

# 2016

School Building Committee  
School Committee and all  
Sub-committees

**SCHOOL BUILDING COMMITTEE**  
**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: JANUARY 7, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

2016 JAN 4 AM 10 43

TOWN CLERK'S OFFICE  
BOURNE, MASS

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Preferred Alternative Schematic Phase Goals
5. Review PSR Scope for Traffic Consultant
6. Prepare for Community Forum No. 4
7. Old or New Business
8. Public Comments
9. Next Meeting – February 4, 2016
10. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:56

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 1/7/2016  
 Re: School Building Committee Meeting      Meeting No: 10  
 Location: Bourne Veteran's Memorial Community Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
	Laura Scena	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
10.1	Record	Call to Order, 6:30 PM, meeting opened.
10.2	Record	A motion was made by F. Howe and seconded by S. Lamarche to approve the 12/17/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
10.3	Record	J. Seeley distributed and reviewed the Committee and Community Meetings Schedule for the PSR Phase, dated 12/17/15 and attached.
10.4	Record	J. Seeley distributed and reviewed the fully executed FSA Amendment No. 1, dated 10/8/15 and attached.
10.5	K. Kovacs	K. Kovacs to provide an update on the engineer's review of the gas service moratorium at the PES site once the engineers receive feedback from NGrid.
10.6	P. Meier	P. Meier contacted the Moderator on the process to be followed to fill vacant Committee seats in the future. The Moderator will provide direction.
10.7	J. Potter	J. Potter will send a letter to the Selectmen on the Committee's position on the "Technology use during Open Meeting" policy.
10.8	K. Kovacs	<p>K. Kovacs led a discussion relative to the Committee's goals in narrowing the current Four Alternatives to the One Preferred Alternative in the PSR Phase.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. W. Meier would like to confirm that the Preferred Alternative will alleviate capacity and enrollment pressures for many years to come.</li> <li>2. S. Lamarche would like to understand the costs incurred by the Town for the Middle School and Bournedale projects in context to today's costs for the Four Alternatives.</li> <li>3. J. Potter would like to understand if there are any MSBA required spaces in the Four Alternatives that were not required in the Middle School and Bournedale projects.</li> <li>4. F. Howe would like to understand the transportation and travel impact differences between the Four Alternatives.</li> <li>5. J. Potter indicated the Design Team should factor in any future planned Traffic Improvements by the Cape Cod Commission, that may impact the Four Alternatives.</li> <li>6. K. Anderson would like to understand what other similar-sized Communities have elementary schools as large as 725 students.</li> <li>7. P. Meier would like to understand what other Town-projects may be seeking capital project funding appropriations over the next few years.</li> <li>8. S. Lamarche would like to understand the Peebles community's emotional and cultural viewpoint for keeping the existing Peebles school and renovating versus razing and constructing new.</li> <li>9. J. Norton would like to understand the cost and educational impact of doing nothing and maintaining the 62 year old Peebles.</li> </ol>

Item #	Action	Discussion
		K. Kovacs shall develop a process for recording and responding to these goals, and others that may develop thru the upcoming Community Forums, to assist the Committee in deciding on the One Preferred Alternative.
10.9	K. Kovacs	<p>J. Seeley led a discussion on what additional Traffic Consultancy may be desired by the Committee in the PSR Phase to assist the Committee in deciding on the One Preferred Alternative.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. K. Kovacs suggested further comparative empirical data on the impact of the rotaries on bussing and parent traffic, the impact of the Trowbridge Road and Sandwich Road intersection, the impact to the Middle School and High School traffic, and the travel distances and durations for each of the Four Alternatives may be useful to the Committee.</li> <li>2. P. Meier indicated the Cape Cod Commission may already have traffic data.</li> <li>3. J. Norton indicated it may be useful to understand the seasonal, May-June and September-October, traffic impact to each of the Four Alternatives.</li> <li>4. S. Lamarche indicated the School Administration can provide the bus travel distances and durations to Peebles and Boumedale.</li> <li>5. J. Potter indicated that additional traffic consultancy may not be required in that the Community's historic perception of the traffic won't be swayed by further consultancy.</li> <li>6. M. Coggeshall asked if K. Kovacs can follow-up with the Cape Cod Commission on what traffic information they may have and work with E. Donoghue on the bus travel distances and durations to Peebles and Boumedale.</li> </ol> <p>Based on the discussion, Committee decided that additional Traffic Consultancy is not desired at this time.</p>
10.10	K. Kovacs S. Lamarche P. Meier J. Seeley	<p>Prep for Community Forum No. 4, scheduled for 1/21/16, was discussed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. N. Scarpato asked if the Community Forum could engage the community better, by having a survey or some other feedback mechanism? <i>K. Kovacs indicated that Community Forum No. 4 is focused on informing the Community on how and why the Committee decided on the Four Alternatives and that at Community Forum No. 5, a survey would be very useful.</i></li> <li>2. S. Lamarche asked if the presentation will include the Committee's scoring on the Evaluation Criteria. <i>K. Kovacs indicated yes.</i></li> <li>3. S. Lamarche indicated the presentation should be very clear on the MSBA's role in the Study, what the PSR Phase is, and what the Schedule is.</li> <li>4. K. Kovacs to forward the flyer for Community Forum No. 4 and the seven poster boards for distribution.</li> </ol>

Item #	Action	Discussion
		<ol style="list-style-type: none"> <li>5. S. Lamarche indicated the School Administration will send out a text message advertising the forum, in addition to the email notifications.</li> <li>6. P. Meier will contact the Bourne Enterprise to advertise the forum.</li> <li>7. J. Seeley will send the flyer to BourneTV to advertise the forum.</li> </ol>
10.11	Record	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated L. Scena has resigned from the Committee and that the School Committee has selected a new member, who will be appointed by the Moderator.</li> <li>2. J. Seeley indicated the MSBA will be providing review comments on the PDP submission within the next few weeks. They indicated based on their preliminary review the submission was thorough and complete.</li> </ol>
10.12	Record	<b>Community Forum No. 4: January 21, 2016 at 6:00 pm at the Bourne Elementary School.</b>
10.13	Record	<b>Next SBC Meeting: February 4, 2016 at 6:30 pm at the Bourne Veteran's Memorial Community Center.</b>
10.14	Record	A Motion was made by P. Meier and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Committee and Community Meetings Schedule, Executed FSA Amendment No. 1

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: FEBRUARY 4, 2016**

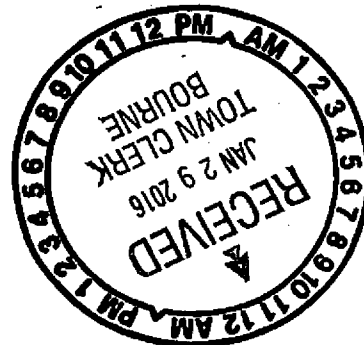
**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Community Forum Comments
5. Review MSBA Comments on PDP Submission
6. Structural Narrative Review
7. MEP Systems Narrative Review
8. Peebles Reuse Scenarios
9. Recent Project Cost Comparisons
10. Projected Reimbursement
11. Old or New Business
12. Public Comments
13. Next Meeting – February 18, 2016
14. Adjourn



Chairman James Potter

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 2/4/2016  
 Re: School Building Committee Meeting      Meeting No: 11  
 Location: Bourne Veteran's Memorial Community Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	



Item #	Action	Discussion
11.1	Record	Call to Order, 6:30 PM, meeting opened.
11.2	Record	J. Potter introduced M. McClain as a new Committee member
11.3	Record	K. Kovacs indicated the engineer has calculated the gas load for Options 4A and 4B and it is below the existing load and confirmed with NGRID that NGRID will support the new gas service installation.
11.4	P. Meier	P. Meier contacted the Moderator on the process to be followed to fill vacant Committee seats in the future. The Moderator will provide direction.
11.5	Record	J. Potter sent the letter to the Selectmen stating the Committee's position on the "Technology use during Open Meeting" policy.
11.6	K. Kovacs	K. Kovacs shall develop a process for recording and responding to the goals identified during the 1/7/16 Committee meeting, to assist the Committee in deciding on the One Preferred Alternative.
11.7	K. Kovacs E. Donoghue	K. Kovacs and E. Donoghue to meet on 2/9/16 review the bus travel distances and durations to Peebles and Bournedale.  K. Kovacs to follow-up with the Cape Cod Commission on what traffic information they may have related to travel distances and durations.
11.8	K. Kovacs J. Nelson	K. Kovacs led a discussion on the comments heard at Community Forum No. 4. The three key takeaways were: <ol style="list-style-type: none"> <li>1. A One or Two school solution?</li> <li>2. Include the 5<sup>th</sup> Grade or not?</li> <li>3. What to do with Peebles?</li> </ol> Committee Discussion: <ol style="list-style-type: none"> <li>1. J. Potter indicated the Town needs to provide input on the direction for Peebles under Option 2A.</li> <li>2. J. Nelson indicated the cost to demolish the Peebles would be good to know. <i>K. Kovacs indicated that cost has been calculated and will be provided to the Committee.</i></li> <li>3. J. Nelson indicated he will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.</li> <li>4. J. Potter indicated including the 5<sup>th</sup> Grade is a policy decision for the School Committee and that this Committee's role is to collaborate with the School Committee, but not make the decision. <i>C. Hyldburg indicated he will follow-up with the School Committee and the School Administration to provide direction to the Committee.</i></li> <li>5. J. Nelson asked when should the Committee make their decisions relative to these three key items? <i>K. Kovacs indicated that the Committee should decide by the next Community Forum.</i></li> </ol>

Item #	Action	Discussion
11.9	Record	K. Kovacs reviewed the MSBA comments on the PDP submission, attached, and the School administration, Designer and OPM responses to the comments, attached.
11.10	K. Kovacs	<p>K. Kovacs reviewed the proposed Structural, HVAC, Electrical and Plumbing/Fire Protection systems, attached, for each of the Options.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. C. Hyldburg asked if there will be any wheel-type HVAC heat exchangers in the project. The Bournedale School has had significant issues with these systems. <i>K. Kovacs indicated he will verify what type of heat exchanger will be used.</i></li> <li>2. J. Nelson asked if FAI can provide catalog cut sheets of anticipated equipment? <i>K. Kovacs indicated yes, he will provide cut sheets for review.</i></li> <li>3. J. Potter asked why does Option 2A include replacing the existing fluorescent interior light fixtures with LED fixtures? <i>K. Kovacs indicated the lamp life for LED fixtures is significantly longer than fluorescent and the cost for LED fixtures is becoming very favorable. The Cape Light Compact may also provide incentives for such a replacement, K. Kovacs will review.</i></li> </ol>
11.11	Record	K. Kovacs reviewed the project costs for recent MSBA approved elementary school projects. These projects were on average a year to a year and a half behind this project, so escalation would have to be added to these figures to equate them to a Fall 2017 bidding schedule.
11.12	Record	K. Kovacs reviewed an assumed projected cost for the Bournedale and Middle School projects, attached, using a uniform 4% escalation. It was discussed these figures may not accurately reflect the local public school cost escalations and therefore may not be that relevant.
11.13	J. Seeley	<p>J. Seeley reviewed the preliminary calculation of MSBA reimbursement for each Option, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if MSBA would allow the Town to perform some of the sitework, similar to the DPW project? <i>J. Seeley will review with the MSBA and provide direction.</i></li> </ol>
11.14	Committee	<p>K. Kovacs distributed and reviewed a sample Web-based Survey that was used to garner Community input thru SurveyMonkey. The School Administration has an account with SurveyMonkey and could develop a similar survey. The intent would be to let the Community know about the survey at Community Forum No. 5, release it, and then review the results at Community Forum No. 6.</p> <p>The Committee is to develop the questions to ask by the next Committee meeting.</p>
11.15	Committee	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>1. C. Hyldburg asked to include a discussion of a Data Clerk for the School Administration for the project for the next Committee meeting.</li> </ol>

Item #	Action	Discussion
		<i>J. Seeley to include in the agenda.</i>  2. C. Hyldburg indicated he will confirm if the School Committee has a date conflict with Community Forum No. 6, scheduled for 4/6/16.  3. K. Anderson indicated the School Administration will provide information related to the Feasibility Study to interested parents at the Pre-School screening, scheduled for 2/5/16.  4. K. Anderson requested Committee members to attend the Parent-Teacher Conferences, on 2/10/16 and 2/11/16, at Peebles and Bourmedale to answer questions about the Feasibility Study.
11.16	J. Potter	Next <b>SBC Meeting: February 18 or 25, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center. J. Potter will confirm the date.

