Big Sisters of CC&I/Mass. Maritime Academy/BES, pending legal matters and other contracted services

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bourne High School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Action on BMS and BHS Programs of Studies (BHS, BMS Principals & Curriculum Sub) **VOTE**
- 5) 10 mins. Action on Key Club (2014) and British Isles (2015) Overnight Field Trips (BHS) **VOTE**
- 6) 20 mins. Action on Mass. Math and Science Initiative Grant Program (BHS Principal/MMSI Reps.) **VOTE**
- 7) 5 mins. Review 1/17 Teacher In-Service Day (Superintendent)
- 8) 5 mins. Distribute Draft of 2014-15 School Calendar for Review (Superintendent)

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 1/08/14 & 1/25/14 Minutes (School Committee) **Consensus**
- 10) 10 mins. Action on MOU w/BBBSCCI/MMA/BES (Superintendent) **VOTE**
- 11) 5 mins. Action on Increase in Incoming School Choice Numbers (Superintendent) **VOTE**
- 12) 10 mins. Update on FY14 Budget - Line Item Transfers & SWOT Review (Director of Business Services) **VOTE**
- 13) 20 mins. Discuss FY15 Budget Priorities (Budget Sub)
- 14) 20 mins. Mid-year Review of District Objectives (Superintendent)
- 15) 10 mins. Review and/or Action on Policies: ID 'School Day' & IG 'Curriculum and Learning Programs' (Policy Sub)
- 16) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 17) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, March 5th Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ FY15 School Budget Hearing – 8:00 PM March 5th
- ☐ BHS Cohort VII of the Mass Math + Science Initiative (MMSI) Program - March
- ☐ Action on revising school choice numbers at the elementary level – April
- ☐ Action on FY15 Budget – April
- ☐ Update on BHS Internship Program – April



Bourne Public Schools

**Bourne School Committee
Regular Meeting Minutes**

2014 MAR 10 AM 10 49

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Thursday, February 13, 2014
Time: 6:30 PM Executive Session, 7:00 PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

Present: Matthew Stück (*Chairperson*); Anne Marie Siroonian (*Vice Chairperson*); Laura Scena (*Secretary*); Heather DiPaolo; Jonathan O'Hara; Chris Hyldburg

Board Members Absent: Catherine Walton

Other Attendees Present: Steven Lamarche, *Superintendent of Schools*; Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*; Ms. Emily Cheney, *Student Representative*, Melissa Stafford, *BMS Principal*; Amy Cetner, *BMS Principal*; Erin Kennedy, *BHS Teacher*; various members of the community and BPS staff.

Chairperson Stück convened open session at 6:32 pm.

Motion: To move into Executive Session to review minutes; MOU with Big Brother Big Sisters of CC&I/Massachusetts Maritime Academy, Bournedale Elementary School, pending legal matters and other contractual services.

Vote: Unanimously approved.

Board Commences Executive Session.

Motion: Recessed at 7:42 pm with intent to reconvene after Open Session.

Vote: Unanimously approved

Public Comments: *Public comments and opinions about issues of School Committee business are welcome during this time within the following parameters: Material may be presented within a three (3) minute time period. Comments and opinions are welcome but this format is not intended for debate, discussion, or dialogue between or among the citizens and School Committee members. If the School Committee has determined an issue requires further discussion, the Chairperson may schedule the topic as a future agenda item.*

- 1. *No Comments*

Returned to Open Session at 7:45 pm

Chairperson Stück led all present in reciting the Pledge of Allegiance.

The School Committee Mission and Objectives were read by Ann Marie Siroonian:

Mission: Our mission is to connect individuals to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant, viable curriculum; and assure universal accountability that supports the success of all students.

Objectives:

- 1. Create opportunities that foster community engagement experiences for all students at all levels.



Bourne Public Schools

2. Support all students to demonstrate acquired knowledge, understandings, and skills reflected in pre K-12 curriculum maps in all disciplines.
3. Empower students to establish and practice reflective academic skills.

2017 APR 10 AM 10 50
 TOWN CLERK'S OFFICE
 BOURNE, MASS

PUBLIC PARTICIPATION

1. Announcements:

Assistant Superintendent Susan Quick announced that she, Superintendent Lamarche, as well as members of the Bourne Gateway Team attended a Regional STEM meeting along with other Cape Cod STEM professionals at the Cape Cod Community College today. She further explained they were able to share Bourne's experiences with developing and strengthening STEM programs as well as to investigate the pool of available Cape scientific resources. The team displayed samples of Elementary, Middle School and High School student work in the STEM curriculum areas. She added that Bourne's focus is on including problem solving and creative teaching and learning as part of regular teaching practice rather than adopting a STEM or STEAM program.

Heather DiPaolo announced she attended the Cape Cod Collaborative Annual Legislative Breakfast, which was co-sponsored with the Massachusetts Association of School Committees. The schedule included a 2014 gubernatorial candidate panel discussion focused on education-related issues within the state.

Superintendent Lamarche announced that he and BHS principal, Amy Cetner, presented information about the Early College Experience Program to parents at Cape Cod Community College on February 12. Superintendent Lamarche explained attendance was low, but interest is gaining by word of mouth and showing through inquiries at BHS or Central Office.

Superintendent Lamarche announced he has been working with the Grace Veteran's Center Partnerships in Education (PIE) program. He shared that Regina Giambusso, a retired BPS teacher and administrator, serves as the organization's secretary. Peebles Elementary will be the starting point for this program.

2. Student Work Presentation: Bourne High School

Erin Kennedy presented a Model United Nations Class video depicting BHS students practicing UN debates assuming the role of Iranian representatives. Ms. Kennedy explained this class serves as an honors elective for upper classmen and is almost entirely student driven where students participate in debates taking on the mindset of their representative countries.

3. Student Member Report:

Ms. Emily Cheney presented the following BHS events and news:

- BHS Key Club raised \$600 to benefit a Bourne family who suffered financial loss due to a house fire.
- Program of Studies night for grade 8 students will be held on February 27 at 6 :00 pm. The Drama Club will present the Festival practice performance for about 40 minutes following the program of studies presentation. All are welcome to attend.
- Course Selection Assembly will be held on February 28.
- The Early College Experience application deadline is March 28.



Bourne Public Schools

2014 MAR 10 AM 10 50

TOWN CLERK'S OFFICE
BOURNE, MASS

- The Class of 2014 is hosting a "Dining For a Cause" at the Ninety Nine Restaurant in Wareham on March 11 from 5:00 to 9:00 pm. Fifteen percent of the guest check will be donated to the Class of 2014.
- The Annual Science Expo will be held on Friday, March 28 at BHS for High School and Middle School Students. Students will drop off projects at 4:30 pm with judging beginning promptly at 5:00 pm. BHS students must enter by March 7, 2014.
- BHS Photography 2 student, Alexandra Wolf, was selected to display her work at UMASS Dartmouth CVPA Emerging Young Artist 2014 Invitational Exhibition.
- In January, eligible junior students were inducted into the National Honor Society.

4. BMS and BHS Programs of Studies:

Ms Amy Cetner, BHS Principal, presented the 2014-2015 Program of Studies for approval. Ms. Cetner explained revised edition includes some new courses such as Graphic Novel Writing, Writing Memoirs, Robotics, and Civics courses. The format is revised to present course and career pathways. When accessing online, the Table of Contents is hyperlinked to allow for more efficient navigation. Student council seniors suggested providing freshman families a hard copy.

Motion: (Scena/Siroonian) to approve the BHS Program of Studies as printed with technical edits as necessary. 6 in favor/0 opposed/0 abstained. Motion carried

Ms. Stafford began by recognizing the efforts of BMS staff in their collaborative efforts to write, edit, and create the presented BMS Program of studies. This effort began last year and continued this year with review and revision. The format of the booklet has been revised to organize course descriptions by grade level, rather than content level. A General Information section is included to explain a number of important processes. Ms. Stafford explained there are two proposed grade 7 and 8 Accelerated English course additions included in the Program of Studies Accelerated English courses at the 7th and 8th grade levels. Last year's math accelerated course will continue to be offered.

Motion: (Scena/O'Hara) to approve the BMS Program of Studies 2014-2015 as presented. 6 in favor/0 opposed/0 abstained. Motion carried

5. Key Club (2014) and British Isles (2015) Overnight Field Trips:

Ms. Jennifer McDonald, BHS teacher, requested approval of an out of state/extended overnight curriculum field trip for the Key Club members to attend the District Convention in Springfield, MA with Ms McDonald and Kiwanis advisor, Mrs. Angela Sweeten, from April 4 to April 6. Ms. McDonald presented the Key Club of BHS Service Report for 2013 – 2014 which includes 16 projects and 6 fundraising events. The Nye Grant provided funding for three students. The Committee and Superintendent Lamarche publically thanked Ms. McDonald for her efforts in supporting this program.

Motion: (Siroonian/DiPaolo) to approve the Key Club BHS overnight field trip to the District Convention in Springfield, MA, April 4th, 2014 to April 6th. 6 in favor/0 opposed/0 abstained. Motion carried

Ms. Erin Kennedy, BHS teacher, requested approval of an out of state, extended overnight curriculum field trip for interested students to travel to the British Isles (Ireland, Wales, Scotland, and England) from February 12 to February 22, 2015. Students will have the opportunity to investigate the culture, climate, geography and literary history guided by Education First tours. Ms. Kennedy explained she has experience using this tour company which has over



Bourne Public Schools

2014 MAR 10 AM 10 50
TOWN CLERK'S OFFICE
BOURNE, MASS

50 years of experience in educational touring. The Committee acknowledged the cultural benefit to students yet expressed concerns with the cost (\$2830.00 per student). Ms. Kennedy explained she would be working with students to raise funds to offset the cost per pupil. Superintendent Lamarche and the Committee all thanked Ms Kennedy in taking the time and effort outside of the school day to provide opportunities for BHS students.

Motion: (O'Hara/Scena) to approve the British Isles field trip for 2/12/15 to 2/22/2015. 6 in favor/0 opposed/0 abstained. Motion carried

6. Massachusetts Math and Science Initiative

Superintendent Lamarche respectfully requested this agenda item be tabled until the Massachusetts Math and Science Initiative (MMSI) representatives can be present. Superintendent Lamarche explained the representatives were not able to reschedule their visit from the snow cancellation.

7. January 17 teacher in-service days

Assistant Superintendent Quick reviewed the January 17 in-service. Teachers facilitated several choices of workshops. Participant feed-back was very positive overall. A Committee member asked Ms. Quick if this presents any savings to the district. Ms. Quick explained that presenters are typically \$2000.00 and up. The benefit of having teacher led professional development is that there are many choices teachers can select from depending on their PD needs.

Superintendent Lamarche described the off campus STEAM education selection which took place at Cape Cod Community College. Approximately 19 elementary teachers participated in the hands on STEAM centered training.

8. Distribution of 2014-2015 draft School Calendar for Review:

Superintendent Lamarche presented a draft of the School Year 2014–2015 Calendar. He explained the administrative team presented this draft to the BEA on January 21, 2014 for review. Superintendent Lamarche described some adjustments including aligning the half day in-service days with vacations and full day in-service. The administrative team also recommends that school be held on December 22 and January 2 which would conserve days in case of weather related school cancelations. One Committee member suggested the district research the feasibility of have a March break in place of February and April. Superintendent Lamarche explained that due to the Monday holiday during both the February and April break, the district would only gain three academic days. Mr. Lamarche announced that as of February 13, the last day of school for the 2013-2014 school year is June 19th.

Mrs. Laurie Gilbert, BEA president, presented feedback from BEA membership. Staff suggestions were summarized as follows: In order to lessen intermittent instructional weeks either close schools on both 12/22 and 1/2 or attend on 12/22 but close on 1/2. Members are also requesting that Elementary conferences be moved to February 9th to allow for Qtr 2 Report cards to be distributed prior to conferences. Superintendent Lamarche will distribute the draft calendar to the public for review and comments.

SCHOOL COMMITTEE BUSINESS

9. Accept 1/08/14 and 1/25/14 Minutes

Minutes of 1/8/2014 were approved by consensus with modifications of date from 2013 to 2014.



Bourne Public Schools

2014 MAR 10 AM 10 50

Minutes of 1/25/14 were approved by consensus

**TOWN CLERK'S OFFICE
BOURNE, MASS**

10. MOU with BBBSCCI/MMA/BES:

Superintendent Lamarche presented the details of the Memorandum of Understanding between Big Brothers Big Sisters of Cape Cod & Islands, Massachusetts Maritime Academy, and Bournedale Elementary School in order to establish a sustainable Campus Mentoring Program. This is in line with the Superintendent Rubric, Standard III.A.2.

Motion: (O'Hara/Siroonian) to approve the MOU between Mass Maritime Academy, Big Brothers and Big Sisters of Cape Cod and the Islands and Bourne Public Schools as dated 2/3/14. 6 in favor/0 opposed/0 abstained. Motion carried

11. Incoming School Choice Numbers

Superintendent Lamarche requested one (1) additional slot (ten (10) were approved last fall) at Peebles to enable a currently enrolled student moving out of district to continue the remainder of the year at Peebles. Mr. Francis, Peebles Elementary principal, has approved this request and there will be no impact to classroom size since the student currently attends Peebles Elementary.

Motion: (Hyldborg/O'Hara) to expand school choice by one (1) number at Peebles for the remainder of the 2013-2014 school year. 6 in favor/0 opposed/0 abstained. Motion carried.

12. FY '14 Budget, Line Item Transfers, and SWOT Review:

Mr. Edward Donoghue presented the list of line item transfers as well as the corresponding financial statement. One committee member asked for clarification of large salary transfer from BHS salaries. Superintendent Lamarche clarified the July staff reductions impacted the previously approved budget.

Motion: (Hyldborg/Stuck) to approve the line item transfers as dated 1/31/2014 for FY 2014. 6 in favor/0 opposed/0 abstained. Motion carried.

Mr. Donoghue reviewed SWOT items:

- Strengths: Successful implementation of a cost effective Waste Water Treatment solution.
- Weaknesses: Ongoing BMS boiler failures. Mr. Donoghue explained this is due to a design flaw within the boilers and has been present since the building was built. Replacing the boilers is cost prohibitive. Also, the roof structure design flaws cause the ventilation system to leak water into classrooms which is disruptive to instruction.
- Opportunities: Potential savings in FY15 and ongoing electrical costs.
- Threats: Building maintenance is still under budget for overtime for snow removal. An unexpected HVAC repair to the energy recovery wheel at Bournedale Elementary school was included. The budget is still on track due to a recent administrative reclaimed appropriation control process (RACP) session.

Mr. Chris Hyldborg informed the committee that district asbestos reports are currently posted on the BPS website.

13. FY15 Budget Priorities Discussion:

Chairperson Stuck requested feedback from committee members in order to create focal point priorities while going into the FY 15 budget process. On Thursday, February 20 at 8:00 a.m. the Committee and administration team will



Bourne Public Schools

2014 MAR 10 AM 10:50

participate in a Workshop format to analyze numbers and review priorities. The Budget Hearing will take place on March 5th at 8 pm and the budget vote will be on April 2nd.

**TOWN CLERK'S OFFICE
BOURNE, MASS**

Committee members shared their priorities which include the following:

- Keep current learning coach positions as well as expand into the high school.
- Offer resources and support for teachers in order to create and implement DDMs
- Keep full day K program
- Provide for Common Planning Time when needed
- Hire STEAM Director
- Support Professional Development for teachers
- Remain aware of Return on Investment - MMSI grant for example
- Recognize the powerful impact older students working with younger district students - beneficial to both groups
- Evaluate Athletic offerings - Recognize that the value of high school athletics is important while analyzing if student participation warrants money spent
- Support Internship program
- Support connections within the student body from k-12

Superintendent Lamarche added that last Friday he was able to witness BMS and BHS band students working together all day in order to perform together. He added that he credits Ms. Christine Borning and Ms. Lisa Fournier for their efforts in supporting these connections between schools.

14. Mid-Year Review of District Objectives

Superintendent Lamarche presented a progress report on goals, action steps and benchmarks. Each building principal provided feedback in order to measure benchmark progress and vertical connections. One Committee member suggested taking time to review the document. The Committee agreed to review and present feedback during the March or April meeting. This will coincide with the update on teacher evaluation process.

15. Policies: ID "School Day" and IG "Curriculum and Learning Programs:

Discussed the current status of the Policy Committee

16. Review and Propose Future Agenda Items

March

- FY15 School Budget Hearing - 8:00 PM March 5th
- Action on MMSI grant
- Policy Review
- Budget SWOT Review
- Calendar vote

April

- BHS Internship Program
- Discussion review status of district objectives
- Action on revision school choice numbers at the elementary level
- Ed Evaluation process
- BHS internship program



Bourne Public Schools

Action on FY15 Budget
School Choice

2014 MAR 10 AM 10 50

TOWN CLERK'S OFFICE
BOURNE, MASS

June

Big Brothers Big Sisters Cape Cod

17. Confirm Next Meeting Date and Time: 7:00 PM, Wednesday, March 5th BMS Media Center

Motion: (O'Hara/DiPaolo) Motion to adjourn from public session into executive session with the intention to adjourn directly from public session at 9:56pm. 6 in favor/0 opposed/0 abstained. Motion carried.

List of documents and exhibits used (GL c.30A, sect 22(a))

Agenda Item	Document
0	Agenda updated 2-7-2014
3	Student Report Notes
5	Out of State FT Request: Key Club District Convention
5	Out of State FT Request: British Isles
5	Educational Tours Brochure
7	January 17, 2014 In-Service Evaluation Summary
8	Draft: 2014-2015 School Calendar
9	1/8/2013 Bourne School Committee Special Meeting Minutes (Mid Year Review)
10	MOU Campus Based Mentoring
12	<i>Town of Bourne Financial Statement Report</i>
12	Budget Line Item Transfer Sheet
12	SWOT Analysis
14	Superintendent Goal Progress Chart

Respectfully Submitted,

Catherine A. Lyons

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 5, 2014
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL AUDITORIUM

AGENDA — Updated 3-3-2014

CALL TO ORDER

6:00PM Executive session to review minutes; pending legal matters; FY15 budget implications related to negotiated contracts; and other contracted services

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE, and MOMENT OF SILENCE FOR MR. RALPH MATSON & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bournedale Elementary School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Action on All State Music Festival Participant Overnight Trip (BHS) **VOTE**
- 5) 20 mins. Action on Mass. Math and Science Initiative Grant Program (BHS Principal/MMSI Reps.) **VOTE**
- 6) 10 mins. Presentation on R & D Studio development (Assistant Superintendent)
- 7) **60 mins. 8:00PM FY2015 School Budget Hearing (Superintendent & SchComm)**

SCHOOL COMMITTEE BUSINESS

- 8) 2 mins. Accept 2/13/14 Minutes (School Committee) **Consensus**
- 9) 10 mins. Review and/or Action on Policies: ID 'School Day' & IG 'Curriculum and Learning Programs' (Policy Sub)
- 10) 5 mins. Review Feedback on 2014-15 School Calendar (School Committee)
- 11) 5 mins. Action on change to 2013-14 school calendar for BHS staff (School Committee) **VOTE**
- 12) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 13) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, April 2nd Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- Ⓞ Review of District Objectives and Indicators - April
- Ⓞ Action on FY15 Budget - April
- Ⓞ Update on BHS Internship Program - April
- Ⓞ Action on 2014-15 School Calendar - April
- Ⓞ Update on Curriculum Implementation - April
- Ⓞ Action on School Choice Numbers - May

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 MAR 3 PM 10:01

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 9, 2014
TIME: 6:00PM REGULAR MEETING
8:00PM EXECUTIVE SESSION MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA – Updated 4-02-2014

CALL TO ORDER

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS VISION & MISSION

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Peebles Elementary School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Action on Nature's Classroom Out-of-State Overnight Trip (BMS Principal)
- 5) 15 mins. Presentation on One Book, One School project at BHS (Ms. Dooley-Zemaitis)
- 6) 10 mins. Update on BHS Internship Program (BCIL Shona Vitelli)
- 7) 20 mins. Action on FY2015 School Budget (Budget Sub) **VOTE**
- 8) 5 mins. Action on 2014-15 School Calendar (School Committee) **VOTE**

2014 APR 4 AM 10 38
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 3/5/14 Minutes (School Committee) **Consensus**
 - 10) 10 mins. Action on School Choice Numbers (Superintendent) **VOTE**
 - 11) 10 mins. Update on PARCC Pilot Program (BMS Principal)
 - 12) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
 - 13) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, May 7th at Bourne Middle School
- 8:00PM Executive session to review minutes; OCR complaint, pending legal matters; and other contracted services

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ Update on Curriculum Implementation – May
- ☐ Review Quarterly Budget SWOT Report – May
- ☐ Review Status of Educator Evaluation Process – May
- ☐ Review Job Descriptions – May
- ☐ Discuss Superintendent Evaluation – May
- ☐ Action on Student Handbooks – August

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MAY 7, 2014
TIME: 5:00PM EXECUTIVE SESSION
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA – Updated 5-2-2014

CALL TO ORDER

5:00PM Executive session to review minutes; consider Step 3 CBA/BEA grievance, update regarding OCR complaint, discuss pending negotiations w/BEA and discuss pending legal matters.