Attachments: Agenda, MSBA comments on the PDP submission, Responses to the MSBA comments, Sample MonkeySurvey, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**AGENDA**

2016 FEB 13 AM 10 27  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Project: Peebles Elementary School Feasibility Study  
Re: School Building Committee Meeting  
Meeting Location: Bourne Veterans Memorial Community Center  
Prepared by: Joel Seeley  
Distribution: Committee Members (MF)

Project No.: 15041  
Meeting Date: 2/18/2016  
Meeting Time: 6:30 PM  
Meeting No.: 12

1. Call to Order
2. Approval of Minutes – January 7, 2016 and February 4, 2016
3. Approval of Invoices and Commitments
4. Review Updated Construction Alternatives
5. Prepare for Community Forum No. 5
6. Data Clerk for School Administration
7. Old or New Business
8. Public Comments
9. Next Meeting – March 17, 2016
10. Adjourn

JGS/sat/P:\2015\15041\04-MEETINGS\4.2 Agendas\3-School Building Committee\2016\12\_18February2016\Agenda\_18February2016.Docx

## WARRANT NO. 5

Project: Peebles Elementary School, Bourne, Massachusetts Project No.: 15041  
Prepared by: Joel G. Seeley, AIA Date: 2/18/2016

School Building Committee for the Peebles Elementary School hereby authorizes to draw against funds for the obligations incurred for value received in services and for materials shown below:

<u>Vendor</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>ProPay Code</u>	<u>Balance After Invoice</u>
SMMA	0044311	2/4/2016	\$ 7,350.00	0001-0000	\$ 75,600.00
Flansburgh	0030570	2/9/2016	\$ 31,250.00	0002-0000	\$ 271,250.00
Flansburgh	0030564	2/4/2016	\$ 6,380.00	0003-0000	\$ 16,500.00
		<b>Total</b>	<b>\$ 44,980.00</b>		

James L. Potter, Chairman

Peter J. Meier

Christopher Hyldborg

Mitch McClain

William Meier

Richard A. Lavoie

Frederick H. Howe

Mary Jo Coggeshall

Steven Lamarche

Natasha Scarpato

Approved on \_\_\_\_\_

p:\2015\15041\00-info\0.8 warrants\warrantno.5\_18february2016\warrant no. 5.docx

Edward Donoghue  
Director of Business Services  
Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532

February 4, 2016  
Project No: 15041.00  
Invoice No: 0044311

Project 15041.00 Bourne Peabbles Elementary Sch OPM Serv  
OPM Services for Peabbles Elementary School in Bourne MA

Professional Services from January 2, 2016 to January 29, 2016

Fee

Total Fee	105,000.00		
Percent Complete	35.00	Total Earned	36,750.00
		Previous Fee Billing	29,400.00
		Current Fee Billing	7,350.00
		Total Fee	7,350.00
		Total this Invoice	\$7,350.00

Outstanding Invoices

Number	Date	Balance
0043785	11/10/2015	7,350.00
0043998	12/4/2015	7,350.00
0044165	1/6/2016	7,350.00
Total		22,050.00

Billings to Date

	Current	Prior	Total
Fee	7,350.00	29,400.00	36,750.00
Totals	7,350.00	29,400.00	36,750.00

Authorized

Joel Seeley 

# Flansburgh Architects

## Invoice

February 4, 2016  
Project No: 01514.00  
Invoice No: 0030564

Joel G. Seeley, AIA  
Symmes Maini & McKee Associates  
1000 Massachusetts Ave.  
Cambridge MA 02138

Project: 01514.00      Bourne Elementary School

Basic services for Feasibility Study and Schematic Design of Bourne Public Schools. **(PHASE I ESA)**  
Professional services from December 1, 2015 to December 31, 2015

Billing Type:

Other Reimb. Consultants

12/31/15 Fuss & O'Neill EnviroScience, Hazmat/Permitting  
LLC

5,800.00

**Total Consultants**

**1.1 times**

**5,800.00**

**6,380.00**

**Total Current Billing**

**\$6,380.00**

Thank You





FUSS & O'NEILL, INC.

Remit to:  
Fuss & O'Neill, Inc.  
146 Hartford Road  
Manchester, CT 06040  
† 860.646.2469  
† 860.649.6883

For EFT/ACH:  
Bank of America  
ABA 011900254  
Acct 385016029253  
FEIN: 06-0845648

**INVOICE**

Kent Kovacs  
Flansburgh Architects  
77 North Washington Street  
Boston, MA 02114-1908

January 07, 2016

Invoice No: 0184035

Project Manager Daniel LaFrance

Invoice Total \$5,800.00

Project 20150666.A10 Bourne, MA - Peebles Elementary Hazmat/Permitting  
Professional Services through December 26, 2015

Task 00010 Peebles Elementary School

Total Fee	2,900.00		
Percent Complete	100.00	Total Earned	2,900.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,900.00
		Total Fee	2,900.00
		Total this Task	\$2,900.00

Task 00020 Bourne Dale Elementary School

Total Fee	2,900.00		
Percent Complete	100.00	Total Earned	2,900.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,900.00
		Total Fee	2,900.00
		Total this Task	\$2,900.00

Total this Invoice \$5,800.00

*Handwritten:* Alex  
855-431-8289

Project# 1514.00  
Approval *[Signature]*  
Date 01/22/16  
Direct Reimb Rate  
Fee/Labor  
Expenses

*Handwritten:* 519. Hazmat / Permitting



# Flansburgh Architects

## Invoice

February 9, 2016  
Project No: 01514.00  
Invoice No: 0030570

Joel G. Seeley, AIA  
Symmes Maini & McKee Associates  
1000 Massachusetts Ave.  
Cambridge MA 02138

Project: 01514.00      Bourne Elementary School.  
Basic services for Feasibility Study and Schematic Design of Bourne Public Schools.  
Professional services from January 1, 2016 to January 31, 2016

Billing Type:

Fee

Phase Name	Contract Amount	Percent Complete	Fee Earned	Previous Billed	Current Billing
Feasibility Study	250,000.00	50.00	125,000.00	93,750.00	31,250.00
Schematic Design	115,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>365,000.00</b>		<b>125,000.00</b>	<b>93,750.00</b>	<b>31,250.00</b>

**Total Current Billing      \$31,250.00**

Thank You



RECEIVED

SMMA

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 2/18/2016  
 Re: School Building Committee Meeting      Meeting No: 12  
 Location: Bourne Veteran's Memorial Community Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
✓	Betsy Farrell Garcia	FAI, Architect	
✓	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
12.1	Record	Call to Order, 6:30 PM, meeting opened.
12.2	Record	A motion was made by S. Lamarche and seconded by P. Meier to approve the 1/7/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
12.3	Record	A motion was made by M. McClain and seconded by S. Lamarche to approve the 2/4/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, three abstentions.
12.4	Record	Warrant No. 4 was reviewed. A motion was made by P. Meier and seconded by N. Scarpato to approve Warrant No. 4. No discussion, motion passed unanimous.
12.5	Record	Warrant No. 5 was reviewed. A motion was made by S. Lamarche and seconded by P. Meier to approve Warrant No. 5. No discussion, motion passed unanimous.
12.6	Record	P. Meier indicated the Moderator indicated verbally that for any future at-large vacant Committee seats, the Moderator will make the appointment. The Committee defined that for any future vacant at-large seats, the opening will be posted by the Chairman, applications will be received by the Chairman, and after review by the Committee, the Chairman will make a recommendation to the Moderator for appointment.
12.7	B. Garcia	B. Garcia reviewed the Status Matrix, attached, of the comments and criteria identified during the 1/7/16 and 2/4/16 Committee meetings and Community Forum No. 4, to assist the Committee in deciding on the One Preferred Alternative.
12.8	Record	<p>B. Garcia reviewed the findings of the meeting held on 2/9/16 to discuss the bus travel distances and durations to Peebles and Boumedale, attached.</p> <p>The findings per Options are as follows:</p> <ol style="list-style-type: none"> <li>1. Option 1A – No Change</li> <li>2. Option 2A – Requires 15 minute change in start and end times</li> <li>3. Options 4A/4B – Requires 1-2 new busses to accommodate 5<sup>th</sup> grade, an increase of approximately \$80,000 - \$90,000 in operating cost</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. McClain asked if there would be savings in Middle School bussing costs under Option 2A? <i>E. Donoghue indicated not likely as the same amount of busses would most likely be needed.</i></li> </ol>
12.9	Record	B. Garcia reviewed the cost to abate and demolish the existing Peebles as approximately \$1.7 million, attached.
12.10	J. Nelson	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.
12.11	J. Seeley	B. Garcia distributed and reviewed cut sheets for the HVAC equipment, attached. The Energy Recovery Unit has a wheel-type heat exchanger.

Item #	Action	Discussion
		Committee Discussion: 1. J. Seeley to send the cut sheets to J. Nelson for review.
12.12	K. Kovacs	K. Kovacs will review if Cape Light Compact will provide incentives for replacing the existing fluorescent interior light fixtures with LED fixtures in Option 2A.
12.13	J. Seeley	J. Seeley indicated he reviewed the preliminary calculation of MSBA reimbursement for Option 2A, which was significantly more than Options 1A, 4A and 4B. MSBA indicated there may be Cost Recovery on the original Bomedale grant for the renovations, since the school is only 10 years old, which would lower the MSBA reimbursement on Option 2A. J. Seeley requested a meeting with MSBA, anticipated for the week of 2/22/16, to review.  Committee Discussion: 1. S. Lamarche requested that a member of the Committee attend the meeting. <i>J. Seeley will coordinate with the Committee once the MSBA schedules the meeting.</i>
12.14	J. Seeley J. Nelson	J. Seeley indicated he had a preliminary discussion with MSBA relative to the Town performing some of the sitework, similar to the DPW project. The MSBA has several questions and requested a specific work breakdown. Some of the questions are: 1. How did the Town address liability between the Town and the contractor? 2. How did the Town address insurances? 3. Who would be responsible if the building settles on sitework performed by the Town? 4. Were there any change orders caused by the Town's work submitted by the contractor? 5. Labor may not be reimbursable if performed by Town employees already on Town payrolls.  <i>J. Seeley to review the specific scope of potential sitework with J. Nelson.</i>
12.15	C. Hyldburg	C. Hyldburg will confirm if the School Committee has a date conflict with Community Forum No. 6, scheduled for 4/6/16.
12.16	B. Garcia	B. Garcia distributed and reviewed the updated plans for Options 1A, 2A, 4A and 4B, attached. Each option is being refined to provide to the Cost Estimator for presentation of PSR costs to the Committee at the next Committee meeting.  Committee Discussion: 1. P. Meier asked if MSBA would reimburse an auditorium if added to the plans? <i>J. Seeley indicated no, the MSBA would not participate in an auditorium.</i> 2. J. Potter asked if spot grades can be added to the site plans? <i>B. Garcia indicated yes, spot grades will be added.</i> 3. J. Potter asked if the Option 4B parking lot is sloped significantly or is a retaining wall needed? <i>B. Garcia will review if a retaining wall needs to be added.</i>

Item #	Action	Discussion
		<p>4. J. Potter asked if the loading dock, dumpsters and service area will be visible from the entry drive on Options 1A and 4A? <i>B. Garcia indicated there will be screening and that she will review the location.</i></p> <p>5. P. Meier recommended B. Garcia review the Town Bi-laws relative to dumpster enclosure requirements.</p> <p>6. W. Meier asked if the service area for Options 1A and 4A was large enough to allow for deliveries and passing busses/cars? <i>B. Garcia indicated the roadway is 24 feet wide and the truck bay is deep enough so a parked truck does not protrude into the roadway.</i></p> <p>7. S. Lamarche asked if the second floor can be stacked over the first floor on Option 1A to avoid additional roof areas. <i>B. Garcia will review.</i></p> <p>8. S. Lamarche indicated from an educational perspective, all the options layouts were acceptable for this level of development.</p> <p>9. W. Meier indicated in Option 2A, the building addition may be impacting the location of the existing electrical ductbank. <i>B. Garcia will review.</i></p> <p>10. J. Norton expressed concern the building addition in option 2A is very close to the loop roadway. <i>B. Garcia will review.</i></p> <p>11. S. Lamarche asked if the green roof could be over the kindergarten classrooms in Option 4A? <i>B. Garcia indicated yes.</i></p> <p>12. P. Meier asked if there will be photovoltaic panels on the roof? <i>J. Seeley indicated no, the MSBA does not reimburse for panels, but the roof structure will be sized to accommodate for panels in the future.</i></p> <p>13. P. Meier asked if an irrigation well could be included in Option 2A for supply water to the existing playfield irrigation system? <i>B. Garcia will review.</i></p> <p>B. Garcia will finalize refining the plans based on the discussion and provide to the Cost Estimator.</p>
12.17	B. Garcia	<p>B. Garcia distributed and reviewed the draft Flyer for Community Forum No. 5. The Committee approved the flyer. FAI will deliver five poster boards to the School Administration for distribution.</p> <p>B. Garcia led a discussion on potential questions for the SurveyMonkey. The intent would be to let the Community know about the survey at Community Forum No. 5, release it, and then review the results at Community Forum No. 6.</p> <p>The following questions were developed:</p>

Item #	Action	Discussion
		<ol style="list-style-type: none"> <li>Does the Peebles Elementary School building hold sentimental value?</li> <li>Which of the following projects has the most pressing need and for which would you support funding? <ol style="list-style-type: none"> <li>School</li> <li>Police &amp; Fire</li> <li>School, Police, &amp; Fire</li> <li>None of the above</li> </ol> </li> <li>What is the most important priority? <ol style="list-style-type: none"> <li>Cost</li> <li>Education</li> <li>Location</li> <li>5th Grade: Relocate to Elementary School</li> <li>5th Grade: Leave at Middle School</li> <li>None of the above</li> </ol> </li> <li>What is the most important aspect of an elementary school?</li> <li>How can the School Building Committee improve communication?</li> </ol> <p>B. Garcia will finalize and send to the School Administration for developing the SurveyMonkey.</p>
12.18	J. Seeley	S. Lamarche reviewed the intent of the Data Clerk position for the School Administration. <i>J. Seeley to include in the agenda for the next Committee meeting.</i>
12.19	J. Seeley S. Lamarche	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>S. Lamarche asked to include a discussion on the history of the 5<sup>th</sup> grade in the Middle School for the next Committee meeting. <i>J. Seeley to include in the agenda.</i></li> <li>Regarding whether to relocate the 5<sup>th</sup> grade, S. Lamarche indicated he believed it is this Committee's responsibility to decide which is the preferred option. J. Potter indicated including the 5<sup>th</sup> Grade is a policy decision for the School Committee and that the committee cannot decide without having input from the School Committee. S. Lamarche will review with the School Committee their sentiment or preference relative to including the 5<sup>th</sup> Grade.</li> </ol>
12.20	Record	<b>Community Forum No. 5: March 3, 2016 at 6:00 pm</b> at the Peebles Elementary School.
12.21	Record	<b>Next SBC Meeting: March 17, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
12.22	Record	A Motion was made by P. Meier and seconded by M. McClain to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, cut sheets for the HVAC equipment, Updated plans for Options 1A, 2A, 4A and 4B, Draft Flyer for Community Forum No. 5, Powerpoint