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Bourne Middle School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Update on PARCC Pilot Program (BMS Principal)
- 5) 10 mins. Action on out of state field curriculum trip to Roger Williams Park Zoo (BES/PES) **VOTE**
- 6) 10 mins. Update on Cape Cod Collaborative Articles of Agreement (Ms. DiPaolo)

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins. Accept 4/9/14 Minutes (School Committee) **Consensus**
- 8) 10 mins. Review Quarterly Budget SWOT Report (Director of Business Services)
- 9) 5 mins. Review Status of Educator Evaluation Implementation (Assistant Superintendent)
- 10) 20 mins. Discuss Superintendent Self-Evaluation (Superintendent)
- 11) 10 mins. Review and/or Action on Policies: ID 'School Day' & IG 'Curriculum and Learning Programs' (Policy Sub)
- 12) 10 mins. Discuss upcoming Joint Board/Committee meetings for future town finance policy and planning
- 13) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 14) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, June 4th at Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- Review Job Descriptions – June
- Line Item Transfers – June
- Reorganize Committee Positions - June
- Update on Nye Enrichment Programs - June
- Update on Curriculum Implementation – July
- Action on Student Handbooks – August

OWN CLERK'S OFFICE
BOURNE, MASS
MAY 5 PM 1 28

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, MAY 13, 2014
TIME: 7:00 PM MEETING
PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

In Attendance: Bourne School Committee, Finance Committee and Board of Selectman

1. Review of long-term financial projections town of Bourne
2. Determine objective
 - a. Discuss can we/should we bring forward an override request to Special Town Meeting in fall including timelines.
 - b. Discuss can we/should we bring forward an override request to Special Town Meeting in spring including timelines.
3. Discuss appointing a small Project Group to guide the process
 - a. Membership
 - b. Guiding principles for Project Group from the Steering Committee comprised of the BOS, School Committee, Finance Committee
 - c. Discuss how to engage Upper Cape Cod Technical High School in the process?
 - d. Discuss objectives of Project Group, specifically including identifying comprehensive list of needs, process to prioritize the needs, and funding requirements
4. Discuss how the Project Group will report back to the Steering Committee
 - a. Frequency
 - b. Format
5. Other topics for the Steering Committee to discuss
6. BOS, School Committee and Finance Committee appoint their individual members to the Project Group
7. Next steps
8. Adjourn

2014 MAY 6 PM 3 17
TOWN CLERK'S OFFICE
BOURNE, MASS

2014 MAY 9 PM 2 53

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: TUESDAY, MAY 13, 2014

TIME: 7:00 PM MEETING

PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

In Attendance: Board of Selectman, Finance Committee and Bourne School Committee

1. Review of long-term financial projections town of Bourne
2. Determine objective
 - a. Discuss can we/should we bring forward an override request to Special Town Meeting in fall including timelines.
 - b. Discuss can we/should we bring forward an override request to Special Town Meeting in spring including timelines.
3. Discuss appointing a small Project Group to guide the process
 - a. Membership
 - b. Guiding principles for Project Group from the Steering Committee comprised of the BOS, School Committee, Finance Committee
 - c. Discuss how to engage Upper Cape Cod Technical High School in the process?
 - d. Discuss objectives of Project Group, specifically including identifying comprehensive list of needs, process to prioritize the needs, and funding requirements
4. Discuss how the Project Group will report back to the Steering Committee
 - a. Frequency
 - b. Format
5. Other topics for the Steering Committee to discuss
6. BOS, School Committee and Finance Committee appoint their individual members to the Project Group
7. Next steps
8. Adjourn

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 4, 2014
TIME: 6:00PM EXECUTIVE SESSION
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA – Updated 6-2-2014

CALL TO ORDER

6:00PM Executive session to review minutes; discuss administrator contracts; BEA impact bargaining negotiation; and review pending legal matters.

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS VISION & MISSION

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Reorganize Committee Positions (School Committee) **VOTE**
- 3) 10 mins. Student Work Presentation (Bourne Middle School Students)
- 4) 5 mins. Present Student Member's Report and BHS College Acceptances (Ms. Cheney & prospective member(s))
- 5) 20 mins. Review BMS Dress for Success Proposal for 2014-15 (BMS BBTLT)
- 6) 10 mins. Present Student Wellness Advisory Council (SWAC) Report (SWAC Members)
- 7) 10 mins. Update on Student Design Challenge Day (Assist. Superintendent)
- 8) 10 mins. Update on Educator Evaluation Process (Assist. Superintendent)

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 5/7/14 Minutes (School Committee) **Consensus**
- 10) 10 mins. Action on School Bus Driver Wages (Director of Business Services) **VOTE**
- 11) 5 mins. Pending reduction in force at BHS (Superintendent)
- 12) 15 mins. Action on investment in Early Childhood Education (Assist. Super/Dir. Bus. Services) **VOTE**
- 13) 10 mins. Update on Superintendent Evaluation Process (Superintendent & SchComm)
- 14) 5 mins. Update on MA School Building Authority (MSBA) June 4, 2014 Eligibility Agenda (Facilities Sub)
- 15) 10 mins. Discuss ongoing Joint Board/Committee meetings for future town finance policy and planning
- 16) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 17) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, June 25th (July Meeting) at Bourne Middle School

2014 JUN 3 AM 10 00
TOWN CLERK OFFICE
BOURNE, MASS

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- | | |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Action on District Service Contracts – July | <input type="checkbox"/> Update on Nye Enrichment Programs – August |
| <input type="checkbox"/> Action on PARCC or MCAS – July | <input type="checkbox"/> Update on Common Core Curriculum Implementation – July |
| <input type="checkbox"/> Review Job Description Updates – July | <input type="checkbox"/> School Committee Summer Meeting – July |
| <input type="checkbox"/> Action on Line Item Transfers – July | <input type="checkbox"/> Update on Research and Design Studio – July |
| <input type="checkbox"/> Review 8 th to 9 th Grade Transition – July | <input type="checkbox"/> Action on Student Handbooks – August |

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 11, 2014
TIME: 6:00PM EXECUTIVE SESSION
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA – Updated 6-6-2014

CALL TO ORDER

6:00PM Executive session to review minutes; discuss administrator contracts; BEA impact bargaining negotiation; and review pending legal matters.

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS VISION & MISSION

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Reorganize Committee Positions (School Committee) **VOTE**
- 3) 10 mins. Student Work Presentation (Bourne Middle School Students)
- 4) 5 mins. Present Student Member's Report and BHS College Acceptances (Ms. Cheney & new members)
- 5) 20 mins. Review BMS Dress for Success Proposal for 2014-15 (BMS BBTLT)
- 6) 10 mins. Present Student Wellness Advisory Council (SWAC) Report (SWAC Members)
- 7) 10 mins. Update on Student Design Challenge Day (Assist. Superintendent)
- 8) 10 mins. Update on Educator Evaluation Process (Assist. Superintendent)
- 9) 5 mins. Present 2014 Coordinated Program Review report on ELL (Assist. Superintendent)

SCHOOL COMMITTEE BUSINESS

- 10) 2 mins. Accept 5/7/14 Minutes (School Committee) **Consensus**
- 11) 5 mins. Pending reduction in force at BHS (Superintendent)
- 12) 15 mins. Action on investment in Early Childhood Education (Assist. Super/Dir. Bus. Services) **VOTE**
- 13) 5 mins. Update on MA School Building Authority (MSBA) June 4, 2014 Eligibility (Facilities Sub)
- 14) 10 mins. Action on Bus Driver/Monitor and Lunch Monitor Wages (Director of Business Services) **VOTE**
- 15) 10 mins. Update on Superintendent Evaluation Process (Superintendent & SchComm)
- 16) 10 mins. Discuss ongoing Joint Board/Committee meetings for future town finance policy and planning
- 17) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 18) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, July 9th at Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- | | |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Action on District Service Contracts – July | <input type="checkbox"/> Update on Nye Enrichment Programs – August |
| <input type="checkbox"/> Action on PARCC or MCAS – July | <input type="checkbox"/> Update on Common Core Curriculum Implementation – July |
| <input type="checkbox"/> Review Job Description Updates – July | <input type="checkbox"/> School Committee Summer Meeting – July |
| <input type="checkbox"/> Action on Line Item Transfers – July | <input type="checkbox"/> Update on Research and Design Studio – July |
| <input type="checkbox"/> Review 8 th to 9 th Grade Transition – July | <input type="checkbox"/> Action on Student Handbooks – August |

2014 JUN 6 AM 11:15
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 26, 2014
TIME: 5:30PM EXECUTIVE SESSION
6:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:00PM Executive session to review minutes; discuss administrator contracts; BEA impact bargaining negotiation; and review pending legal matters.

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & 2013-14 BPS VISION & MISSION

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 20 mins. PARCC or MCAS 2014-2015

SCHOOL COMMITTEE BUSINESS

- 3) 2 mins. Accept 6/11/14 Minutes (School Committee) **Consensus**
- 4) 15 mins. Action on Asbestos Abatement Contract Award, BHS Exterior door project contract award, BHS Library Cupola Roof Contract Award – Ed Donoghue – Director of Business Services
- 5) 15 mins. Super Eval Update
- 6) 5 mins. Summer Meeting Agenda

“The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law.”

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ⓐ Action on District Service Contracts – July
- ⓐ Action on PARCC or MCAS – July
- ⓐ Review Job Description Updates – July
- ⓐ Action on Line Item Transfers – July
- ⓐ Review 8th to 9th Grade Transition – July
- Update on Nye Enrichment Programs – August
- ⓐ Update on Common Core Curriculum Implementation – July
- School Committee Summer Meeting – July
- Update on Research and Design Studio – July
- Action on Student Handbooks – August

2014 JUN 24 PM 8 45
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, JULY 14, 2014
TIME: 7:15PM
PLACE: COMMUNITY BUILDING

AGENDA

The Finance Committee will hold a joint public meeting with the Board of Selectmen, School Committee, and Finance Project Working Group

- 1) 20 mins. Update and discussion with Finance Project Working Group
- 2) 10 mins. Next Steps
- 3) 10 mins. Update on Peebles School Project

SCHOOL COMMITTEE BUSINESS

- 1) 20 mins. School Choice - VOTE

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

2014 JUL 10 PM 12 52
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE WORKSHOP AGENDA

DATE: Thursday, 14 August 2014
TIME: 12:00 PM REGULAR MEETING
PLACE: Bourne Middle School Library/Media Center

2014 AUG 12 AM 10 45

AGENDA (8/11/2014) TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

12:00 PM Objective Evaluation & Setting Discussion

1. 10 mins Establish Meeting Norms
2. 20 mins Reflection on what our role is as the Bourne School Committee (BSC)
3. 15 mins Reflection on BSC SY2014 Objectives
4. 10 mins Reflection on BPS Vision and Mission
5. 30 mins Reflection on SC Subcommittees 2013-14: Budget, Policy, Facilities, and Curriculum
6. 15 mins Introduce District Values
7. 20 mins Introduce Mutually Supported Integrated Design
8. 30 mins Introduce 1-year Action Plan for Continuous Improvement
9. 10 mins Introduce Multi-year Action Plan for Continuous Improvement
10. 10 mins Discuss EOY Staff Survey
11. 30 mins Establish SY2015 Objectives
12. 30 mins Discuss BSC action plan for continuous improvement as a full committee and subcommittees
13. 5 mins Evaluation of Day

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

BOURNE SCHOOL COMMITTEE MEETING

DATE: THURSDAY, AUGUST 14, 2014
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

2014 AUG 12 AM 10 45
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA *as of 8/11/14*

CALL TO ORDER

6:30PM Executive session to discuss minutes; BEA MOA, future CBA bargaining and pending legal matters.

PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2013-14 BPS VISION AND MISSION

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Review of FY14 School Committee Objectives (School Committee)
- 3) 5 mins. Action on 2014-15 Bourne Public Schools Objectives (School Committee) **VOTE**
- 4) 20 mins Present ALICE [Alert, Lockdown, Inform, Counter, Evacuate] – (BPD Detective David Wilson)
- 5) 20 mins BMS Standards of Dress – (Principal Stafford)
- 6) 5 mins Facilities update on MSBA- (Facilities Sub Committee) **VOTE**

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins. Accept 06/26/14 Minutes (School Committee) **Consensus**
- 8) 10 mins. Action on Superintendent Evaluation (School Committee) **VOTE**
- 9) 10 mins. Present Mutually Supported Integrated Design (Assistant Superintendent)
- 10) 10 mins. Present 1-year Action Plan for Continuous Improvement (Assistant Superintendent)
- 11) 30 mins 2014-2015 Student Handbooks [BHS, BMS, and Elementary] (Superintendent) **VOTE**
- 12) 10 mins Action on Subcommittee Assignments (School Committee) **VOTE**
- 13) 2 mins. Distribute Policy IG – Curriculum Adoption (Policy SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, September 4th Bourne Middle School

"The preceding listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law."

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ Discuss PLC Committees – September
- ☐ Present NYE Grant 2013-2015 - September
- ☐ Discuss Action on FY13 Budget Closeout – October
- ☐ FY13 Line Item Transfers – September
- ☐ Update on next NEASC Visit – October
- ☐ Action on School Improvement Plans – November

BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday, September 17, 2014
TIME: 6:30PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA —as of 9/12/14

- ✓ The School Committee may vote on all items listed on this agenda
- ✓ The preceding listing of matters are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the extent permitted by the Open Meeting law.

6:30 PM PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2014-2015 BPS VISON, MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student report- Principal Amy Cetner
- 3) 5 mins Student learning extension (formerly presentations) Superintendent Lamarche
- 4) 15 mins. Brief on Open Meeting Law & Ethics- Chair Hyldborg
- 5) 10 mins. Professional Learning Communities [PLC] – Assistant Superintendent Quick
- 6) 10 mins Catherine Walton Letter; resignation- Chair Hyldborg
- 7) 20 mins BSD Enrollment – Superintendent Lamarche
- 8) 15 mins Update Massachusetts School Building Authority [MSBA] Superintendent Lamarche
- 9) 5 mins Introduce New Staff- Superintendent Lamarche

SCHOOL COMMITTEE BUSINESS

- 10) 2 mins. Accept 08/14/14 Minutes (School Committee) *Consensus*
- 11) 10 mins. FY 14 EOY Update- Director of Business Services Donoghue
- 12) 10 mins DESE District Accountability Review- Superintendent Lamarche
- 13) 10 mins. Indicators of Success – School Committee
- 14) 15 mins Special Town Meeting Article(s) – Director of Business Services Donoghue
- 15) 10 mins Digital device purchase for SC board, grant- Chair, Superintendent
- 16) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 17) Confirm Next Meeting Date & Time: 7:00PM, WED October 1, 2014

2014 SEP 15 PM 12 13
TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ENTER INTO EXECUTICE SESSION - Chapter 39, Section 29 mandates that in order to go into Executive Session the committee must:

- Do so on a roll call vote
- State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with union personnel. To discuss strategy with respect to collective bargaining or litigation if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- The board will reconvene in Open Session for the purpose of adjournment only.

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ Review Technology Planning – October
- ☐ Update on next NEASC Visit – October
- ☐ Action on School Improvement Plans – November
- ☐ Review FY14 EOY Line Item Transfer – October
- ☐ Nye Grant presentation – October
- ☐ FY15 schedule – December
- ☐ Bourne Community Internship update - October

BOURNE SCHOOL COMMITTEE MEETING

DATE: Tuesday, October 7, 2014

TIME: 7:00PM Joint Session with Board of Selectman and Finance Committee

PLACE: BOURNE VETERAN'S COMMUNITY CENTER

AGENDA

- ✓ Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time
- ✓ All items within the meeting agenda are subject to deliberation and vote(s) by the School Committee

SCHOOL COMMITTEE BUSINESS

- 1) 2 mins. Introduction of new members
- 2) 10 mins. Mass School Building Authority process and progress update
- 3) 10 mins Report of the Financial Planning Working Group
- 4) 10 mins. FY14 close out report – Finance Director / Town Administrator
- 5) 5 mins Other Post Employment Benefit (OPEB) discussion
- 6) 10 mins Uncompensated Absence Discussion
- 7) 10 mins. Other Business
- 8) Adjourn Joint Session (Selectmen to continue with regular business meeting)

CALL TO ENTER INTO EXECUTIVE SESSION - Chapter 39, Section 29 mandates that in order to go into Executive Session the committee must:

- Do so on a roll call vote
- State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with union personnel. To discuss strategy with respect to collective bargaining or litigation if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- The board will reconvene in Open Session for the purpose of adjournment only.

2014 OCT 3 PM 1 32
TOWN CLERK'S OFFICE
BOURNE, MASS

**Joint Meeting of the Board of Selectmen,
Finance Committee and the School Committee**

**Minutes of October 7, 2014
Bourne Community Building
Bourne, MA 02532**

2014 DEC 2 AM 9 37
TOWN CLERK'S OFFICE
BOURNE, MASS.

.....

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise

Documents

- MSBA Modules Overview dated 10/7/14 – 3 pages
- MSBA Building Process dated 10/7/14 – 1 page
- Feasibility Study document dated 10/7/14 – 1 page
- Town of Bourne Financial Review dated 10/7/14 – 27 pages
- OPEB Funding Around the Cape dated 10/7/14 – 8 pages

Meeting Called to Order

Chm. Meier called the joint meeting to order at 7:00 pm and turned the meeting over to the FinCom Chm. Mary Jane Mastrangelo.

Introduction of new members

Board of Selectmen: Peter Meier, Don Pickard, Stephen Mealy, Don Ellis and Linda Zuern

Finance Committee: Mary Jane Mastrangelo, Michele Ford, Judy Conron, Rich Lavoie, Kathleen LeGacy, Bill Lemee, Jeff Perry and Bill Scotti

School Committee: Chris Hylberg, Matt Stuck, Ann Marie Siroonian

Also attending: TA Guerino, Financial Director Linda Marzelli and School Superintendent Lamarche.

Mass School Building Authority process and progress update

Mastrangelo explained the process for the School Building process is different. Under the old way, the town is responsible for the initial plan. Under the new way the School Committee is to send a statement of interest to MSBA in order to be considered for funding. The said statement was accepted. The MSBA accepted Bourne's application as a great need.

Chris Hylberg briefly explained the MSBA building process. The Peebles School continues to deteriorate and continues to cost Bourne money. Module 1 is the Eligibility Period used to obtain information to generate a feasibility study which is the goal. This is the biggest challenge for towns.

Meier clarified that the 'old' School Building Committee for the Bournedale School may be different but it was just as much as a process. Mastrangelo wants the public to understand that the process is different and when we come to Town Meeting to request the new school building, we will have schematic designs at that time.

Mealy asked about a timeframe. Mastrangelo suggested to wait until February to ask for the money. Once a feasibility study is conducted, it references a 2 year process.

TA Guerino, Peter Meier and Chris Hylberg are meeting with Mr. Nick Milano on 10/20/14 in Boston.

Mr. Nelson threw out \$750,000 for the feasibility study. It is important to note although appropriated, we still have to bid the project. You can set the value for what you think the contract is worth and enough money.

TA Guerino said to obtain the money, there will be an authorization through Town Meeting through borrowing. He added it is best to get sufficient amount of funds.

Mastrangelo said there would be a 20% contingency for the project.

Chris Hylberg said the reimbursement range could be up to 83% and as low as 42%. Bourne could be 47%.

When planning the next joint meeting between the three boards and committees, it was suggested 10/16/14 at 6:00 pm. It is noted that Superintendent Lamarche cannot attend. TA Guerino to work on the date.

Report of the Financial Planning Working Group (FPWG)

Mr. Mealy gave report for FPWG to which all members were present tonight.

The last FPWG meeting was held on 9/24/14 where they reviewed the town's cherry sheet from the Statehouse. FY13-FY14 Sources and Uses were compared to FY14-FY15. They finalized and adopted a financial calendar to bring to TA Guerino for adoption. They are planning a detailed report at Town Meeting to discuss an article to allow any committee to report to Town Meeting. A big portion for next year is the feasibility study and the construction of a new school. The next meeting will be held on 10/15/14 at 6:30 pm.

Matthew Stuck said it was a great opportunity to collaborate. This is a learning curve not just for the town processes but also to hear about challenges or pitfalls we have faced in the past. It has been enlightening.

Mastrangelo said the group will make a presentation to the Selectmen and the FinCom to discuss whether budgeting would make sense for us; it is a way of thinking and worthwhile discussing.

FY14 Closeout Report – Finance Director/TA Guerino

Ms. Marzelli briefly reviewed the Financial Review for FY14. Highlights to General Fund Revenues & Expenditures were reviewed. The budget to actual for local receipts was tighter due to change in Cherry Sheet Charge increases. Revenues received were higher than budgeting resulting in a new surplus of \$1,076,627 to which \$528,041 were from one-time sources. Net turn back by departments were \$608,379 and less than budgeted. The Snow & Ice account had a deficit of \$398,560 which is being raised on the Tax Rate recap for FY15. Tax Title Collections increased by \$143,237; collections in the first 3 months of FY15 are already at \$191,870 due to current filings being brought up to date. Miscellaneous Revenues were \$573,936.81 for FY14. FY14 Expenditures by Department had 42.73% from the Schools; 21.35% was in shared costs.

ISWM & Sewer Revenue & Expenditure Highlights were reviewed. Actual revenues received were higher than budgeted by \$197,671. ISWM's departmental expenditures were \$387,614 lower than budgeted; ISWM's Free Cash approve was down \$120,717 from FY13. ISWM set aside additional funds of \$654,666 to Post Closure accounts. Sewer budgeted revenues were higher by \$112,296. Sewer departmental expenditures were less than budgeted by \$81,483. Sewer Enterprise Fund ended with a Free Cash approval of \$677,255 slightly higher than FY13.

Financial Policies & Reserve were briefly reviewed. The town changed its policies in April 2012 from the requirement of maintaining a Unreserved Fund Balance of 5% of the General Fund Operating Budget to maintain a Free Cash balance of 5% of the GFOB. Also changed was a debt service budget of at least 5% of the GFOB to striving to maintain a debt service budget of 3%; this was a result of the BMS debt being refunded. Certified Free Cash as of 7/1/14 is \$4,897,346. Free Cash is \$2,129,840 over minimum policy. Town Meeting approval transfers brought Stabilization fund to \$3,517,265 which is still under the minimum policy amount by \$357,244. The net difference in Free Cash & Stabilization policy amounts excess is over minimum is \$1,772,596 for both. The Unreserved Fund/Free Cash balance has been above the town's policy of 5% of the GFOB for the past five years. The Debt Service budget has been within the policy for the past three years. Employer Health Insurance Trust Fund continues to fall within the financial policy.

Other Post Employment Benefit (OPEB) discussion

A sum of \$300,000 is recommended by Finance Director and TA Guerino recommends \$200,000. TA Guerino said if you go back to the auditor's reports over the last couple years, this will show on our balance sheet as being upside down. This amount will show a commitment by the town.

Ms. Marzelli said Bourne has put it \$350,000 since initial conception. The majority of other Cape towns don't have a policy; they don't know what to do, but do know it is something that affects their bond rating.

Ms. Marzelli said FY15 budget is what we pay in health insurance – pay for retiree shares. She doesn't know what it is broken down. MJ wants to have on as an agenda item. She is hesitant to put money in until we know. Since the audit we've been trying to address she isn't comfortable putting in \$300,000; it should be a STM as part of the ATM.

Mastrangelo recommends putting in \$100,000 at the May Special Town Meeting.

Pickard suggested of a token amount of \$50,000. TA Guerino said it wouldn't be looked at seriously.

Mealy agrees with Mastrangelo.

Zuern asked what we are spending each year on those kinds of costs. Ms. Marzelli said \$2,800,000 approximately; we have to budget about \$3M every year.

Michele Ford suggests making a significant amount (either \$100,000 or \$200,000) which signals to the State we are serious. This will hold us accountable to determine a policy. It is better to have a policy vs. being forced by the State.

Mastrangelo stated the next FinCom meeting will be held on 10/20/14. TA Guerino suggests having motions in place before the last five days before the Special Town Meeting of 10/27/14.

STM ARTICLE 5 - OPEB

Selectmen Vote:

Zuern moved and seconded by Mealy to put \$200,000 aside for OPEB. Vote 5-0.