Project: Peebles Elementary School Feasibility Study

Meeting Date: 2/18/2016

Meeting No.: 12

Page No.: 6

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The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: MARCH 3, 2016**

**TIME: 6:00 PM – 8:00 PM**

**PLACE: PEEBLES ELEMENTARY SCHOOL CAFETERIA**

**COMMUNITY FORUM NO. 5**

**AGENDA**

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1. Open the Community Forum
2. Discuss the Selected Designs
3. Learn about the Community-wide Survey
4. Public Thoughts On School Options
5. Close the Community Forum

Chairman James Potter  
School Building Committee

2016 FEB 26 PM 2 45  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: MARCH 10, 2016**

**TIME: 7:00 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Community Forum Comments
5. 5<sup>th</sup> Grade in Middle School History
6. MSBA Cost Recovery
7. Update on Construction Alternatives
8. Review Cost Models
9. Data Clerk for School Administration
10. Old or New Business
11. Public Comments
12. Next Meeting – March 24, 2016
13. Adjourn

2016 MAR 4 PM 2 05  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Chairman James Potter

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	3/10/2016
Re:	School Building Committee Meeting	Meeting No:	13
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
✓	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
13.1	Record	Call to Order, 6:30 PM, meeting opened.
13.2	Record	A motion was made by S. Lamarche and seconded by F. Howe to approve the 2/18/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, two abstentions.
13.3	Record	Warrant No. 6 was reviewed. A motion was made by F. Howe and seconded by M. McClain to approve Warrant No. 6. No discussion, motion passed unanimous.
13.4	J. Nelson	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.
13.5	J. Nelson	J. Nelson will review the cut sheets for the HVAC equipment for the next Committee meeting.
13.6	K. Kovacs	K. Kovacs will review if Cape Light Compact will provide incentives for replacing the existing fluorescent interior light fixtures with LED fixtures.
13.7	J. Nelson J. Seeley	J. Seeley to review the specific scope of potential sitework that the Town may self-perform with J. Nelson.
13.8	B. Garcia	B. Garcia reviewed the Status Matrix, attached, of the comments and criteria identified during the 1/7/16 and 2/4/16 Committee meetings and Community Forum No. 4, to assist the Committee in deciding on the One Preferred Alternative and will update for Community Forum No. 5.
13.9	Record	<p>K. Kovacs led a discussion on the comments heard at Community Forum No. 5, including the results of the Small Group Breakout Sessions listing the pros and cons of Options 1A, 2A, 4A and 4B, attached.</p> <p>The three key takeaways were:</p> <ol style="list-style-type: none"> <li>1. Availability of student resources in a One or Two school solution?</li> <li>2. Include the 5<sup>th</sup> Grade or not?</li> <li>3. Impact of transportation time and costs?</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated another takeaway was that under Options 1A, 4A and 4B, the Bournedale students would still need to travel to participate in the Innovation Lab.</li> <li>2. N. Scarpato indicated another takeaway was from some Bournedale parents relative to the 5<sup>th</sup> grade students from Bournedale going to Peebles for just one year under Options 4A and 4B.</li> </ol>
13.10	Record	<p>S. Lamarche distributed a packet of documents ranging from 1996 through 2007 providing some historical context of the 5<sup>th</sup> grade in the Middle School, attached. The documents do not represent an exhaustive or complete research, but are documents that were readily available. Also included was a compilation of literature specific to grade spans and transitions.</p> <p>Committee Discussion:</p>

Item #	Action	Discussion
		<ol style="list-style-type: none"> <li>1. F. Howe indicated he recalled during his tenure on the School Committee, a grade configuration vote was taken for a K-5, 6-8 and 9-12 system. <i>S. Lamarche indicated he could not find a record of the vote or a record that it was changed to the present configuration of K-4, 5-8 and 9-12.</i></li> <li>2. N. Scarpato asked if keeping the Bournedale 5<sup>th</sup> grade at Bournedale was ever studied? <i>S. Lamarche indicated he did not find any such study, but if a study was done it might have found that the space available for full day kindergarten at Bournedale may not have been available if the 5<sup>th</sup> grade remained at Bournedale.</i></li> <li>3. N. Scarpato asked who will make the decision to include the 5<sup>th</sup> grade back in the elementary school, represented by Options 4A and 4B? <i>S. Lamarche indicated he believed it is this Committee's responsibility to decide which is the preferred option. The School Committee has been discussing the 5<sup>th</sup> grade and will be voting at their 4/6/16 meeting to include or not include in the elementary school program.</i></li> <li>4. N. Scarpato indicated she had several conversations with 5<sup>th</sup> grade teachers in the middle school who indicated they would not like to move to the elementary school.</li> <li>5. F. Howe noted in the packet of documents there is a 2001 report to the School Committee by the Facilities Improvement Sub-committee noting the School Committee voted to temporarily house the 5<sup>th</sup> grade in the middle school due to space constraints at the elementary level.</li> <li>6. E. Carpenito indicated the Committee needs to keep in mind what the educational benefits are for the students under each of the Options.</li> </ol>
13.11	J. Seeley	<p>J. Seeley summarized the meeting with MSBA held on 2/25/16 attended by E. Donoghue, K. Kovacs and J. Seeley to review MSBA's grant for Option 2A, since the school is only 10 years old.</p> <p>MSBA indicated they would participate in the reimbursement for the new construction only, that is the building additions, and not participate in any of the costs for the renovations. They would also not apply any Cost Recovery, from the original Bournedale grant. MSBA is reviewing the scope of work required to construct the two new classrooms over the existing 1st grade classrooms to determine any reimbursement.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. W. Meier asked if MSBA would be reimbursing any of the sitework? <i>J. Seeley indicated MSBA did not specifically indicate any more sitework would be ineligible over and above the 8% sitework cap.</i></li> <li>2. P. Meier indicated he would like to review the reimbursement with MSBA. <i>S. Lamarche indicated C. Hyldborg indicated he would also like to attend a meeting with MSBA to review. J. Seeley to schedule a meeting with MSBA and the Committee to review the Option 2A reimbursement.</i></li> </ol>

Item #	Action	Discussion
13.12	J. Seeley	<p>J. Seeley indicated MSBA provided some of their concerns at the 2/25/16 meeting relative to the Town self-performing some of the sitework, similar to the DPW project. Some of the concerns are :</p> <ol style="list-style-type: none"> <li>1. MSBA is concerned with insurance requirements and liabilities.</li> <li>2. How would the Town protect itself and MSBA should there be a construction issue caused by the Town's work?</li> <li>3. How will the MSBA and the Town be protected with multiple and potentially overlapping work responsibilities?</li> <li>4. Will the work be performed by current Town employees or will they need to be hired?</li> <li>5. The MSBA will not reimburse for labor provided by Town employees.</li> <li>6. Would the Town use current equipment or purchase new, costs for equipment and use may not be reimbursable.</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. W. Meier indicated an independent engineer signed off on all of the Town's work on the DPW project before the contractor took over.</li> <li>2. R. Lavoie indicated there is a difference between the single point of responsibility and liability if the contractor performed all of the work versus the multiple party responsibility if the Town self-performs the sitework and the project goes into litigation.</li> <li>3. J. Potter indicated the MSBA is not ruling out the Town self-performing the work, but they are skeptical, particularly if construction issues arise.</li> <li>4. P. Meier indicated he would like to review with MSBA.</li> </ol> <p><i>J. Seeley to request review with the MSBA at the upcoming meeting.</i></p>
13.13	Record	K. Kovacs reviewed the updated site plans and floor plans for each of the Options, attached.
13.14	Record	<p>K. Kovacs reviewed the updated transportation findings based on the meeting held on 3/10/16 with S. Downing to discuss the bus travel distances and durations to Peebles and Bournedale, attached.</p> <p>The findings per Options are as follows:</p> <ol style="list-style-type: none"> <li>1. Option 1A – No change to schedule, approximate \$32,000 savings due to full-day kindergarten</li> <li>2. Option 2A – Requires 20 minute change in elementary level start and end times, approximate \$28,000 savings due to full-day kindergarten</li> <li>3. Options 4A/4B – No change to schedule, requires 1 new bus to accommodate 5<sup>th</sup> grade, an increase of approximately \$27,000 after full-day kindergarten savings applied</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if the longest elementary school bus ride was really 45 minutes?</li> </ol>

Item #	Action	Discussion
		<p><i>K. Kovacs indicated yes, per the Transportation Coordinator.</i></p> <p>2. J. Norton asked if there was any definite information related to the seasonal increase in time?  <i>K. Kovacs indicated there was no definite information or consistency, some days were said to have a significant increase and others days were said to have no impact.</i></p> <p>3. R. Lavoie suggested that the Committee will have a make a fundamental choice on the transportation issues relative to each option, there may not be a real definite, cause and effect due solely to each option.</p>
13.15	K. Kovacs	<p>J. Seeley reviewed the updated construction schedule, estimated costs, estimated cost to Town and estimated MSBA grant for each option, attached. The estimated cost to Town and estimated MSBA grant for each option are based on the 2/25/16 MSBA meeting.</p> <p>Committee Discussion:</p> <p>1. J. Potter asked why is the MSBA grant less in Option 2A than in Option 1A, it is a larger and more expensive project?  <i>J. Seeley indicated the difference is in the reimbursement calculation for the building construction, in that the amount of eligible square feet is greater in Option 1A than in Option 2A, which only includes the additions, not the renovation area. The renovation cost of Option 2A is approximately \$4.5 million.</i></p> <p>2. J. Potter requested a copy of the cost estimate be provided to the Committee.  <i>K. Kovacs to provide for the next Committee meeting.</i></p>
13.16	S. Lamarche	<p>S. Lamarche indicated the SurveyMonkey Community Questionnaire will be released on 3/12/16 and be open for responses for one week. The School Administration will provide notice to the Community thru email, texts and newspaper notice. S. Lamarche will issue the responses to the Committee prior to the next Committee meeting.</p>
13.17	J. Seeley	<p>S. Lamarche reviewed the intent of the Data Clerk position for the School Administration.</p> <p>Committee Discussion:</p> <p>1. J. Potter asked what the hourly billing rate would be for the position?  <i>S. Lamarche indicated the position will include writing and research, particularly for the upcoming PSR submission and an appropriate rate could be in the range of \$20 per hour.</i></p> <p>2. R. Lavoie asked if the position would be reimbursable by MSBA?  <i>J. Seeley will verify with MSBA.</i></p> <p>3. R. Lavoie asked if there is budget for this cost?  <i>J. Seeley indicated yes, there is budget for the cost.</i></p> <p>A motion was made by M. Coggeshall and seconded by R. Lavoie to approve a not-to-exceed budget of \$10,000 for a Data Clerk on an as-needed basis, as determined by S. Lamarche. No discussion, voted passed with one abstention.</p>
13.18	Record	<p>Old or New Business:</p>

Item #	Action	Discussion
		1. S. Lamarche stressed the Committee needs to be prepared to decide on the preferred option at the next Committee meeting, 3/24/16. The School Committee will also be present at the meeting.
13.19	Record	<p>Public Comments:</p> <p>1. A question was asked how did the 5<sup>th</sup> grade become part of this Feasibility Study, isn't it only related to the replacing of the Peebles School?</p> <p><i>J. Potter indicated the 5<sup>th</sup> grade has been part of the Feasibility Study since the beginning and is part of the Feasibility Study Agreement with MSBA. Options 3A and 3B were for an 885 student PrK-5 school at the Bourneville school, which the Committee determined to be too large a school and has not pursued these options further. Options 4A and 4B are for a 410 student K-5 school at Peebles, which the Committee is still being reviewing.</i></p> <p><i>S. Lamarche indicated the study of the 5<sup>th</sup> grade was included in the Statement of Interest (SOI) submitted to MSBA in 2012.</i></p>
13.20	Record	Next <b>SBC Meeting: March 24, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
13.21	Record	A Motion was made by S. Lamarche and seconded by M. McClain to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Community Forum No. 5 Small Group Session Summaries, 5<sup>th</sup> Grade History Packet of Documents, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**RECEIVED**

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**2016 MAR 21 AM 9:30**

**TOWN CLERK BOURNE**

**DATE: MARCH 24, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Option No. 5
5. Discuss Other Options
6. Review SurveyMonkey Results
7. Prepare for Community Forum No. 6
8. Old or New Business
9. Public Comments
10. Next Meeting – April 7, 2016
11. Adjourn