FinCom Vote:

Ford moved and seconded by Lavoie to put \$200,000 aside for OPEB. Vote 6-0-2 (Mastrangelo and Scotti abstained).

Uncompensated Absence Discussion

TA Guerino said when someone retires and has a buyout, it is not coming from the operating budget of that department. This will replenish this fund and recommends putting in \$100,000 in this fund.

Selectman Vote:

Mealy moved and seconded by Pickard to put \$100,000 into the Uncompensated Absence. Vote 5-0.

FinCom Vote:

Ford moved and seconded by Lavoie to put \$100,000 into the Uncompensated Absence. Vote 8-0.

Other business

None.

Adjourn joint session

Selectmen Vote:

Pickard moved and seconded by Zuern to adjourn. Unanimous vote.

FinCom Vote:

Ford moved and seconded by Lavoie to adjourn. Unanimous vote.

Meeting adjourned at 9:00 PM.

Respectfully submitted,
Lisa Groezinger – sec.

BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday, October 8, 2014
TIME: 5:00 EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA – *as of 10/6/14*

- ✓ *The School Committee may vote on all items listed on this agenda*
- ✓ The preceding listing of matters are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law.

5:00 PM REGULAR MEETING FOR THE PURPOSE OF ENTERING EXECUTIVE SESSION

CALL TO ENTER INTO EXECUTIVE SESSION - Chapter 39, Section 29 mandates that in order to go into Executive Session the committee must:

- Roll call vote
- The purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel, collective bargaining sessions or contract negotiations with BEA personnel, and a collective bargaining grievance hearing.

6:30 PM PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2014-2015 BPS VISION, MISSION & OBJECTIVES

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements
- 2) 10 mins. Student report- Dawson Prophet/Audrey Kelleher
- 3) 10 mins. BMS Extension of Learning presentation - Principal
- 4) 10 mins. SEPAC Resource Fair – Director of Special Education and Student Services
- 5) 10 mins. Update School Committee Vacancy - SC Chair
- 6) 15 mins Update School to Career Internship Program - Bourne Community Internship Liaison
- 7) 10 mins. Update DESE Accountability Review - Superintendent
- 8) 15 mins Update Massachusetts School Building Authority [MSBA] Superintendent

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 09/17/14 Minutes – Consensus
- 10) 10 mins. Out-of-State/Overnight Field Trip requests - Consensus
 1. BMS Washington D.C.
 2. BHS (2) Brown University and New York City (day)
- 11) 10 mins Present SWOT Report – Director of Business Services
- 12) 10 mins. Present FY14 Line Item Transfers– Director of Business Services
- 13) 15 mins Update Special Town Meeting Article – Director of Business Services
- 14) 10 mins. Review Ethics – Director of Business Services
- 15) 10 mins. Establish Enrollment Workshop – SC Chair
- 16) 5 mins. Discuss MASC Conference Participation – SC Chair
- 17) 15 mins Update School Committee Subcommittee – SC Chair

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ Invite School Council Members – November
- ☐ Updated District O-chart - November
- ☐ Present Software O-chart – November
- ☐ Update Fall Athletic Participation - November
- ☐ Action on School Improvement Plans – November
- ☐ FY15 schedule – December
- ☐ Update on BHS R&D Studio - December
- ☐ NEASC update – January
- ☐ Update on Crisis Intervention Procedures - January

2014 OCT 6 AM 11 29
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday Nov 12, 2014
TIME: 5:30 EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA – *as of 11/7/14*

- ✓ *The School Committee may vote on all items listed on this agenda*
- ✓ The preceding listing of matters are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law.

5:30 PM REGULAR MEETING FOR THE PURPOSE OF ENTERING EXECUTIVE SESSION

CALL TO ENTER INTO EXECUTIVE SESSION - Chapter 39, Section 29 mandates that in order to go into Executive Session the committee must:

- Do so on a roll call vote
- State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with BEA personnel. To discuss strategy with respect to collective bargaining or litigation if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

6:30 PM PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2014-2015 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 15 mins Student learning extension- BHS Drama program.
- 3) 10 mins Student report- Student Representatives, Audrey Keller & Dawson Prophett
- 4) 5 mins. Update on DESE accountability review- Superintendent
- 5) 10 mins Update on MSBA & Special Town Meeting- Chair, Superintendent
- 6) 10 mins Review Fall Athletic Participation – Athletic Director, Scott Ashworth

2014 NOV 7 PM 3 43
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins Accept SC minutes Sept 17, 2014
- 8) 5 mins FY14 EOY Line Item Transfers
- 9) 10 min Review Draft Policy DN: School Property Disposal Policy.
- 10) 15 min Discuss MASC/MASS Annual Meeting- individual SC members
- 11) 10 mins Digital Device purchase- Chair, Superintendent
- 12) 10 mins Discuss date, location and Agenda for January workshop
- 13) 5 mins Review and propose Future Agenda Items
- 14) 5 mins Confirm next meeting date and location December 3, 2014

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- ☐ FY16 schedule – December
- ☐ Meet with new School Council Representatives- December
- ☐ Review Updated District Org. Chart- December
- ☐ Present Software Organizational Chart- December
- ☐ Action on School Improvement plans- December

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY DECEMBER 2, 2014
TIME: 7:15 P.M. Joint Meeting with Board of Selectmen
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA

- ✓ *The School Committee may vote on all items listed on this agenda*
- ✓ The preceding listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law

SCHOOL COMMITTEE BUSINESS

- 1) Appointment of Interim School Committee Member

2014 NOV 25 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, DECEMBER 03, 2014
TIME: 5:30PM EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA – Updated 11-30-14

- ✓ *The School Committee may vote on all items listed on this agenda*
- ✓ The preceding listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law.

5:30 PM REGULAR MEETING FOR THE PURPOSE OF ENTERING EXECUTIVE SESSION

CALL TO ENTER INTO EXECUTICE SESSION - Chapter 39, Section 29 mandates that in order to go into Executive Session the committee must:

- Do so on a roll call vote
- State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with BEA personnel. To discuss strategy with respect to collective bargaining or litigation if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

6:30 PM PUBLIC COMMENTS

Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2014-2015 BPS VISON, MISSION & OBJECTIVES: Public recording statement

PUBLIC PARTICIPATION

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <ol style="list-style-type: none"> 1) 10 min Announcements (Subcommittees) (Letter to Vieira, RE: 9C proposed budget cuts) 2) 5 min Welcome of new School Committee member 3) 10 min Student learning extension- Bournedale Elementary School 4) 5 min Student report- Audrey Kelleher & Dawson Prophett 5) 25 min Recognition of School Councils & Representatives 6) 10 min Action on 2014-15 School Improvement Plans (SchComm) 7) 10 min Present FY16 budget development calendar- (Director of Business Services Ed Donoghue) | TOWN CLERK'S OFFICE
BOURNE, MASS
2014 DEC 1 PM 1:04 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|

SCHOOL COMMITTEE BUSINESS

- 8) 2 min Accept SC minutes Nov 12, 2014
- 9) 10 min FY15 Financial Update (Director of Business Services Ed Donoghue)
- 10) 10 min Educator Evaluation update (Assistant Superintendent Quick)
- 11) 10 min Discuss District Determined Measures (Assistant Superintendent Quick)
- 12) 10 min Update on MSBA process: Capital Outlay and Improvement plan and Enrollment certification. (ED, CH)
- 13) 10 min Action on Policy DN (Policy Subcommittee)
- 14) 10 min Discuss Agenda for January 30, 2015 workshop
- 15) 5 min Review and propose Future Agenda Items
- 16) 5 min Confirm next meeting date, January 7th, 2014

Proposed Future Agenda Items and Dates (subject to change by SchComm)

- Review Policy EI: Threat Procedures Policy (Alice & Crisis Go) - January
- Review School Committee FY16 Budget Priorities - January
- Present 2013-2014 Superintendent's Award- January
- Discuss NEASC/CSDA - February
- MSBA Update – February
- Review Updated District Org. Chart
- Present Software Organizational Chart

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY DECEMBER 16, 2014
TIME: 6:45 P.M. Joint Meeting with the Board of Selectmen
PLACE: BOURNE VETERAN'S MEMORIAL COMMUNITY CENTER

AGENDA

- ✓ *The School Committee may vote on all items listed on this agenda*
- ✓ The preceding listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up to the limited extent permitted by the Open Meeting law

SCHOOL COMMITTEE BUSINESS

- 1) Preparatory discussion FY16 Budget Cycle

2014 DEC 10 PM 11 37
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA
DATE: JANUARY 2, 2014**

TIME: 8:00AM

PLACE: SCHOOL ADMINISTRATION BUILDING

2014 JAN 29 PM 2 35

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Accept Minutes of November 21 Meeting
2. FY14 Budget Update
3. Review Budget Brochure
4. FY15 Budget Planning Process
5. FY15 Capital Outlay Process
6. Discuss future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman

Mathew Stuck

Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for January 2, 2014

2014 JAN 29 PM 2 35
TOWN CLERKS OFFICE
BOURNE MASS

Location: Bourne School Administration Building

Opened at: 8:10 AM

Attendees: Chris Hyldburg, Matt Stuck, Ed Donoghue (Dir. of Bus. Services), Steve Lamarche (Superintendent)

Minutes

1. Minutes: Minutes from November 21, 2013 accepted as amended.
2. FY14 Budget Update: Retroactive pay has been processed to reflect pay increases for Secretaries and ESPs as per the new collective bargaining agreements. BPS is still on track with FY14 expenditures. All employee salaries will be fully encumbered by the end of January. Circuit Breaker Reimbursement from the state is remains to be estimated at 75% & will help offset the costs for out-of-district placements; payments are typically received from the state in June. Still no word on the Foundation Reserve breakdown and funding from the state, but anticipate knowing the final allotment by the end of January.
3. Review Budget Brochure: The BPS budget summary will be a double-side 3-panel pamphlet. It will include answers to 11 common budget and funding questions, highlight budget control procedures, tell the FY15 Budget story (10 or so of the most important upcoming influences), and so on. We'll review draft at February meeting.
4. FY15 Budget Planning Process: Director of Business Services, Superintendent and Principals are developing FY15 budget according to the FY15 schedule. The public Budget Hearing will be at the March SchComm meeting (3/5), with final approval in April.
5. 2015 Capital Outlay Request Review: Ed submitted final BPS Capital requests to the Capital Outlay Committee on time in Decembers. It will review, deliberate and will make its recommendations for approval in January. We should have a status update in February.
6. Future Agenda Items
 - FY14 Budget Update
 - Review Budget Brochure
 - FY15 Budget Planning Process
 - FY15 Capital Outlay Process
 - Update on Electricity Purchasing

Next Meeting: 8:00AM, January 16, 2014

Adjourned at 9:12AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA
DATE: JANUARY 16, 2014**

2014 JAN 29 PM 2 35

TIME: 8:00AM

**PLACE: SCHOOL ADMINISTRATION BUILDING TOWN CLERK'S OFFICE
BOURNE, MASS**

AGENDA

1. Accept Minutes of January 2 Meeting
2. FY14 Budget Update
3. Review Budget Brochure
4. FY15 Budget Planning Process
5. FY15 Capital Outlay Process
6. MSBA Statement of Interest BHS roof
7. Discuss future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for January 20, 2014

Location: Bourne School Administration Building

Opened at: 8:02 AM

2014 JUL 16 PM 1 11

Attendees: Chris Hyldburg, Matt Stuck, Catherine Walton, Ed Donoghue (Dir. of Bus. Service), Steve Kamarche (Supt.), Mike Ellis (Finance Director's Office), Bill Scotti, John Redman, Glenn Galusha, Mary Jane Mastrangelo (four FinComm members), Lauri Gilbert, Patti Wilbanks, Cathy Cleary, Donna Beers (four staff members).