Chairman James Potter



2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 3/24/2016  
 Re: School Building Committee Meeting      Meeting No: 14  
 Location: Bourne Veteran's Memorial Community Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
14.1	Record	Call to Order, 6:30 PM, meeting opened.
14.2	Record	A motion was made by P. Meier and seconded by M. McClain to approve the 3/10/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
14.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 2/29/16, attached.
14.4	J. Seeley	<p>J. Seeley distributed and reviewed the updated Meetings Schedule and Agendas, dated 3/17/16, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Seeley to post the schedule on the Town's Project Website.</li> </ol>
14.5	J. Nelson	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.
14.6	Record	<p>J. Nelson reviewed the cut sheets for the HVAC equipment provided by FAI and had the following comment:</p> <ol style="list-style-type: none"> <li>1. FAI to make sure the final specifications include a slide-out type enthalpy wheel which will make future wheel replacements less costly.</li> </ol>
14.7	Record	K. Kovacs contacted Cape Light Compact regarding incentives for replacing the existing fluorescent interior light fixtures with LED fixtures and indicated the final determination would need to happen during a future phase of design when the fixture types are selected.
14.8	J. Nelson J. Seeley K. Kovacs	<p>J. Nelson provided a copy of the contract documents for the DPW project to J. Seeley and K. Kovacs. The site work self-performed by the Town was noted on the drawings. A separate set of contract documents defining only the Town work was not prepared.</p> <p>J. Nelson, K. Kovacs and J. Seeley to review the impact of a similar scope relative to the Options.</p>
14.9	J. Seeley	J. Seeley to verify with MSBA if the cost for the Data Clerk position for the School Administration will be eligible for reimbursement.
14.10	K. Kovacs	<p>J. Seeley summarized the meeting with MSBA held on 3/14/16 attended by S. Lamarche, C. Hyldburg, K. Kovacs and J. Seeley to review MSBA's grant for Option 2A.</p> <p>MSBA indicated they would participate in the reimbursement for the new construction only, that is the building additions, and not participate in any of the costs for the renovations. They would also not apply any Cost Recovery from the original Bournedale grant. MSBA recommends the Town review the design of the two new classrooms over the existing 1st grade classrooms to determine if they can be located in the building addition.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. K. Kovacs indicated FAI made a preliminary review of the two classrooms and the design may work for them in the addition. FAI will provide direction at the next Committee meeting.</li> </ol>

Item #	Action	Discussion
14.11	Record	<p>J. Seeley indicated MSBA reiterated their concerns at the 3/14/16 meeting relative to the Town self-performing some of the sitework, similar to the DPW project. Some of the concerns are :</p> <ol style="list-style-type: none"> <li>1. MSBA is concerned with insurance requirements and liabilities.</li> <li>2. How would the Town protect itself and MSBA should there be a construction issue caused by the Town's work?</li> <li>3. How will the MSBA and the Town be protected with multiple and potentially overlapping work responsibilities?</li> <li>4. Will the work be performed by current Town employees or will they need to be hired?</li> <li>5. The MSBA will not reimburse for labor provided by Town employees.</li> <li>6. Would the Town use current equipment or purchase new, costs for equipment and use may not be reimbursable.</li> </ol>
14.12	Record	K. Kovacs provided a copy of the detailed construction estimate for Options 1A, 2A, 4A and 4B, attached.
14.13	K. Kovacs J. Seeley	<p>J. Seeley distributed and reviewed a letter from S. Lamarche to MSBA, dated 3/16/16 requesting approval to add an Option 5 to the Feasibility Study, which would be to convert Bournedale to a District-Wide PK-2 and Peebles to a District-Wide Grade 3-5. J. Seeley distributed and reviewed a letter from MSBA to S. Lamarche, dated 3/24/16 providing approval to add Option 5 with a design enrollment of 460 students to the Feasibility Study and requesting an updated Study Enrollment Certification be executed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche indicated that Option 5 emerged from the discussions at the Community Forums, MSBA and the Administrative leadership meetings. S. Lamarche reviewed the benefits and concerns with the District-Wide PK-2, 3-5, 6-8 strategy listed in the 3/16/16 letter.</li> <li>2. J. Potter asked if S. Lamarche believed the 460 student design enrollment was suitable? <i>S. Lamarche indicated MSBA developed the design enrollment, similar to all the prior design enrollments. They base their projections on a 10 year population projection.</i></li> <li>3. J. Potter asked if Bournedale would require any renovations to convert to a PK-2? <i>S. Lamarche indicated no, Bournedale would not require any renovations.</i></li> <li>4. P. Meier asked if the Town would still use the lottery system for full-day kindergarten? <i>S. Lamarche indicated that all of the original options: 1A, 2A, 4A and 4B incorporate a full-day kindergarten and once constructed, the lottery system will no longer be needed. E. Donoghue indicated currently, full-day kindergarten demand is about one classroom space short of being met.</i></li> <li>5. R. Lavoie asked how will the operating budget be affected by full-day kindergarten?</li> </ol>

Item #	Action	Discussion
		<p><i>S. Lamarche indicated the School Committee will review and plan for as the project develops.</i></p> <p>A motion was made by S. Lamarche and seconded by P. Meier to add Option 5 with a design enrollment of 460 students to the Feasibility Study and execute the updated Study Enrollment Certification. No discussion, motion passed unanimous by those attending.</p> <p>K. Kovacs and J. Seeley to develop the design and cost estimate for Option 5 for the next Committee meeting.</p>
14.14	Record	<p>S. Lamarche indicated he was contacted by the press who asked about an option 6, which was described as a do-nothing option and an option 7, which was described as eliminating Peebles and re-configuring the remaining three schools.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated these options are not part of the Feasibility Study. By Town Meeting vote, the Committee is required to perform the Feasibility Study for the Peebles School, which the MSBA recognized as a priority project with their approval of the Statement of Interest, so doing nothing is not an option. Further, re-configuring all the town's schools is not within the scope of the committee.</li> </ol>
14.15	J. Seeley S. Lamarche	<p>J. Potter led a discussion on the results of the SurveyMonkey Community Questionnaire, attached, reviewing the results of each question, summarized as follows:</p> <ol style="list-style-type: none"> <li>1. Question 1 – over 70% of the 437 respondents were parents, residents and registered voters.</li> <li>2. Question 2 – over 70% of the respondents hold no sentimental value for the existing Peebles school.</li> <li>3. Question 3 – the respondents equally support a stand-alone school project or a school project, police project and fire project.</li> <li>4. Question 4 – the top three priorities of the respondents are 1) education, 2) maintain two elementary schools, and 3) cost.</li> <li>5. Questions 5 and 6 – lists responder comments</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche indicated he was pleased to see in Question 4 that education was the respondent's top priority.</li> <li>2. S. Lamarche indicated it is important to note that in Question 3, only 3% of the respondents indicated no support for a project.</li> <li>3. J. Seeley to post the results of the Survey on the Town's project website.</li> <li>4. C. Hyldburg recommended a second SurveyMonkey Community Questionnaire be completed with Option 5 information prior to the Committee's preliminary decision on the preferred option on 4/21/16. The School Administration will develop the survey with questions input by the Committee.</li> </ol>
14.16	J. Potter S. Lamarche K. Kovacs J. Seeley	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated the Committee has been requested to provide a progress presentation to the Finance Committee on 3/28/16. J. Potter, S. Lamarche, K. Kovacs and J. Seeley will attend.</li> </ol>

Item #	Action	Discussion
14.17	Record	<p><b>Public Comments:</b></p> <ol style="list-style-type: none"> <li>1. How many Bourne residents send their children to Bourne Public Schools?</li> <li>2. The fewer school transitions for the elementary children the better.</li> <li>3. Are the MSBA's enrollment projections too low?</li> <li>4. What is the MSBA's average class size?</li> <li>5. Will Bournedale be fully utilized under Option 5?</li> <li>6. Will the Bournedale, Peebles, Middle School and High School be fully utilized under Option 5?</li> <li>7. What justifies any of the Options to be brought before Town Meeting requesting project funding?</li> <li>8. Will the School Committee provide a strong statement on which Option they prefer?</li> <li>9. Consider the families, under Option 5, that may have children in Bournedale and Peebles at the same time.</li> </ol>
14.18	Record	<b>Community Forum No. 6: March 31, 2016 at 6:00 pm at the Bournedale.</b>
14.19	Record	<b>Next SBC Meeting: April 7, 2016 at 6:30 pm at the Bourne Veteran's Memorial Community Center.</b>
14.20	Record	A Motion was made by S. Lamarche and seconded by R. Lavoie to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, Meetings Schedule and Agendas, Construction estimate for Options 1A, 2A, 4A and 4B, S. Lamarche letter to MSBA, dated 3/16/16, MSBA letter to S. Lamarche, dated 3/24/16, SurveyMonkey Community Questionnaire

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**RECEIVED**

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**2016 MAR 31 PM 1:08**

**DATE: APRIL 7, 2016**

**TOWN CLERK BOURNE**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Community Forum Comments
5. Review Options
6. Review Cost Models
7. Old or New Business
8. Public Comments
9. Next Meeting – April 21, 2016
10. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	4/7/2016
Re:	School Building Committee Meeting	Meeting No:	15
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
	William Meier	Building Trade Expert	Voting Member
	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
15.1	Record	Call to Order, 6:30 PM, meeting opened.
15.2	Record	J. Potter called for a moment of silence in recognition of the passing of Donald Morrissey, former principal of Peebles Elementary School.
15.3	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 3/24/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
15.4	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 3/31/16, attached.
15.5	Record	Warrant No. 7 was reviewed. A motion was made by S. Lamarche and seconded by F. Howe to approve Warrant No. 7. No discussion, motion passed unanimous.
15.6	Record	J. Seeley distributed and reviewed the Meetings Schedule and Agendas, dated 3/17/16, attached.
15.7	T. Guerino	J. Seeley distributed and reviewed the Second Amendment to the Feasibility Study Agreement from MSBA to be executed by the Town, attached.
15.8	Record	J. Seeley distributed and reviewed the fully executed Study Enrollment Certification, attached.
15.9	J. Nelson	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.
15.10	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework on the final PSR Option.
15.11	J. Seeley	J. Seeley to verify with MSBA if the cost for the Data Clerk position for the School Administration will be eligible for reimbursement.
15.12	K. Kovacs	K. Kovacs to review the Option 2A design to locate the two Grade 1 and 2 classrooms within the building addition for the next Committee meeting.
15.13	Record	J. Potter, S. Lamarche, K. Kovacs and J. Seeley attended and presented the Committee's progress to the Finance Committee on 3/28/16.
15.14	Record	J. Potter, K. Kovacs and J. Seeley attended and presented the Committee's progress to the School Committee on 4/6/16.
15.15	Record	<p>K. Kovacs led a discussion on the comments heard at Community Forum No. 6, including the introduction of the Option 5A.</p> <p>Key discussion topics were:</p> <ol style="list-style-type: none"> <li>1. One or two schools.</li> <li>2. One year 5<sup>th</sup> Grade transition.</li> <li>3. What to do with Peebles.</li> <li>4. Returning the 5<sup>th</sup> Grade to the elementary school curriculum.</li> <li>5. Who decides on the Preferred Option.</li> </ol>



Item #	Action	Discussion
		<p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche asked if the community attendees were varied from past forums? <i>N. Scarpato indicated there were several new attendees than from past Forums.</i></li> <li>2. K. Anderson indicated another good discussion was about the high amount of teacher input provided to the design of each option.</li> </ol>
15.16	K. Kovacs P. Meier E. Donoghue	<p>K. Kovacs and J. Seeley presented a powerpoint of the design, schedule and cost for Option 5A, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if any renovation work was required to Bournedale to convert to a PK-2 school? <i>K. Kovacs indicated that no renovation work was required. Further, the undersized gymnasium lends itself to a lower elementary school.</i></li> <li>2. P. Meier asked if K. Kovacs can provide a list of what existing Bournedale spaces may not meet today's MSBA standards for a PK-2 school. <i>K. Kovacs will provide for the next Committee meeting.</i></li> <li>3. C. Hyldburg asked if the roadway around Option 5A is wide enough to accommodate parent queuing? <i>K. Kovacs indicated the drive is 24 feet wide and is sufficient for queuing approximately 60 cars.</i></li> <li>4. C. Hyldburg asked if the students will have direct access to the bus queue from the main entrance? <i>K. Kovacs indicated yes.</i></li> <li>5. S. Lamarche indicated the design is well planned and addresses the administrative leadership team's goals.</li> <li>6. S. Lamarche asked if there was any Town Debt expiring over the course of a potential school project's bond term? <i>P. Meier indicated there are a few expiring debts, one is the Community Center. The Middle School debt has been paid. There are a few potential projects in addition to the police station and school project that will incur debt, such as the Pocasset fire station, but that may be funded out of the operating budget. P. Meier will provide further information at the next Committee meeting.</i></li> <li>7. F. Howe indicated Option 5A provides the Town the ability to have all students experience a uniform educational experience with no disparities due to the shortcomings of a particular school over another. The Option also provides for the 5<sup>th</sup> grade to return to the elementary school curriculum, and allowing the Middle School to return to its intended design as a grade 6-8 school.</li> <li>8. N. Scarpato asked if the school times will need to change due to Option 5A. <i>E. Donoghue indicated no school times will need to change but he will confirm for the next Committee meeting.</i></li> </ol>