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. FY15 Budget Planning Process: Chris began with introductions of meeting attendees, meeting objectives, background of the BPS budget process, and interest in sharing our perceptions of the FY15 fiscal challenges. Mary Jane then highlighted some of FinComm's FY15 budget planning questions and concerns regarding BPS. These included the need to better understand the Foundation Reserve and School Choice accounts which accrue funds that are carried over from one FY to the next, questions about ongoing grant funding availability, the significant increase in the FY15 cost of UCT (up ~\$800K over FY14), and need to understand the educational impacts of a level-funded or reduced FY15 budget. Steve explained how Foundation Reserve and School Choice funding is used to offset expenses during the upcoming FY given that these funds are not known from year to year and should they ever not be received in all or part, the district and town would have a year to plan ahead, vice contend with immediate impacts of requesting more funds during that FY. Steve also reviewed grant availability and processes by which the district assess which ones can best support BPS; currently we have \$1.1M fewer in grants than in 2009 following ARRA-related and Race to the Top grants. The Budget Sub and FinComm members engaged in a lengthy discussion about Upper Cape Tech's enrollment, admissions, & funding process with respect to both advantages for Bourne students and impacts on town finances.

Catherine led the group through a draft break down of FY14 and anticipated FY15 shared costs for insurance, healthcare, and other personnel and liability expenses borne by the town. These total approximately \$11M (~20% of the town budget) in FY14. The town Finance Director provided an approximate percentage break down for many of the larger line items between the school department and other town departments. Mike Ellis took some additional clarifying questions about workers' compensation, auto insurance, unemployment claims process, and general liability insurance from the FinComm and Budget Sub members back to town hall. Catherine will update the draft shared costs list and send it to the Budget Sub, FinComm and Town Hall members for additional review and feedback.

Budget Sub members described the FY15 Budget planning process beginning with the administrative recommendations, Budget Sub engagement, March 5th Budget Hearing at SchComm, and interface with the public leading up to the April 2nd Budget vote. Also discussed were the level of oversight the BPS budget has, along with recent cost savings initiatives, impacts of a level-funded versus level-serviced budget. FinComm members recommended several public presentations to alert the public as to the educational impacts of level-funding or reduced funding, a brief on student achievement in comparison to nearby districts, ongoing plans at BHS, class size data, and other information, as we continue to move forward.

Future Agenda Items (for early March 2014; before the 3/5 SchComm meeting)

FY14 Budget Update

Budget Brochure Draft

FY15 Budget Planning Process

Next Meetings: Before the March 5th SchComm meeting; then 8:00AM, 3/20/2014 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:26AM.

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA
 2014 FEB 14 PM 12 22
 TOWN CLERK'S OFFICE
 BOURNE, MASS

DATE: FEBURARY 20, 2014

TIME: 7:00AM EXECUTIVE SESSION

TIME: 8:00AM PUBLIC SESSION

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review FY15 Budget Process
2. Discuss future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldborg, Chairman
 Mathew Stuck
 Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for February 20, 2014

Location: Bourne School Administration Building

Opened at: 8:02 AM

Attendees: Chris Hyldburg, Matt Stuck, Catherine Walton, Ed Donoghue (Dir. of Bus. Service), Steve Laramche (Supt.), Mike Ellis (Finance Director's Office), Bill Scotti, John Redman, Glenn Galusha, Mary Jane Mastrangelo (four FinComm members), Lauri Gilbert, Patti Wilbanks, Cathy Cleary, Donna Beers (four staff members)

2014 JUL 16 PM 1 11
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. **FY15 Budget Planning Process:** Chris began with introductions of meeting attendees, meeting objectives, background of the BPS budget process, and interest in sharing our perceptions of the FY15 fiscal challenges. Mary Jane then highlighted some of FinComm's FY15 budget planning questions and concerns regarding BPS. These included the need to better understand the Foundation Reserve and School Choice accounts which accrue funds that are carried over from one FY to the next, questions about ongoing grant funding availability, the significant increase in the FY15 cost of UCT (up ~\$800K over FY14), and need to understand the educational impacts of a level-funded or reduced FY15 budget. Steve explained how Foundation Reserve and School Choice funding is used to offset expenses during the upcoming FY given that these funds are not known from year to year and should they ever not be received in all or part, the district and town would have a year to plan ahead, vice contend with immediate impacts of requesting more funds during that FY. Steve also reviewed grant availability and processes by which the district assess which ones can best support BPS; currently we have \$1.1M fewer in grants than in 2009 following ARRA-related and Race to the Top grants. The Budget Sub and FinComm members engaged in a lengthy discussion about Upper Cape Tech's enrollment, admissions, & funding process with respect to both advantages for Bourne students and impacts on town finances.

Catherine led the group through a draft break down of FY14 and anticipated FY15 shared costs for insurance, healthcare, and other personnel and liability expenses borne by the town. These total approximately \$11M (~20% of the town budget) in FY14. The town Finance Director provided an approximate percentage break down for many of the larger line items between the school department and other town departments. Mike Ellis took some additional clarifying questions about workers' compensation, auto insurance, unemployment claims process, and general liability insurance from the FinComm and Budget Sub members back to town hall. Catherine will update the draft shared costs list and send it to the Budget Sub, FinComm and Town Hall members for additional review and feedback.

Budget Sub members described the FY15 Budget planning process beginning with the administrative recommendations, Budget Sub engagement, March 5th Budget Hearing at SchComm, and interface with the public leading up to the April 2nd Budget vote. Also discussed were the level of oversight the BPS budget has, along with recent cost savings initiatives, impacts of a level-funded versus level-serviced budget. FinComm members recommended several public presentations to alert the public as to the educational impacts of level-funding or reduced funding, a brief on student achievement in comparison to nearby districts, ongoing plans at BHS, class size data, and other information, as we continue to move forward.

Future Agenda Items (for early March 2014; before the 3/5 SchComm meeting)

- FY14 Budget Update
- Budget Brochure Draft
- FY15 Budget Planning Process

Next Meetings: Before the March 5th SchComm meeting; then 8:00AM, 3/20/2014 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:26AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA
DATE: MARCH 1, 2014
PLACE: SCHOOL ADMINISTRATION BUILDING**

8:00 AM - Executive Session for the purpose of collective bargaining

8:30 AM - Regular meeting

AGENDA

1. FY15 Budget Planning
2. Review Budget Brochure

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

2014 FEB 26 PM 2 22
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Budget Subcommittee Meeting for March 1, 2014

Location: Bourne School Administration Building

Opened at 8:07 AM

Attendances: Chris Hyldburg, Matt Stuck, Catherine Walton (via telephone), Ed Donoghue, Steve Lamarche.

2014 JUL 16 PM 1 15

TOWN CLERK'S OFFICE
BOURNE, MASS

Motion to go into executive session for the purpose of discussing FY15 Budget implications on collective bargaining agreements, made by Chris Hyldburg and seconded by Matt Stuck. Vote: Chris – yes; Matt – yes; Catherine – yes.

Motion to adjourn from executive session, made by Chris Hyldburg and seconded by Matt Stuck. Vote: Chris – yes; Matt – yes; Catherine – yes.

8:34 returned to regular session. Attendees: Chris Hyldburg, Matt Stuck, Catherine Walton (via telephone), Ed Donoghue, Steve Lamarche, Christine Borning, Lauri Gilbert, Linda Marzelli, Mary Jo Cooneshall

1. Review FY15 Budget Planning

Steve walked through reductions which would impact the School Department if we had a \$54K over level-funded budget. He noted that we have never had 2% increases from the town to cover contractual increases or close the gap or increases in utilities costs. FY15's budget will already have \$1,017,660 less than FY14 because of this challenge in addition to the loss in other grants and offsets. Grant funding has reduced from \$2,103,507 to \$905,228 from FY11 to FY15. However, to help close the loss of funding in recent years, \$375-400,000 has been saved each year from cost savings initiatives through fuel conversion savings, consolidating/changing purchasing contracts and other efforts.

Question were asked on kinds of costs are which are cut before other things talking about. For PowerSchool & Atlas (~how much per year?) were cited as examples, how important and how much are they, as well as other things that we buy are non-personnel costs. It was noted that a presentation for the faculty on district budget costs might be helpful to educate and foster understanding. It was noted that BPS has the lowest admin costs of any district on the Cape. Discussed FY15 budget planning process and timeline from here. Lauri requested that the SchComm would present the budget to the staff. Chris indicated that we will do this after the 3/11 BoS and FinComm presentation. Recommendation was received that we should include other in year savings process, as well as describing our budget story. Also, public and staff needs to learn the comparison between 'Requested FY15 Budget (which includes a 2%)' vs. a 'Level-Funded FY15 Budget' vs. a 'Town Administrator Recommended FY15 Budget' at the Budget Hearing on 3/5.

2. Budget Brochure development

Chris discussed his draft version of the tri-fold brochure. Goal should be to produce the final draft before the April SchComm vote; likely mid-March.

Motion to adjourn at 9:28. Unanimously approved.

STATE AND FEDERAL GRANT
REDUCTIONS FY11-FY15

GRANT	FY 11	VARIANCE	FY 12	VARIANCE	FY 13	VARIANCE	FY 14	VARIANCE	Proj FY 15	
ARRA IDEA	\$ 405,873	\$ (405,873)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ARRA TITLE 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Title 1	\$ 411,699	\$ (158,671)	\$ 362,026	\$ (38,517)	\$ 323,509	\$ (43,252)	\$ 275,257	\$ -	\$ 275,257	
TITLE 11A	\$ 92,414	\$ (14,290)	\$ 78,124	\$ (2,866)	\$ 75,258	\$ (3,320)	\$ 71,938	\$ (3,497)	\$ 68,341	
DEA 240	\$ 555,640	\$ (5,796)	\$ 549,844	\$ (9,605)	\$ 540,239	\$ (23,692)	\$ 514,547	\$ (25,728)	\$ 488,819	
SPECIAL ED IMPROVEMENT			\$ 26,819	\$ (10,631)	\$ 16,188	\$ (7,136)	\$ 9,052	\$ (3,983)	\$ 5,069	
TTT	\$ 219,826	\$ -	\$ 219,826	\$ (62,247)	\$ 157,579	\$ (153,755)	\$ 4,824	\$ (4,824)	\$ -	
SPECIAL ED ECE	\$ 5,530	\$ (32)	\$ 5,498	\$ (60)	\$ 5,439	\$ (688)	\$ 4,801	\$ (480)	\$ 4,321	
ECE	\$ 36,854	\$ (1,752)	\$ 35,102	\$ -	\$ 35,102	\$ 5,000	\$ 40,102	\$ -	\$ 40,102	
INCLUSIVE PRESCHOOL	\$ 26,477	\$ -	\$ 26,477	\$ -	\$ 26,477	\$ (1,669)	\$ 24,808	\$ (1,489)	\$ 23,319	
TITLE IV	\$ 2,450	\$ (2,450)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FSF	\$ 25,012	\$ (25,012)	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ (4,500)	\$ -	
EDJOBS	\$ 321,732	\$ (68,704)	\$ 253,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 2,103,507	\$ (682,580)	\$ 1,556,744	\$ (123,926)	\$ 1,179,791	\$ (231,512)	\$ 949,829	\$ (44,501)	\$ 905,228	
							FY11 -FY15 VARIANCE \$ (1,198,279)			

Bourne Public Schools Cost Savings Initiatives

<u>Initiative</u>	<u>Annual Savings</u>
Conversion of Bourne HS & Peebles boilers from oil to natural gas/ long-term gas contract	\$130,000+
Implement collaborative custodial supply purchasing	\$20,000
Implement collaborative office/teaching supply purchasing	\$20,000
Purchasing of wheelchair rider equipped buses	\$15-20,000
Competitive bidding of SPED transportation vs. CCC	\$40-\$50,000
Bidding & consolidation of regular ed transportation	\$50-60,000
Electric lighting efficiencies/exterior & parking lot lighting	\$20,000
Establishment of building print centers	\$10,000
Utilization per student in building spending allowance	\$15,000
Realignment in operation of waste water treatment plant	\$35,000
Establishment of building-to-building fiber backbone	\$15,000
Elimination of vendor trash disposal – BES	<u>\$5,000</u>
Total Annual Savings	\$375,000-\$400,000

2014 MAR 13 PM 3 21

BOURNE SCHOOL COMMITTEE CLERK'S OFFICE
BUDGET SUBCOMMITTEE MEETING AGENDA
BOURNE, MASS

DATE: MONDAY, MARCH 17, 2014

TIME: 10:35-11:30AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

10:35AM Discuss draft FY15 budget planning

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

Bourne Public Schools

Budget Sub Committee Minutes for March, 17, 2014

Location: School Administration Building

Opened at 10:35 AM

Attendees: Chris Hyldburg, Matt Stuck, Ed Donoghue, Steve Lamarche, Earl Baldwin, Mary Jane Mastrangelo, Catherine Walton (arrived at 10:50).

2014 JUL 16 PM 1 14

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Discuss FY15 Budget Planning

Chris described takeaways from the Tuesday night's FY15 School Budget presentation to the BoS and FinComm, which included a summary of the UniBank presentation and recommendations about replacing funds the Town borrowed from Stabilization to fund the DPW facility and other purposes, and the questions received following Steve's presentation that night and since then. Highlighted was that FY15 will already be \$1,017,660 lower than FY14 because of this and loss in other grants, and offsets, even before accounting for the increased costs of contractual obligations and other fixed expenses.

The Budget Sub went through the presentation again to reevaluate the impacts of budget reductions on students and staff both at a level-funded (plus \$52K) and Town Administrator recommended budget of level minus \$520K. Steve answered questions about the specific impacts of each proposed cut in the Level-funded proposal from the budget presentation. Most line item cuts are targeted below previous spending patterns of the last 3-4 years. Significant impacts to students and personnel are in the personnel reductions such as BHS math, science and fine arts positions, a HS guidance counselor, BBTLT support, and reductions to athletics and security accounts.

Next, the impacts of reductions which would be felt if we had a reduction of \$520K lower than level-funded budget were discussed and evaluated. In summary, every cut has direct impacts on students and staff through the loss of attention to student needs, access to programs, availability of courses, and class size. Impacts to learning are direct and Budget Sub consensus became that while level-funded reductions are challenging and in some instances, regressive to student achievement, the next level is simply devastating and unsupportable. More discussion and review needs to occur at the next Budget Sub on Wednesday, 3/19.

Matt highlighted some potential courses of action based on the most current information in preparation for additional discussions with the BoS & FinComm Chairs, Town Administrator and Finance Director, and Superintendent and Business Director. These included in no specific priority: supporting the Town Administrator's BPS budget recommendation, supporting the Superintendent's budget recommendation and pursuing additional funding sources through discussions with the TA, BoS and FinComm or absorbing a portion of the FY15 Foundation Reserve allocation (the amount of which is currently unclear) in the FY15 Budget vice applying toward FY16 spending which has been budgetary practice for the last four FYs, working with PTA, community groups, and faculty members to educate about the budget challenges and engender support for the SchComm recommended budget (to be voted on April 9th at the SchComm meeting), considering increased revenue along with other town departments through a fall override. The paths were briefly discussed, but with no immediate consensus nor conclusions. Topics to be revisited at next Budget Sub.

Next Budget Sub Meeting will be at 3:30PM on Wednesday, 3/19 in the Central Office meeting room.

Motion to adjourn at 12:15.

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

2014 MAR 13 PM 3 21

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: WEDNESDAY, MARCH 19, 2014

TIME: 3:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of March 1 & February 20, 2014
2. Review FY14 Budget Status
3. Discuss draft FY15 budget planning
4. Draft BPS Budget Brochure review
5. Discuss future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldborg, Chairman

Mathew Stuck

Catherine Walton

**Budget Subcommittee Meeting
Central Office - 19 March 2014**

Called to Order at 3:33PM. Present: Chris Hyldborg, Catherine Walton, Matt Stuck, Ed Donoghue, Steve Lamarche, Lauri Gilbert, Mary Jo Coggeshall, Norris Brown.

2014 JUL 16 PM 1 12

- TOWN CLERK'S OFFICE
BOURNE, MASS
1. Approve Minutes from 2/20/14 and 3/1/14. Minutes reviewed and accepted.
 2. Review FY14 Expenditures and Budget. Ed reviewed FY14 expenditure status with Budget Sub. Currently there are no unexpected costs which will adversely impact this year's budget, particularly due to no surprise facilities issues. The next quarterly Strengths, Weaknesses, Opportunities, and Threats (SWOT) report will be at the May SchComm meeting.
 3. Discuss FY15 Budget Planning. The Budget Sub reviewed the impacts of budget reductions on students and staff at a level-funded (plus \$52K) and very briefly the Town Administrator recommended budget of level minus \$520K. Steve answered additional questions about the specific impacts of each potential cut and was also asked to prioritize the potential level-funded reductions. Matt reviewed the potential courses of action available to the School Committee based on the most current information. These included in no specific priority: supporting the Town Administrator's BPS budget recommendation, supporting the Superintendent's budget recommendation and working to identify additional funding sources through discussions with the TA, BoS and FinComm or absorbing a portion of the FY15 Foundation Reserve allocation (the amount of which is currently unclear) in the FY15 Budget vice applying toward FY16 spending which has been budgetary practice for the last four FYs, working with PTA, community groups, and faculty members to educate about the budget challenges and build support for the SchComm-recommended budget (to be voted on April 9th at the SchComm meeting), considering increased revenue along with other town departments through a request for revenue increase in the fall/spring. Budget Sub discussed some of the key takeaways from the meeting with the BoS and FinComm Chairs which included the desire to meet the town's commitment to repay reserve accounts to the required 12% of the budget, the importance of coming to a consensus before Town Meeting, understanding of the severe impacts which any appropriation less than a level-funded would have on students, and agreement to work to find other funding sources to apply to the school appropriation. Budget Sub consensus was that despite the enrollment reductions during the last five years, the BPS budget has increased by only ~.6%/year (the lowest on the Cape), while the town assessments have increased by 2.5%. Other offsets such as grants have shrunk by ~\$1M and the resulting cuts in a level-funded budget are debilitating to competitive improvements, particularly at the HS, during a period when those reductions are most damaging. Matt will return to the Chairs and the TA to continue the discussion and work identify additional funding then report back. The BoS will vote on the budget line on 4/15 and the FinComm will vote on 4/28. Topics to be revisited at next Budget Sub.
 4. Budget Brochure Draft Review. Postponed until the next meeting
 5. Future Agenda Items
FY14 Budget and Expenditure Review
FY15 Budget Planning Process
Budget Brochure Draft Review

Next regular Budget Sub Meeting will be at 8:00AM on Thursday, 4/17 at BHS.

Adjourned at 5:25.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: TUESDAY, APRIL 1, 2014

TIME: 5:30 – 6:30 PM

PLACE: BOURNE COMMUNITY CENTER

AGENDA

1. FY15 Planning
2. Review of Town/Bourne School Committee shared costs

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman

Mathew Stuck

Catherine Walton

2014 MAR 27 PM 2 41
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for April 1, 2014

Location: Bourne Community Center

Opened at: 5:30 PM

Attendees: Chris Hyldburg, Catherine Walton (5:44), Matt Stuck (Via phone), Ed Donoghue (Dir. of Bus. Services), Steve Lamarche (Superintendent), Tom Guerino (Town Administrator), Linda ~~Town Director of Finance~~, Anne-Marie Siroonian, Laurie Gilbert, Mary Jo Coggshall, Jane Norton, other community members

2014 JUL 16 PM 1 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting was called to order at 5:32 PM

1. Discussion of Shared cost between the Town of Bourne and the BSD.

Linda Marzelli presented a review of the shared costs as follows:

- Building insurance Valuations: There was a discussion as to who creates the valuations (Hart insurance) and to when we could review these. Linda said this would be done at the next review date and the BSD would be invited.
- Worker's compensations insurance: there was concern over the specific rates, mostly the rate of the College: Prof EMP/Clerical at .61 vs regular Clerical at .09. There was also concern of the communication between the Town of Bourne's HR department and the BSD with respects to the claimants on the statement and the changes to the reporting process.
- Medicare Tax: Ed & Linda will review
- County Retirement: The town was allocating charges based on a percentage based. Linda reflected it would be a better approach to look at each person, potentially resulting in a lower allocation to the BSD.
- Vehicle Liability Insurance: Considered the communication between the Town and the BSD. As a result of this discussion, Linda and Ed removed three vehicles being charged to the school that are no longer registered.
- Unemployment analysis: Discussion based on the communication of the monthly statement so we can verify the claimants on behalf of the School System.
- Health and Dental: Linda gave the group an explanation of Blue cross & Blue Shield assessments. Tom explained that Blue Cross and Blue Shield is reviewed every three years by Cook and Co (Marshfield). It was suggested the BSD, along with the town, would have more involvement with the yearly & period review by both vendors.

Next Meeting: 5:00 pm, April 9, 2014 at the Bourne Middle School

Adjourned at 6:54 PM.

Budget Subcommittee Meeting
BMS Media Center – 9 April 2014

Called to Order at 5:12PM. Present: Chris Hyldburg, Catherine Walton, Matt Stuck, Ed Donoghue, Steve Lamarche (arrived at 5:20), Lauri Gilbert, Mary Jo Coggeshall, Mary Jane Mastrangelo.

2014 JUL 16 PM 1 16
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Overview of Shared Costs. Chris noted a need for a hard stop at 5:55 PM to begin SchComm. Chris thanked Catherine for her efforts concerning the issue of shared costs; last meeting entailed a very healthy exchange & discussion compared to the shared costs understanding during past years. This remains an important discussion because of the way in which Shared Costs are often used as a benchmark to justify other town budget determinations. An important takeaway from the discussion with Linda Marzelli and Tom Guerino is that there is no one size fits all for other shared costs. Still a work in progress, but some process changes will occur. Some School departments in other towns have written agreements with the town director of finance, TA, Selectmen, etc. which outlines processes, and perhaps even the cost breakdown; Catherine has begun a draft. Mary Jane M recommended approaching Selectman to propose this discussion. Ed Donoghue presented information he learned from Hart Insurance (the town's agent) regarding how auto, liability and building insurance; a takeaway of this process may be that the town reevaluates its liabilities and potentially re-bids to reduce future costs. Shared costs will be a standing Budget Sub agenda item in the future.