Item #	Action	Discussion
		<p>9. C. Hyldburg indicated Option 2A provides the Town a three-school plan, which may allow re-directing potentially lower facility operation costs to direct educational benefit costs. Option 2A also provides the ability to have all students experience a uniform educational experience with no disparities due to the shortcomings of a particular school over another.</p> <p>10. S. Lamarche indicated the three-school plan has been brought up by the community and boards.</p> <p>11. J. Potter indicated that Option 2A is a three-school plan, but may not have significant operational savings as the addition is quite large. The other factors of being a large school and not having an elementary school on both sides of the canal also need to be considered.</p> <p>12. N. Scarpato indicated Option 2A does not address the 5<sup>th</sup> grade.</p> <p>13. M. McClain indicated Option 5A burdens parents with two or more children that could be attending both the PK-2 school and the 3-5 school at the same time.</p>
15.17	K. Kovacs J. Seeley S. Lamarche	<p>J. Potter led a discussion on the potential questions for the Second SurveyMonkey Community Questionnaire.</p> <p>Questions discussed were as follows:</p> <ol style="list-style-type: none"> <li>1. Identify the stakeholder groups of the responder</li> <li>2. Rank the Options in priority, including a do nothing option</li> <li>3. Rank the most important consideration in priority: cost or education</li> <li>4. What does District-wide grade spans mean to you? (open-ended)</li> <li>5. What does location-specific grade spans mean to you? (open-ended)</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. K. Kovacs asked if the SurveyMonkey can list the key aspects of each Option, so the Community can take into account when ranking in Question 1. <i>S. Lamarche indicated yes. K. Kovacs and J. Seeley to provide a listing of the key aspects to S. Lamarche to include in the survey.</i></li> <li>2. C. Hyldburg recommended the survey be completed prior to the Committee's preliminary decision on the preferred option on 4/21/16. The Committee agreed to change the next Committee meeting to 4/28/16 to allow time to complete the survey. J. Seeley to update the schedule.</li> <li>3. A Motion was made by N. Scarpato and seconded by C. Hyldburg to eliminate Options 4A and 4B from further consideration and the SurveyMonkey. No discussion, vote passed five in favor and two against.</li> <li>4. A Motion was made by S. Lamarche and seconded by P. Meier to re-instate Option 1G - 250 student renovation/addition to Peebles, for further consideration and inclusion in the SurveyMonkey. No discussion, vote passed five in favor and two against. K. Kovacs and J. Seeley to update the cost estimate for this option, including the tax impact and provide to S. Lamarche.</li> </ol>

Item #	Action	Discussion
		5. S. Lamarche will develop a draft of the survey questions and email to the Committee.
15.18	J. Seeley P. Meier J. Potter	Old or New Business: <ol style="list-style-type: none"> <li>1. J. Seeley to include a discussion on the 2016 Annual Town Meeting Committee report on the next Committee meeting agenda.</li> <li>2. P. Meier to coordinate with the Council on Aging Committee to present the Committee's progress at their May meeting.</li> <li>3. J. Potter to coordinate with the Capital Outlay Committee to present the Committee's progress at their May meeting.</li> <li>4. J. Seeley to include a discussion on High School space utilization on the next Committee meeting agenda.</li> <li>5. J. Potter indicated he has contacted the Moderator relative to N. Scarpato's potential election to the School Committee and the At-Large position she holds on the Committee.</li> </ol>
15.19	Record	Next <b>SBC Meeting: April 28, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
15.20	Record	A Motion was made by S. Lamarche and seconded by P. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, Meetings Schedule and Agendas, Second Amendment to the Feasibility Study Agreement, Fully Executed Study Enrollment Certification, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**RECEIVED**

2016 APR 22 PM 3:35

**SCHOOL BUILDING COMMITTEE**

**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY BOURNE**

**DATE: APRIL 28, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Community Survey No. 2 Results
5. Preliminary Discussion on Deciding the One Preferred Construction Alternative
6. Prepare for Community Forum No. 7
7. High School Space Utilization
8. 2016 Annual Town Meeting Report
9. Old or New Business
10. Public Comments
11. Next Meeting – May 12, 2016
12. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	4/28/2016
Re:	School Building Committee Meeting	Meeting No:	16
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
16.1	Record	Call to Order, 6:30 PM, meeting opened.
16.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 4/7/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
16.3	Record	J. Seeley distributed and reviewed the fully executed Second Amendment to the Feasibility Study Agreement, attached.
16.4	J. Nelson	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles for the next Committee meeting.
16.5	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework on the final PSR Option.
16.6	Record	J. Seeley indicated he verified with MSBA and that the cost for the Data Clerk position for the School Administration is ineligible for reimbursement.
16.7	P. Meier	P. Meier to coordinate with the Council on Aging Committee to present the Committee's progress at their May meeting.
16.8	J. Potter	J. Potter to coordinate with the Capital Outlay Committee to present the Committee's progress at their May meeting.
16.9	Record	P. Meier reviewed the Long Term Debt Schedule, attached.
16.10	Record	K. Kovacs presented and reviewed a revised Option 2A Floor Plan locating the two Grade 1 and 2 classrooms within the building addition, attached.
16.11	K. Kovacs	<p>K. Kovacs presented and reviewed a list of what existing Boumedale spaces may not meet today's MSBA standards for a PK-2 school under Option 5A. Three Kindergarten rooms will be 850 square feet in lieu of the current 1,100 square feet and will not have a toilet room within.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if the toilet room is required by code? <i>K. Kovacs indicated the toilet was not required by code.</i></li> <li>2. S. Lamarche asked if the toilet rooms were added in a renovation project, would they be reimbursable by MSBA? <i>K. Kovacs indicated the renovation would not be reimbursable.</i></li> <li>3. S. Lamarche indicated the toilet room renovation cost should be factored in the total cost for Option 5A. <i>K. Kovacs will provide a cost estimate for the next Committee meeting.</i></li> <li>4. M. Coggeshall asked if the existing Kindergarten rooms in Peebles have toilet rooms within? <i>E. Carpenito indicated the existing Kindergarten rooms in Peebles do not have toilet rooms within.</i></li> </ol>

Item #	Action	Discussion
16.12	K. Kovacs	<p>K. Kovacs reviewed preliminary transportation findings based on the meeting held on 4/28/16 with S. Downing and E. Donoghue to discuss the bus travel distances and durations for Option 5A, attached.</p> <p>The findings are as follows:</p> <ol style="list-style-type: none"> <li>1. Scenario 1 – No schedule change to Boumedale PK-2, Peebles 3-5 schedule changed to 8:00 am start, MS and HS combined for 7:20 am start, requires 3 new busses, an increase of approximately \$127,000 after full-day kindergarten savings applied.</li> <li>2. Scenario 2 – No schedule change to Boumedale PK-2, MS and Peebles 3-5 combined for 8:00 am start, HS schedule no schedule change, requires 5 new busses, an increase of approximately \$233,000 after full-day kindergarten savings applied.</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. K. Anderson asked what was the High School bus ridership? <i>E. Donoghue indicated ridership is about 50%, approximately 250 students.</i></li> <li>2. K. Anderson asked if most of the High School bus ridership were freshman and sophomores? <i>E. Donoghue indicated yes.</i></li> <li>3. N. Scarpato indicated combining the MS and Peebles 3-5 students under Scenario 2 is not desirable.</li> </ol> <p>K. Kovacs indicated the findings are preliminary and will be further defined for the next Committee meeting.</p>
16.13	J. Seeley	<p>J. Potter led a discussion on the results of the SurveyMonkey Community Questionnaire No.2, attached, reviewing the results of each question, summarized as follows:</p> <ol style="list-style-type: none"> <li>1. Question 1 – over 64% of the 483 respondents were parents, residents and registered voters.</li> <li>2. Question 2 – over 85% of the respondents indicated education is the most important aspect of the project.</li> <li>3. Question 3 – the respondents ranked Option 1A and 5A highest and second highest respectively.</li> <li>4. Question 4 and 5 – lists responder comments.</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. N. Scarpato indicated there were many good and sometimes contradictory responses in Questions 4 and 5, such as move the 5<sup>th</sup> grade to the elementary schools and others indicating keep the 5<sup>th</sup> grade in the middle school.</li> <li>2. K. Anderson indicated there were many responses in Questions 4 and 5 on the value of district wide grade spans.</li> <li>3. J. Potter indicated there were many comments on traffic.</li> </ol>

Item #	Action	Discussion
		4. S. Lamarche indicated the survey is intended to provide relative information to the Committee, but not meant to make the decision for the Committee.
16.14	Record	<p>J. Potter led the Committee in discussing the options and in taking a straw poll, which concluded in unanimous support for Option 5A as the preferred option by the Committee.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche indicated the Administrative Leadership team had met and concluded Option 5A was their recommended option.</li> <li>2. N. Scarpato indicated Option 5A meets so many of the project goals and addresses the community concerns raised at the Forums.</li> <li>3. F. Howe indicated Option 5A accomplishes the best educational vision.</li> </ol> <p>A Motion was made by F. Howe and seconded by S. Lamarche to eliminate Options 1G and 2A from further consideration. No discussion, motion passed unanimous.</p>
16.15	K. Kovacs	K. Kovacs led a discussion for the agenda for Community Forum No. 7. FAI will deliver five poster boards to the School Administration for distribution.
16.16	P. Meier S. Lamarche	<p>S. Lamarche led a discussion on a district-wide space utilization analysis, which would include the High School. The Feasibility Study includes the elementary schools and middle school. There has been a question raised about the potential space availability in the High School and whether that could be utilized to meet the space needs of the community in lieu of Peebles.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated the High School is outside the scope of this Committee.</li> <li>2. M. Coggeshall indicated moving the 8<sup>th</sup> grade to the High School would be similar to moving the 5<sup>th</sup> grade into the Middle School, which the Committee has heard from the Community Forums, should be part of the elementary school.</li> <li>3. W. Meier indicated Town Meeting voted for the Committee to study the elementary schools, not the High School.</li> <li>4. S. Lamarche indicated the analysis would help the town understand from a district-wide perspective. The Administration does not support moving the 8<sup>th</sup> grade to the High School from an educational and philosophical perspective, but the space utilization information needs to be developed to better answer the question.</li> <li>5. P. Meier to review with Town Counsel if the High School analysis can be added to the scope of the Committee.</li> <li>6. S. Lamarche to write a letter to MSBA requesting direction if the analysis, performed by FAI, would be reimbursable.</li> </ol>
16.17	J. Potter K. Kovacs	<p>J. Potter led a discussion of the Committee report to the 2016 Annual Town Meeting.</p> <p>Committee Discussion:</p>



Project: Peebles Elementary School Feasibility Study

Meeting Date: 4/28/2016

Meeting No.: 16

Page No.: 5

Item #	Action	Discussion
		1. J. Potter to give a narrative report. 2. K. Kovacs to provide a summary flyer for the Administration to print and have available at the Committee's table. 3. M. Coggeshall and K. Anderson to represent the Committee table.
16.18	Record	Old or New Business: None
16.19	Record	<b>Community Forum No. 7: May 5, 2016 at 6:00 pm</b> at the Peebles.
16.20	Record	<b>Next SBC Meeting: May 12, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
16.21	Record	A Motion was made by S. Lamarche and seconded by P. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Second Amendment to the Feasibility Study Agreement, Long Term Debt Schedule, Community Survey No. 2 results, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

JGS/sat/P:\2015\15041\04-MEETINGS\4.3 Mtg\_Notes\3-School Building  
Committee\2016\16\_28April2016\Schoolbuildingcommitteemeeting\_28April2016\_FINAL.Docx

**RECEIVED**

**2016 MAY -3 AM 11: 51**

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**TOWN CLERK BOURNE**

**DATE: MAY 5, 2016**

**TIME: 6:00 PM - 8:00 PM**

**PLACE: PEEBLES ELEMENTARY SCHOOL CAFETERIA**

**COMMUNITY FORUM NO. 7**

**AGENDA**

- 
1. Open the Community Forum
  2. Review Community-wide Survey Results
  3. Discuss Design Alternatives
  4. Close the Community Forum

Chairman James Potter  
School Building Committee

**RECEIVED**

2016 MAY -9 PM 2:30

SCHOOL BUILDING COMMITTEE

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY BOURNE

DATE: MAY 12, 2016

TIME: 6:30 PM

PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Community Forum No. 7 Comments
5. Public Comments
6. Decide the One Preferred Construction Alternative
7. Old or New Business
8. Public Comments
9. Next Meeting – May 26, 2016
10. Adjourn

Chairman James Potter

RECEIVED

SMMA

2017 SEP 15 AM 8:55

TOWN CLERK BOURNE

## PROJECT MINUTES

Project: Peebles Elementary School Feasibility Study Project No.: 15041  
 Prepared by: Joel Seeley Meeting Date: 5/12/2016  
 Re: School Building Committee Meeting Meeting No: 17  
 Location: Bourne Veteran's Memorial Community Center Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
17.1	Record	Call to Order, 6:30 PM, meeting opened.
17.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 4/28/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
17.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 4/30/16, attached.
17.4	Record	Warrant No. 8 was reviewed. A motion was made by F. Howe and seconded by P. Meier to approve Warrant No. 8. No discussion, motion passed unanimous.
17.5	Record	J. Seeley distributed and reviewed the fully executed School Building Committee membership, attached.
17.6	Record	J. Nelson will review with other Town groups and develop a listing of potential options for Peebles under Option 2A for the next Committee meeting. Item dropped, no longer applicable.
17.7	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework on the final PSR Option.
17.8	P. Meier K. Kovacs C. Hyldburg F. Howe E. Carpenito	P. Meier indicated the meeting with the Council on Aging is scheduled for 5/19/16 at 1:00 pm at the Community Center. P. Meier, K. Kovacs, C. Hyldburg, F. Howe, and E. Carpenito to attend.
17.9	J. Potter K. Kovacs S. Lamarche J. Seeley	J. Potter indicated the meeting with the Capital Outlay Committee is scheduled for 5/18/16 at 8:30 am at the DPW Building. J. Potter, K. Kovacs, S. Lamarche and J. Seeley to attend.
17.10	K. Kovacs	K. Kovacs will provide a cost estimate for the toilet room renovation for the three Bournedale Kindergarten rooms under Option 5A for the next Committee meeting.
17.11	Record	J. Potter provided an update on the Committee's report to the 2016 Annual Town Meeting. Committee Discussion: 1. S. Lamarche indicated the report was well done and received well by Town Meeting.
17.12	J. Potter S. Lamarche	J. Potter indicated he is awaiting direction from Town Counsel if the High School capacity analysis can be added to the scope of the Committee. S. Lamarche to write a letter to MSBA requesting direction if the analysis, performed by FAI, would be reimbursable, once direction is received from Town Counsel.
17.13	Record	K. Kovacs distributed and reviewed the comments heard at Community Forum No. 7, including the discussion on Option 5A, attached.

Item #	Action	Discussion
		<p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche indicated Option 5A continues to align as the best option.</li> <li>2. J. Potter indicated the Forum was very productive.</li> <li>3. P. Meier indicated the challenges raised in the small group sessions centered around bussing costs, travel time and age spans on the busses.</li> </ol>
17.14	Record	J. Potter asked if the public attendees had any comments relative to Option 5A. There were none.
17.15	Record	<p>S. Lamarche distributed and reviewed a Proposal to Create Three Grade-Span Schools through Eighth Grade, attached, which was presented to the School Committee on 4/11/16 by the Administrative Team. The School Committee voted unanimously to approve the Proposal, which will not be implemented until the voters approve the funding for Option 5A.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. F. Howe indicated the Proposal was very thorough and well presented.</li> <li>2. S. Lamarche indicated the challenge of understanding the bussing costs, travel time and age spans on the busses relative to Option 5A needs to be undertaken.</li> <li>3. R. Lavoie asked the Administrative Team if the bussing costs, travel time and age spans on the busses can be resolved? <i>E. Donoghue indicated yes, it will require further study.</i></li> <li>4. E. Carpenito indicated transportation is the biggest question to answer relative to Option 5A.</li> <li>5. S. Lamarche indicated the educational benefits of Option 5A are significant and must be expressed as the primary reason it has been so well received.</li> </ol> <p>A Motion was made by R. Lavoie and seconded by P. Meier to approve Option 5A as the One Preferred Option. No discussion, voted unanimously.</p>
17.16	E. Donoghue K. Kovacs J. Seeley	E. Donoghue, K. Kovacs and J. Seeley to review options to retain a bus transportation consultant to refine the bussing plan for Option 5A.
17.17	J. Seeley	J. Seeley to develop the draft Committee Meeting's schedule for the Schematic Design phase for review at the next Committee meeting.
17.18	Record	Old or New Business: None
17.19	Record	<b>Next SBC Meeting: May 26, 2016 at 6:30 pm at the Bourne Veteran's Memorial Community Center.</b>
17.20	Record	A Motion was made by F. Howe and seconded by P. Meier to adjourn the meeting. No discussion, voted unanimously.

Project: Peebles Elementary School Feasibility Study

Meeting Date: 5/12/2016

Meeting No.: 17

Page No.: 4

Attachments: Agenda, Project Budget Status Report, Approved Committee membership, Community Forum No. 7 summary, Proposal to Create Three Grade-Span Schools through Eighth Grade

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

2016 MAY 17 PM 4 56 SCHOOL BUILDING COMMITTEE

TOWN CLERK'S OFFICE PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

BOURNE, MASS

DATE: MAY 26, 2016

TIME: 6:30 PM

PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

AGENDA

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Vote to Submit Preferred Schematic Report to MSBA
5. Review Schematic Design Schedule
6. Old or New Business
7. Public Comments
8. Next Meeting - TBD
9. Adjourn

Chairman James Potter



2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	5/26/2016
Re:	School Building Committee Meeting	Meeting No:	18
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
18.1	Record	Call to Order, 6:30 PM, meeting opened.
18.2	Record	A motion was made by C. Hyldburg and seconded by M. McClain to approve the 5/12/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
18.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 5/31/16, attached.
18.4	Record	<p>J. Seeley reviewed FAI Amendment No. 5, dated 5/26/16 for Transportation Consultancy in the amount of \$6,050.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$74,352.00.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. C. Hyldburg indicated the consultant shall include community and school administration input into the options prior to developing the final option.</li> <li>2. J. Potter indicated the consultant shall provide a presentation to the Committee on the options prior to the community presentation.</li> </ol> <p>A motion was made by P. Meier and seconded by N. Scarpato to approve FAI Amendment No. 5, dated 5/26/16 with the comments above and recommend signature by T. Guerino. No discussion, motion passed unanimous.</p>
18.5	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework in the next phase.
18.6	Record	P. Meier indicated the meeting with the Council on Aging on 5/19/16 went well.
18.7	Record	C. Hyldburg indicated the meeting with the Capital Outlay Committee on 5/18/16 went well.
18.8	J. Potter S. Lamarche	<p>J. Potter indicated he is awaiting direction from Town Counsel if the High School capacity analysis can be added to the scope of the Committee.</p> <p>S. Lamarche to write a letter to MSBA requesting direction if the analysis, performed by FAI, would be reimbursable, once direction is received from Town Counsel.</p>
18.9	Record	J. Seeley distributed and reviewed the cost estimate for the toilet room renovation for the three Bournedale Kindergarten rooms under Option 5A prepared by FAI, attached.
18.10	Record	<p>J. Seeley distributed and reviewed the summary fact sheet of Option 5A, attached.</p> <p>A Motion was made by P. Meier and seconded by M. Coggeshall to approve the PSR Submittal and authorize submission to the MSBA. No discussion, voted unanimously.</p>
18.11	J. Seeley	<p>J. Seeley distributed and reviewed the draft Committee Meeting's schedule for the Schematic Design phase. The schedule is acceptable with the following changes:</p> <ol style="list-style-type: none"> <li>1. Change Community Forum No. 9 date to September 20, 2016</li> <li>2. Change start time for the September 22, 2016 Committee meeting to 7:00PM</li> </ol> <p>J. Seeley to finalize and coordinate with BourneTV for taping.</p>

Item #	Action	Discussion
18.12	Record	<p>Old or New Business:</p> <ol style="list-style-type: none"><li>1. P. Meier indicated there has been some discussion in the community relative to a grade configuration option of PK-2, grade 3-7 and grade 8-12.</li><li>2. N. Scarpato indicated additional means of Community Outreach need to be implemented in the next phase.</li><li>3. P. Meier suggested a project Facebook page be created.</li><li>4. J. Norton indicated she will take the lead in developing a video tour of the existing Peebles that can be posted on the project website page as well as any Facebook page that may be created.</li><li>5. B. Meier suggested providing tours of the Peebles on a Saturday or two for community members.</li></ol>
18.13	Record	<p>Next <b>SBC Meeting: June 30, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.</p>
18.14	Record	<p>A Motion was made by P. Meier and seconded by M. McClain to adjourn the meeting. No discussion, voted unanimously.</p>

Attachments: Agenda, Project Budget Status Report, FAI Amendment No. 5, Cost Estimate for the toilet room renovation, Summary Fact Sheet of Option 5A

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: JUNE 30, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review MSBA PSR Comments
5. Review MSBA FAS Meeting
6. Prepare for July 20, 2016 MSBA Board Meeting
7. High School Capacity Study
8. Old or New Business
9. Public Comments
10. Next Meeting – July 21, 2016
11. Adjourn

Chairman James Potter

**RECEIVED**  
**2016 JUN 23 AM 11:15**  
**TOWN CLERK BOURNE**

RECEIVED

SMMA

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	6/30/2016
Re:	School Building Committee Meeting	Meeting No:	19
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
19.1	Record	Call to Order, 6:30 PM, meeting opened.
19.2	Record	A motion was made by P. Meier and seconded by R. Lavoie to approve the 5/26/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
19.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 5/31/16, attached.
19.4	Record	J. Seeley reviewed SMMA Amendment No. 1, dated 6/30/16 for the Independent Schematic Design Cost Estimate in the amount of \$12,100.00 to be charged against ProPay Code budget 0001-0000, which has a balance of \$20,000.00.  A motion was made by P. Meier and seconded by R. Lavoie to approve SMMA Amendment No. 1, dated 6/30/16 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
19.5	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework in the Schematic Design phase.
19.6	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the project website page as well as any Facebook page that may be created.
19.7	K. Kovacs S. Lamarche E. Donoghue J. Seeley	J. Seeley distributed and reviewed the MSBA comments to the PSR Submission, dated 6/22/16 and attached. K. Kovacs, S. Lamarche, E. Donoghue and J. Seeley to develop the response and submit to MSBA by 7/6/26.
19.8	Record	F. Howe provided a summary of the MSBA FAS meeting held on 6/29/16 at the MSBA to review the PSR Submission. Attending were P. Meier, F. Howe, C. Hyldburg, S. Lamarche, E. Donoghue, K. Kovacs and J. Seeley. K. Kovacs provided a summary of the presentation, attached.  At the close of the meeting, MSBA staff indicated they would be recommending approval of the submission, Option 5A, to the MSBA Board at the 7/20/16 Board meeting.
19.9	Committee	J. Seeley provided an overview of the 7/20/16 MSBA Board meeting. The Committee is to decide who will be attending. The MSBA will issue directions relative to the meeting over the upcoming weeks.
19.10	S. Lamarche	J. Seeley distributed and reviewed the opinion letter from Town Counsel, dated 5/27/16 and attached, providing direction that an analysis of the High School capacity can be added to the scope of the study. E. Donoghue from the MCPPO perspective, the added scope can be performed by FAI.  S. Lamarche to write a letter to MSBA requesting direction if the analysis, performed by FAI, would be reimbursable.
19.11	K. Kovacs	The scope of the High School capacity analysis was discussed. The analysis is to include the impact to building and accessibility codes, hazardous materials, building systems and

Item #	Action	Discussion
		envelope, enrollment projections and educational curriculum relative to the High School's capacity. K. Kovacs to submit a fee proposal for the analysis for approval at the next Committee meeting.
19.12	Committee	J. Seeley distributed and reviewed a draft FAQ sheet, dated 6/30/16 attached. The Committee to review for discussion at the next Committee meeting.
19.13	Record	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>1. P. Meier asked if the School Committee has determined who will be their representatives on the Committee? <i>N. Scarpato indicated the School Committee will determine by the next Committee meeting.</i></li> <li>2. P. Meier indicated this is J. Nelson's last Committee meeting and thanked him for his service. J. Nelson may be interested in staying involved with the Committee as a resident knowledgeable with construction.</li> </ol>
19.14	Record	Next <b>SBC Meeting: July 21, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
19.15	Record	A Motion was made by P. Meier and seconded by N. Scarpato to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, SMMA Amendment No. 1, MSBA PSR Comments, Town Counsel Opinion Letter, Powerpoint presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**RECEIVED**

**SCHOOL BUILDING COMMITTEE**

**2016 JUL 18 PM 2:10**

**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY TOWN CLERK BOURNE**

**DATE: JULY 21, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review MSBA Board Meeting
5. Review Schematic Design Phase Schedule and Deliverables
6. Review Town Meeting Vote Schedule
7. Preliminary Transportation Findings
8. Review Draft FAQ
9. Old or New Business
10. Public Comments
11. Next Meeting – August 4, 2016
12. Adjourn

**Chairman James Potter**



**RECEIVED**

**SCHOOL BUILDING COMMITTEE** 2016 JUL 25 PM 12:53

**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY BOURNE**  
TOWN CLERK BOURNE

**DATE: JULY 28, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review MSBA Board Meeting
5. Review Schematic Design Phase Schedule and Deliverables
6. Review Town Meeting Vote Schedule
7. Preliminary Transportation Findings
8. Review Draft FAQ
9. Old or New Business
10. Public Comments
11. Next Meeting – August 4, 2016
12. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:55

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	7/28/2016
Re:	School Building Committee Meeting	Meeting No:	20
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Jim Flahive	Flahive Consulting	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
20.1	Record	Call to Order, 6:30 PM, meeting opened.
20.2	Record	A motion was made by P. Meier and seconded by N. Scarpato to approve the 6/30/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
20.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 6/30/16, attached.
20.4	Record	J. Seeley reviewed FAI Amendment No. 6, dated 7/21/16 for supplemental geotechnical investigation on the Peebles site in the amount of \$4,455.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$68,302.00.  A motion was made by P. Meier and seconded by R. Lavoie to approve FAI Amendment No. 6, dated 7/21/16 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
20.5	K. Kovacs	K. Kovacs distributed and reviewed scope tasks 1, 2 and 3 for the High School capacity analysis and associated fees, dated 7/18/16 and attached.  Committee Discussion:  <ol style="list-style-type: none"> <li>1. W. Meier expressed concern that the enrollment projection information should remain with the school administration and not the project.</li> <li>2. R. Lavoie indicated the information is useful to understand the entire district.</li> <li>3. S. Lamarche indicated the analysis is needed to assist the Committee in its discussion with the community on why Option 5A is needed.</li> <li>4. J. Potter indicated task 2 does not appear to be required for the analysis. <i>R. Lavoie indicated task 3 can't be performed accurately without completing task 2.</i></li> </ol> A motion was made by P. Meier and seconded by R. Lavoie to approve tasks 1, 2 and 3 for the scope of the High School capacity analysis and request FAI to submit a formal amendment. No discussion, motion passed 5 in favor and 1 against.
20.6	S. Lamarche J. Seeley	J. Seeley to write a letter for S. Lamarche to MSBA requesting direction if the High School capacity analysis, performed by FAI, would be reimbursable.
20.7	Record	J. Seeley reviewed the potential Town self-performed sitework for Option 5A relative to the resignation of the Director of Facilities.  Committee Discussion:  <ol style="list-style-type: none"> <li>1. P. Meier indicated the position would potentially not be filled until after the fall Special Town Meeting.</li> </ol> After discussion, the Committee decided to complete the Schematic Design phase scope and cost estimates with the contractor performing the sitework.