2. FY15 Budget Subcommittee Recommendations. Chris initiated a discussion to confirm the the most recent recommended number from the Town Administrator. The TA currently recommended \$20.756M for the FY 15 BPS appropriation. Motion was made to recommend an FY15 BPS budget appropriation of \$20.756M to the School Committee (Matt/Catherine.) Matt relayed his reasons for the motion which included the increase over two months, the positive discussion generated among town committees from the process this far, and the positive plans for continued engagement in the future. Catherine expressed concern that this figure is where the BPS recommendations should have been at the start of the process, and concern about the unclear logic and justifications for the \$20.756M. Chris supported the number because it is a viable way of maintaining the policy, though would prefer \$20.990M which would include additional admin team recommendations. Steve and Ed indicate that though BPS can live with the FY15 budget, this is the last year we can sustain a declining budget and will need to increase budget beyond FY15; the central issue is whether we accept a status quo vs. moving forward with continually improvement which will take additional resources. Vote: 1-2. A motion was then made (Chris/Catherine) made a motion to recommend an FY15 BPS budget appropriation \$20.990M(??) to the School Committee. After a short discussion, the motion carried, 2-1.

Future Agenda Items

Discussion of Shared Costs for Insurances, etc.

FY15 Budget Planning Process

Budget Brochure Draft Review

Given the large number of recent Budget Sub meetings, the next one is TBD.

Adjourned at 5:55.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: WEDNESDAY, APRIL 9, 2014

TIME: 5:30 – 6:00 PM

PLACE: BOURNE MIDDLE SCHOOL

AGENDA

1. Overview of shared cost discussion with the Town of Bourne
2. Budget Subcommittee FY15 Budget recommendations

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldburg, Chairman

Mathew Stuck

Catherine Walton

2014 APR 7 AM 11 19
TOWN CLERK'S OFFICE
BOURNE, MASS

**Budget Subcommittee Meeting
BMS Media Center – 17 April 2014**

Called to Order at 8:12AM. Present: Chris Hyldburg, Catherine Walton (arrived at 8:28), Matt Stuck, Ed Donoghue, Steve Lamarche.

2014 JUL 16 PM 1 15
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Approve 4/9 Minutes: With the larger number of Budget Sub minutes since February, determined that the following minutes require approval: 3/17, 3/19, 4/1, 4/9. All to be accepted (along with 4/17) at the May meeting.
2. Review Board of Selectman FY15 Budget. An FY15 BPS appropriation of \$20,890,000 was approved unanimously by the Board of Selectmen; the same figure recommended by the SchComm. Chris noted how hard and well the administrative team, members of the Budget Subcommittee, FinComm and the Town Administrator worked together to determine the right figure. The effort to determine more specifically what the shared costs for insurance, healthcare, retirement and other expenses was a particularly valuable learning experience. The detailed and lengthy discussion, and multiple votes required by SchComm was also an important part of the FY15 budget planning process. We will be meeting in the coming weeks with the SchComm and FinComm to begin comprehensive discussions about town financial planning for the coming fiscal years.
3. Future Meeting Schedule: Discussed how to best balance the competing priorities of School Committee members' schedules, importance of having meetings at regularly scheduled times/days, desire of staff and others to attend Subcommittee meetings, and so on. Whenever possible, meetings should be in the afternoons, however the next meeting will be on 5/22 with the intent of holding at BHS for students to attend and observe. Subcommittee members will need to work towards rearranging schedules to support this as well.
4. FY14 Budget Update: FY14 expenditures are tracking as predicted, with no exceptional or unexpected costs currently anticipated. The next step this spring is to analyze line items which may be spent on other items or reclaimed to apply to FY15 Cape Cod Collaborative costs.

Future Agenda Items

FY14 Expenditure Update

FY15 Budget Planning Process

Budget Brochure Draft Review?

Next regular Budget Sub Meeting will be at 8:00AM on Thursday, 5/22 at Central Office (unless at BHS to support Civics curriculum)

Adjourned at 9:05.

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

2014 MAY 20 PM 1 55

DATE: MAY 22, 2014

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 8:00 AM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. Approve 04-17-2014 minutes
2. Review FY15 Budget
3. Discuss Joint Meeting of Selectman, School Committee & Finance Committee
4. FY14 budget update

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldborg, Chairman

Mathew Stuck

Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: JUNE 19, 2014

TIME: 8:00 AM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. Approve meeting minutes
2. Review FY15 Budget
3. Discuss Joint Meeting of Selectman, School Committee & Finance Committee
4. FY14 budget update

2014 JUN 16 PM 4 23
TOWN CLERK'S OFFICE
BOURNE, MASS

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Christopher Hyldborg, Chairman
Mathew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: OCTOBER 16, 2014
UPDATED: 10-14-2014

TIME: 6:00 PM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Review FY15 Budget Status
3. Review FY14 Line Item Transfers and closeout status
4. Review of Food Service Program FY14 Financial Results
5. Update on Town Finance Project Working Group
6. Discuss PES Replacement Feasibility Study Funding
7. Discuss future agenda items

2014 OCT 14 PM 3 44
TOWN CLERK OFFICE
BOURNE, MASS

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:
Mitch McConnell
Mathew Stuck

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: DECEMBER 17, 2014

UPDATED: 12-15-2014

TIME: 6:00 PM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Review FY15 Budget Status
3. Review FY16 Budget Priorities and Schedule
4. Update on any future requests to Capital Outlay
5. Update on Town Finance Project Working Group
6. Discuss future agenda items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:

Judith Froman

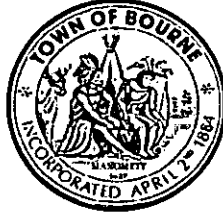
Mitch McClain, Vice Chair

Matthew Stuck, Chair

2014 DEC 15 AM 9 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bournedale Elementary School

41 Ernest Valeri Road
Bourne, MA 02532
508.743.3800
508.743.3801 (fax)
www.bourneps.org



Elizabeth Carpenito
Principal
ecarpenito@bourneps.org

Noreen Baranowski
Administrative Assistant
nbaranowski@bourneps.org

Agenda – April 15, 2014
Bournedale Conference Room
11:30 A.M.

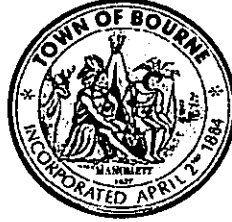
- Parent Involvement Plan
- Other

2014 APR 8 AM 9 53
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Public Schools mission is to connect individual students to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant, viable curriculum for students; and assure universal accountability that supports the success of all students.

Bournedale Elementary School

41 Ernest Valeri Road
Bourne, MA 02532
508.743.3800
508.743.3801 (fax)
www.bourneps.org



Elizabeth Carpenito
Principal
ecarpenito@bourneps.org

Noreen Baranowski
Secretary
nbaranowski@bourneps.org

Agenda - October 14th
11:30 A.M.

- Create set meeting schedule days/times
- Update contact information sheet for all members
- Review last year's School Improvement Plan
- Begin to work on 2014-2015 School Improvement Plan
- Other

2014 OCT 9 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Public Schools mission is to connect individual students to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant, viable curriculum for students; and assure universal accountability that supports the success of all students.

February 4, 2014 – 2:30 pm
Conference Room 100

**Bourne Middle School
School Council Meeting Agenda**

Essential Question(s): How does the school council support our school in order to ensure student growth throughout the school year?

Agenda Items:

1. Open Forum
2. Introduction of student representatives & new parent members
3. Program of Studies 2014-2015
4. Budget Planning for 2014-2015
5. Dress for Success Survey Results

Future Agenda Items:

1. Review of School Improvement Plan
2. Budget Planning for 2014-2015

2014 JAN 31 PM 10 19
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

BMS School Council

Date | time 10/7/2014 2:30 PM | Meeting called by BMS School Council

Council members

Melissa Ryan, Principal | John Schmidt, Parent | Erika Fitzpatrick, Parent | Sandi Lacasse, Parent | Mike Colella, Teacher | Sydney McCabe, Parent | [Name, Title]

Item

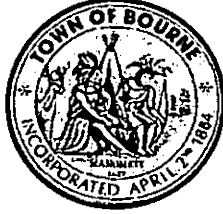
1. Introduction of Council Members
2. Review of School Council Purpose/2014-2015 Goals
3. Review of 2013-2014 School Improvement Plan
4. School Improvement Plan 2014-2015
5. District Audit from DESE

2014 OCT 3 PM 2 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda Items

Peebles Elementary School

70 Trowbridge Road
Bourne, MA 02532
508.759.0680
508.759.0619 (fax)
www.bourneps.org



Wayne D. Francis
Principal
wfrancis@bourneps.org

Lisa Niland
Administrative Assistant
liland@bourneps.org

**Peebles Elementary School
School Council Meeting Agenda
April 15, 2014
3:30 Peebles Conference Room**

Agenda Items

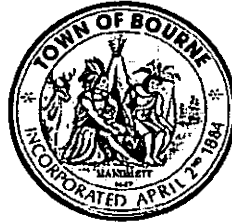
1. Public Comments
2. Activities Update
3. Budget Discussion
4. Upcoming events
5. Other

2014 APR 11 PM 11 05
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Public Schools' mission is to connect individuals to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant viable curriculum; and assure universal accountability that supports the success of all students.

Peebles Elementary School

70 Trowbridge Road
Bourne, MA 02532
508.759.0680
508.759.0619 (fax)
www.bourneps.org



Wayne D. Francis
Principal
wfrancis@bourneps.org

Lisa Niland
Administrative Assistant
liland@bourneps.org

**Peebles Elementary School
School Council Meeting Agenda
October 20, 2014
3:30 Peebles Conference Room**

Agenda Items

- I. Introductions
- II. Public Comments
- III. Election of Co-Chair & Note-Taker
- IV. Scope of School Council
- V. School Improvement Plan
- VI. Set Meeting Times & Dates

Future Agenda Items

2014 OCT 15 AM 9 46
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Public Schools' mission is to connect individuals to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant viable curriculum; and assure universal accountability that supports the success of all students.

2014 OCT 23 AM 4 15

TOWN CLERK'S OFFICE

BOURNE, MASS

Bourne High School Council Meeting Agenda

Date: October 31, 2014
 Location: Bourne High School Community Meeting Room
 Meeting Outcome: Introductions, Set Ground Rules, Clarify School Council policies/procedures,
 Work on School Goals
 Facilitator: Amy Cetner
 Participants: W. Dow, J. Donovan, B. Rubinstein, S. Lacasse, K. Guernon, G. Lacina
 Start/End Times: 2:30 – 3:30 PM

Topic (time)	Guiding Questions	Background/Process	Facilitator	Follow up Y/N Person(s) Responsible
Welcome & Introductions (5)	Who is on the committee and what is our role?	<ul style="list-style-type: none"> • Introductions • Contact information 	All	
Meeting Format, Times and Dates (5 -10)	What schedule works best for all members? How will we conduct our meetings?	<ul style="list-style-type: none"> • Set monthly meeting schedule • Establish routines/expectations 	All	Mrs. Cetner Will email the schedule to all members
School Council Responsibilities (10)	What is the school council responsible for? How will we meet these expectations?	<ul style="list-style-type: none"> • 2014-2015 School Improvement Plan (Fall) • Student Data (Fall/Winter) • Building budget (Winter) • Handbooks (Spring) 	Mrs. Cetner	All
School Improvement Plan (30)	What are our school goals/priorities relative to our school improvement plan?	<ul style="list-style-type: none"> • Review identified school goals • Review the self-assessment data • Identify goals in line with targeted areas 	Mrs. Cetner	Track progress throughout the year
Next Meeting: Student Data	What data do we have and what does it say about the teaching and learning at BHS?	Data will be compiled and presented at next meeting		Next Meeting: (TBD)