Item #	Action	Discussion
20.8	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the project website page as well as any Facebook page that may be created.
20.9	Record	J. Seeley distributed and reviewed the response to the MSBA comments on the PSR Submission, dated 7/6/16 and attached.
20.10	P. Meier J. Potter	<p>Update on Committee Membership</p> <ol style="list-style-type: none"> <li>1. N. Scarpato provided an update on the School Committee representatives to the Committee. C. Hyldburg and N. Scarpato will be the representatives, M. McClain will no longer be on the Committee.</li> <li>2. J. Potter indicated M. Coggeshall has resigned from the Committee.</li> <li>3. W. Meier asked if the MSBA will require full membership? <i>J. Seeley indicated the MSBA will require the positions to be filled and that they understand changes will occur during the course of the project.</i></li> <li>4. J. Potter to follow-up with the Town Moderator to fill the 2 vacant Member-at-Large vacancies.</li> <li>5. P. Meier to follow-up with the Town Administrator to fill the Facilities Director vacancy.</li> </ol>
20.11	J. Flahive K. Kovacs	<p>K. Kovacs and J. Flahive presented and reviewed a draft bus transportation plan for Option 5A, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche asked what percentage of communities utilize a Tier 2 or Tier 3 bussing plan? <i>J. Flahive indicated about 80% utilize a Tier 3 plan.</i></li> <li>2. S. Lamarche asked if there is an industry standard for average bus time durations? <i>J. Flahive indicated the maximum bus time duration per the State is one hour.</i></li> <li>3. R. Lavoie asked if Option 1 changes current school start/end times? <i>J. Flahive indicated yes, the Middle School start would change from 8:00am to 7:20am and Peebles would change from 9:00am to 8:00am.</i></li> <li>4. E. Donoghue indicated the Bournedale start change from 9:00am to 9:15am does not reflect a change, since currently the busses frequently arrive at 9:15am.</li> <li>5. The Committee decided to eliminate Option 2 as impractical.</li> <li>6. J. Flahive to add a 2 Tier Option for review.</li> <li>7. J. Flahive to review what the change in bus time durations may be in Option 1 per grade against the current durations.</li> <li>8. J. Flahive to review the impact of utilizing more 77 foot busses than currently utilized.</li> <li>9. J. Flahive to review impact of changing the Middle School start time to 7:30am.</li> </ol>

Item #	Action	Discussion
20.12	Record	K. Kovacs reviewed the 7/20/16 MSBA Board vote, attached, to approve Option 5A proceeding into Schematic Design, which will convert Bournedale to a District-wide grades PreK – 2 elementary school, construct a new District-wide grades 3-5 elementary school at the Peebles site, and return the 5 <sup>th</sup> grade to the elementary school. The reimbursement for the building construction will increase from \$299/sf to \$312/sf and the MSBA has indicated the appropriation voting may occur beyond the 120 duration.
20.13	Record	J. Seeley distributed and reviewed the SBC Meetings Schedule and Agenda, dated 7/22/16 attached.
20.14	J. Potter P. Meier	<p>J. Seeley distributed and reviewed a draft project schedule based on a May 2017 appropriation vote, attached. The May 2017 appropriation vote was brought up at the 5/18/16 Capital Outlay Meeting in which it was discussed possibly delaying the fall 2016 appropriation vote to coincide with the new Police Station construction vote at the 2017 Annual Town Meeting. Based on a May 2017 appropriation vote, construction would commence in summer 2018 and building move-in would occur in December 2019.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter indicated only the Selectmen can make the decision on what warrants are brought before Town Meeting and whether or not to combine with the Police Station.</li> <li>2. P. Meier indicated the Selectmen have scheduled a 2016 Special Town Meeting for 10/3/16 and the deadline for warrants to be submitted to the Selectmen is 8/20/16.</li> <li>3. J. Potter indicated the project cost escalation between a 2016 fall appropriation and a 2017 May appropriation will be several hundreds of thousands of dollars increase to the project.</li> <li>4. The Committee indicated the appropriation vote should not be delayed and be placed on the 10/3/16 Special Town Meeting. P. Meier will submit a placeholder warrant for the project.</li> <li>5. J. Potter will contact the Town Clerk relative to a Ballot vote being scheduled within 90 days after the 10/3/16 Special Town Meeting.</li> </ol>
20.15	Committee	J. Seeley distributed and reviewed a draft FAQ sheet, dated 6/30/16 attached. The Committee to review for discussion at the next Committee meeting.
20.16	P. Meier R. Lavoie	<p>Old or New Business:</p> <ol style="list-style-type: none"> <li>1. P. Meier to request the Selectmen to schedule the Committee to present the project to them at the 8/23/16 Selectmen Meeting.</li> <li>2. R. Lavoie to request the Finance Committee to schedule the Committee to present the project to them at the next Finance Committee Meeting.</li> <li>3. P. Meier will confirm if any State agency is required to approve the ballot language in addition to MSBA.</li> </ol>

Project: Peebles Elementary School Feasibility Study

Meeting Date: 7/28/2016

Meeting No.: 20

Page No.: 5

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Item #	Action	Discussion
20.17	Record	Next <b>SBC Meeting: August 4, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
20.18	Record	A Motion was made by P. Meier and seconded by W. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, FAI Amendment No. 6, High School capacity analysis scope, District response to MSBA PSR Comments, MSBA Board Approval Letter, SBC Meetings Schedule and Agenda, Draft Bussing Plan, Draft project schedule based on a May 2017 appropriation vote, Draft FAQ sheet, Powerpoint presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

JGS/sat/P:\2015\15041\04-MEETINGS\4.3 Mtg\_Notes\3-School Building  
Committee\2016\20\_28July2016\Schoolbuildingcommitteemeeting\_28July2016\_FINAL.Docx

RECEIVED

SCHOOL BUILDING COMMITTEE

PM 2:16

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: AUGUST 4, 2016

TIME: 6:30 PM

PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

AGENDA

- 
1. Call to Order
  2. Approval of Minutes
  3. Approval of Invoices and Commitments
  4. Town Meeting Vote Schedule Status
  5. Review Updated Site Plan, Floor Plans and Preliminary Exterior Elevations
  6. Review CM at Risk Process
  7. Review Draft FAQ
  8. Prepare for Community Forum No. 8
  9. Old or New Business
  10. Public Comments
  11. Next Meeting – August 18, 2016
  12. Adjourn

Chairman James Potter

RECEIVED

SMMA

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	8/4/2016
Re:	School Building Committee Meeting	Meeting No:	21
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	



Item #	Action	Discussion
21.1	Record	Call to Order, 6:30 PM, meeting opened.
21.2	Record	J. Potter introduced D. Buckley as a new Committee member.
21.3	Record	A motion was made by P. Meier and seconded by N. Scarpato to approve the 7/28/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
21.4	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 7/30/16, attached.
21.5	Record	J. Seeley reviewed FAI Amendment No. 7, dated 8/4/16 for the high school capacity review in the amount of \$19,125.00 to be charged against ProPay Code budget 0004-0000, which has a balance of \$109,327.87.  A motion was made by P. Meier and seconded by C. Hyldburg to approve FAI Amendment No. 7, dated 8/4/16 and recommend signature by T. Guerino. No discussion, motion passed five in favor and one against.
21.6	Record	J. Seeley reviewed FAI Amendment No. 8, dated 8/4/16 for the fire hydrant flow test in the amount of \$1,650.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$63,847.00.  A motion was made by P. Meier and seconded by C. Hyldburg to approve FAI Amendment No. 8, dated 8/4/16 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
21.7	Record	Warrant No. 10 was reviewed. A motion was made by P. Meier and seconded by N. Scarpato to approve Warrant No. 10. No discussion, motion passed unanimous.
21.8	S. Lamarche J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
21.9	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the Town's project website page as well as any Facebook page that may be created.
21.10	P. Meier J. Potter	Update on Committee Membership  1. J. Potter to follow-up with the Town Moderator to fill the one Member-at-Large vacancy.  2. P. Meier to follow-up with the Town Administrator to fill the Facilities Director vacancy.
21.11	J. Flahive K. Kovacs	K. Kovacs and J. Flahive to update the bus transportation presentation for Community Forum No. 8.
21.12	P. Meier	J. Seeley reviewed the conference call between MSBA and P. Meier, C. Hyldburg, E. Donoghue and J. Seeley on 8/3/16 to discuss the MSBA process relative to scheduling the appropriation vote for the 2016 Special Town Meeting. The MSBA provided the specific

Item #	Action	Discussion
		language for the Town Meeting Article and the Ballot vote, attached, that the Town is required to use for the project. P. Meier to review and finalize with Town Counsel.
21.13	P. Meier	P. Meier indicated the Selectmen will be meeting on August 9, 2016 to set the date for the 2016 Special Town Meeting, which will be either 10/3/16 or 10/17/16. P. Meier will submit a placeholder warrant for the project.
21.14	J. Potter	J. Potter will contact the Town Clerk relative to a Ballot vote being scheduled within 90 days after the Special Town Meeting, either 10/3/16 or 10/17/16.
21.15	P. Meier	P. Meier will confirm if any State agency is required to approve the ballot language in addition to MSBA.
21.16	P. Meier	P. Meier to request the Selectmen to schedule the Committee to present the project to them at the 8/23/16 Selectmen Meeting.
21.17	R. Lavoie	R. Lavoie to request the Finance Committee to schedule the Committee to present the project to them at the next Finance Committee Meeting.
21.18	K. Kovacs	<p>K. Kovacs presented the updated site plan, floor plans and building exterior model and powerpoint, attached, for discussion and review.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if the eight bus drop-off/pick-up queue line was sufficient? <i>K. Kovacs indicated the final queue line will be determined once the bus transportation tier is finalized.</i></li> <li>2. C. Hyldburg asked where will the remaining busses stage until the initial 8 bus queue line exits and they can enter the queue line? <i>E. Donoghue indicated the busses arrive in waves, therefore the amount of busses to be staged may be lessened. K. Kovacs indicated the busses could stage at the parking lot adjacent to the relocated tennis courts.</i></li> <li>3. C. Hyldburg indicated concern with the extent of shrubbery and trees adjacent to the parent drop-off/pick-up queue line. <i>K. Kovacs will review and address.</i></li> <li>4. P. Meier asked to have low water consumption vegetation and review if an irrigation well can be provided for irrigation in lieu of municipal water. <i>K. Kovacs will review.</i></li> <li>5. W. Meier indicated concern with the storm drainage and possible impact to the football field. <i>K. Kovacs will review.</i></li> <li>6. J. Potter asked if there would be a benefit to swap the gymnasium and cafeteria in the floor plan. <i>K. Kovacs will review.</i></li> <li>7. D. Buckley asked if there are sufficient toilet rooms being provided? <i>K. Kovacs will review.</i></li> </ol>

Item #	Action	Discussion
		<p>8. P. Meier asked what security measures are included in the design?  <i>K. Kovacs indicated active systems for CCTV, access control and intrusion control are being provided, along with passive design such as good sight lines, controlled single-point entry, avoiding nooks and crannies. K. Kovacs to schedule a meeting with the Bourne Police and Fire Departments to review the design.</i></p> <p>9. J. Potter asked if the classroom wing can have a sloped roof similar to the gymnasium and cafeteria roof?  <i>K. Kovacs indicated the classroom wing has multiple HVAC units on the roof, further the depth of the wing makes a similar sloped roof cost prohibitive.</i></p> <p>10. P. Meier asked how would a future classroom addition be addressed?  <i>K. Kovacs will review.</i></p> <p>11. W. Meier asked if K. Kovacs can provide a listing of schools that have used these same exterior building materials, located within a reasonable distance from Bourne, for Committee members to visit.  <i>K. Kovacs will provide.</i></p> <p>12. P. Meier asked if the school will be an emergency shelter?  <i>K. Kovacs indicated no, not an emergency shelter as defined by FEMA, but the building will be provided with an emergency generator that will be sized to allow some portions of the building to be utilized as a warming shelter.</i></p> <p>The Committee indicated that the site plan, floor plans and exterior model design are headed in the right direction and requested FAI to continue in their development.</p>
21.19	Record	<p>J. Seeley presented and reviewed a powerpoint, attached, providing a comparison of the CM at Risk approach to the Traditional General Contractor approach.</p> <p>Committee Discussion:</p> <p>1. D. Buckley asked if the Town has utilized the CM at Risk approach before on any projects?  <i>E. Donoghue and P. Meier indicated no.</i></p> <p>2. C. Hyldburg asked will the Traditional General Contractor approach provide sufficient oversight of the construction?  <i>J. Seeley indicated yes, the level provided by the Traditional General Contractor approach relative to the complexity and size of this project would be sufficient. W. Meier indicated the quality of the construction work is based so much on the quality of the Architect's drawings.</i></p> <p>3. P. Meier indicated the former DPW Director would have also checked the drawings, and that the new Director may also.</p> <p>The Committee provided direction to proceed with the Traditional General Contractor approach.</p>
21.20	J. Seeley	J. Seeley distributed and reviewed a draft FAQ sheet, dated 6/30/16 and attached.

Item #	Action	Discussion
	K. Kovacs	<p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. C. Hyldburg asked that the responses to question no.s 13 and 14 be expanded to include not only the monetary impact and loss of a potential \$14 million State grant, but also the negative impact to teaching and learning by the Bourne children.</li> <li>2. K. Anderson asked to include have an explanation of the MSBA and it's role in the process.</li> <li>3. J. Potter asked that the response to question no. 20 be expanded to include the two-step voting process required, first the Special Town Meeting vote and then second, the Special Election Ballot vote.</li> <li>4. J. Potter asked to include an explanation of how long the Town has been working on the Peebles Feasibility study.</li> </ol> <p>K. Kovacs and J. Seeley to update for Committee review.</p>
21.21	K. Kovacs J. Seeley E. Donoghue	<p>K. Kovacs distributed and reviewed the draft Flyer for Community Forum No. 8 for review.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. N. Scarpato asked the bus transportation topic be added to the flyer.</li> <li>2. K. Anderson indicated the date needs to be corrected.</li> </ol> <p>K. Kovacs to update the flyer and email to the Committee for distribution and deliver 6 poster boards to E. Donoghue for distribution. J. Seeley to post the flyer on the Town's project website page and BourneTV.</p>
21.22	Record	Old or New Business: None
21.23	Record	Next <b>SBC Meeting: August 18, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
21.24	Record	A Motion was made by P. Meier and seconded by W. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, FAI Amendment No.s 7 and 8, MSBA Town Meeting Article and the Ballot Vote Language, CM at Risk and Traditional General Contractor comparison, Draft FAQ sheet, Powerpoint presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

2016 AUG 12 AM 9 58

SCHOOL BUILDING COMMITTEE

TOWN CLERK'S OFFICE PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

BOURNE, MASS

DATE: AUGUST 18, 2016

TIME: 6:30 PM

PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Town Meeting Vote Schedule Status
5. Review Community Meeting No. 8 Findings
6. Review Progress Site Plan, Floor Plans and Elevations
7. Review Preliminary Technology Systems
8. Review Preliminary FF&E Layouts
9. Review Mechanical and Electrical Systems
10. Review Sustainable Design Features
11. Prepare for Selectmen's Meeting Presentation on August 23, 2016
12. Old or New Business
13. Public Comments
14. Next Meeting – September 8, 2016
15. Adjourn

Chairman James Potter

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2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 8/18/2016  
 Re: School Building Committee Meeting      Meeting No: 22  
 Location: Bourne Veteran's Memorial Community Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meler	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
22.1	Record	Call to Order, 6:30 PM, meeting opened.
22.2	Record	A motion was made by F. Howe and seconded by R. Lavoie to approve the 8/4/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
22.3	J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
22.4	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the Town's project website page as well as any Facebook page that may be created.
22.5	P. Meier J. Potter	Update on Committee Membership <ol style="list-style-type: none"> <li>1. J. Potter to follow-up with the Town Moderator to fill the one Member-at-Large vacancy.</li> <li>2. P. Meier to follow-up with the Town Administrator to fill the Facilities Director vacancy.</li> </ol>
22.6	P. Meier J. Seeley	P. Meier to follow-up with Town Counsel on the specific language for the Town Meeting Warrant and the Ballot vote and forward to J. Seeley to send to MSBA for approval.
22.7	Record	The Selectmen set the date for the 2016 Special Town Meeting for 10/17/16 and the Special Election Ballot vote for 12/6/16.
22.8	P. Meier	P. Meier will confirm if any State agency is required to approve the Ballot vote language in addition to MSBA.
22.9	Record	The Selectmen scheduled the Committee to present the project to them at their 8/23/16 Selectmen Meeting.  Committee Discussion: <ol style="list-style-type: none"> <li>1. R. Lavoie asked if the Committee is seeking a vote by the Selectmen at the 8/23/16 meeting? <i>J. Potter indicated no, this is an informational meeting to the Selectmen on the project. The Selectmen in the future will vote relative to including the Project on the Special Town Meeting warrant.</i></li> <li>2. The presentation format was reviewed. J. Potter to present the purpose of the study, K. Kovacs to present the Peebles existing conditions and the new building design, S. Lamarche to present the community and educational benefits and J. Seeley to present the schedule and budget.</li> <li>3. R. Lavoie requested the presentation clearly articulate the exterior wall collapse and sinking structure issues at the existing Peebles.</li> </ol>
22.10	Record	The Finance Committee scheduled the Committee to present the project to them at their 9/19/16 Finance Committee Meeting.
22.11	J. Seeley	J. Seeley distributed and reviewed a Community Outreach Strategies Outline, attached. The Committee discussed potential meetings and presentations to be made by the

Item #	Action	Discussion
		<p>Committee in the next two months. Some Committee members will be the champion to organize and schedule.</p> <p>The following is the preliminary list:</p> <ol style="list-style-type: none"> <li>1. Peebles ES Open House</li> <li>2. Boumedale ES Open House</li> <li>3. Middle School Back to School Night</li> <li>4. BATV Interview</li> <li>5. Peebles ES Back to School Night</li> <li>6. Boumedale ES Back to School Night</li> <li>7. High School Back to School Night</li> <li>8. Bourne PTA</li> <li>9. Rotary Club</li> <li>10. Pocasset Village Association</li> <li>11. Cataumet Civic Association</li> <li>12. Sagamore Highlands Association</li> <li>13. Council on Aging</li> </ol> <p>Each champion to provide J. Seeley the dates of the meetings and presentations. J. Seeley to create a running schedule and send to the Committee.</p>
22.12	K. Kovacs J. Seeley	K. Kovacs and J. Seeley to update the draft FAQ sheet for Committee review.
22.13	Record	<p>J. Potter led a discussion on the Community Forum No. 8.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. E. Donoghue indicated the Bourne Enterprise contacted him after the Forum for an upcoming article.</li> </ol>
22.14	Record	<p>J. Seeley reviewed the updated MSBA base reimbursement and maintenance reimbursement percentages for the project. Both have increased, reflecting a 1.79% increase in reimbursement. Coupled with MSBA's recent increase in the building per square foot reimbursement from \$299/SF to \$312/SF, this calculates to an estimated MSBA grant of \$15.23 million as shown on the draft Total Project Budget form, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. R. Lavoie asked if the MSBA increases the building per square foot reimbursement every year and is it based on State-wide costs? <i>J. Seeley indicated no, the MSBA does not increase the building per square foot reimbursement every year, but has the last three years to respond to the State-wide construction market.</i></li> </ol>
22.15	K. Kovacs	<p>K. Kovacs presented the updated site plan, floor plans, building elevations, FFE, Educational Technology, Sustainable Design and HVAC, Plumbing and Electrical systems design powerpoint, attached, for discussion and review.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Potter asked if the tennis courts could be funded under the CPA?</li> </ol>



Item #	Action	Discussion
		<p><i>W. Meier recommended the courts remain in the project. K. Kovacs indicated the courts would be out of commission for the two years of construction.</i></p> <p>2. R. Lavoie asked if there is a connection from Peebles to the High School? <i>K. Kovacs indicated yes, the loop road connects to the High School entry drive, but will have a gate to control traffic.</i></p> <p>3. R. Lavoie asked if the playground area is accessible? <i>K. Kovacs indicated yes.</i></p> <p>4. R. Lavoie asked if the HVAC system will be similar to the Boumedale ES displacement system? <i>K. Kovacs indicated yes.</i></p> <p>5. J. Potter asked if <i>Sound Board</i> could be used in lieu of the double layer of drywall and achieve similar acoustical performance? <i>K. Kovacs will review.</i></p> <p>6. N. Scarpato asked if interconnecting doors can be provided between the classrooms? <i>K. Kovacs will provide.</i></p> <p>7. D. Buckley asked if overhead wall cabinets can be provided over the countertop to provide for additional teacher storage? <i>K. Kovacs will provide.</i></p> <p>8. J. Potter asked if an alternative to the gray zinc shingle can be reviewed to provide for a brighter exterior appearance? <i>K. Kovacs will review.</i></p> <p>9. W. Meier asked if <i>Multi-Pac</i> boilers similar to the DPW building can be provided in lieu of the condensing boilers? <i>K. Kovacs will review.</i></p> <p>10. J. Potter asked if the classroom wing HVAC units can be placed under the sloped roofs similar to the gymnasium/cafeteria wing? <i>K. Kovacs will review.</i></p> <p>11. R. Lavoie asked if the existing wastewater treatment plant can accommodate the new Peebles school? <i>K. Kovacs indicated yes, there is capacity in the existing system.</i></p> <p>FAI to follow-up for the next Committee meeting and continue with the project's development.</p>
22.16	Record	K. Kovacs presented and reviewed the bus transportation travel analysis, attached.
22.17	J. Seeley	<p>Old or New Business:</p> <p>1. S. Lamarche requested that the Committee add a meeting on 9/1/16 to better prepare and plan for the community outreach program. <i>J. Seeley to coordinate with the Community Center and BourneTV.</i></p>

Item #	Action	Discussion
		<ol style="list-style-type: none"><li>2. S. Lamarche requested that the Committee develop a clear message on the need and benefits of the project. S. Lamarche, E. Carpenito, K. Anderson, K. Kovacs and J. Seeley to develop. <i>J. Seeley to schedule a conference call to discuss.</i></li><li>3. J. Potter requested that additional Community Forums be scheduled for after the Special Town Meeting. <i>J. Seeley to schedule.</i></li></ol>
22.18	Record	Next <b>SBC Meeting: September 1, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
22.19	Record	A Motion was made by W. Meier and seconded by S. Lamarche to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Meetings Schedule, Draft Community Outreach Strategies Outline, Draft Total Project Budget Form, Bus Transportation Travel Analysis, Powerpoint presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

2016 AUG 25 PM 4 28

**SCHOOL BUILDING COMMITTEE**

**TOWN CLERK'S PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**BOURNE, MASS**

**DATE: SEPTEMBER 1, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Community Outreach Update
  - August 23, 2016 Board of Selectmen Meeting Review
  - School Building Committee website discussion
  - BourneTV Moderator
  - Review Dates
5. Design Update
6. Prepare for Capital Outlay Meeting on September 14, 2016
7. Old or New Business
8. Public Comments
9. Next Meeting – September 8, 2016 – Confirm time: 6:30PM or 7:00PM
10. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study Project No.: 15041  
 Prepared by: Joel Seeley Meeting Date: 9/1/2016  
 Re: School Building Committee Meeting Meeting No: 23  
 Location: Bourne Veteran's Memorial Community Center Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
✓	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

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Item #	Action	Discussion
23.1	Record	Call to Order, 6:30 PM, meeting opened.
23.2	Record	A motion was made by F. Howe and seconded by S. Lamarche to approve the 8/18/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
23.3	Record	J. Seeley distributed and reviewed FSA Budget Revision Request No. 2, dated 9/1/16 re-allocating \$19,125.00 from the Other (Owner's Contingency) budget to the Architect/Engineer budget for the high school capacity analysis. A motion was made by P. Meier and seconded by F. Howe to approve FSA Budget Revision Request No. 2, dated 9/1/16. No discussion, motion passed unanimous.
23.4	J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
23.5	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the Town's project website page as well as any Facebook page that may be created.
23.6	P. Meier J. Potter	Update on Committee Membership 1. J. Potter to follow-up with the Town Moderator to fill the one Member-at-Large vacancy. 2. P. Meier to follow-up with the Town Administrator to fill the Facilities Director vacancy.
23.7	J. Seeley	P. Meier forwarded the Town Meeting Warrant and the Ballot vote language to J. Seeley, who forwarded to MSBA for approval. J. Seeley will follow-up with MSBA.
23.8	P. Meier	P. Meier will confirm if any State agency is required to approve the Ballot vote language in addition to MSBA.
23.9	Record	J. Potter provided an overview of the 8/23/16 Selectmen Meeting. The Selectmen voted unanimously to support the 10/17/16 Special Town Meeting Article for the Project. Committee Discussion: 1. S. Lamarche requested future presentations clarify that the MSBA will reimburse 43.84% of the cost of the Feasibility Study and that if the Town does not approve the Project, any future Feasibility Study will be 100% paid for by the Town. 2. S. Lamarche requested that future presentations stress that the Project is not in competition with the Police Department project, it is in competition with other Districts across the State seeking MSBA grants for their projects. 3. J. Potter indicated the meeting went very well, 2014 Special Town Meeting voted to have this study done and to bring the solution for Peebles to Town Meeting. 4. P. Meier indicated the presentation was well done and it was clear the process has been very transparent, both projects are needed.

Item #	Action	Discussion
23.10	Committee S. Lamarche	<p>S. Lamarche indicated a resident has volunteered and created the <i>New Bourne School Building Project</i> website – <a href="http://www.bogoforbourne.weebly.com">www.bogoforbourne.weebly.com</a> The website will launch over the weekend.</p> <p>Committee members are encouraged to view the site and send any feedback to S. Lamarche, who has volunteered to be the liaison with the resident.</p>
23.11	Committee J. Seeley	<p>S. Lamarche indicated that many in the community do not realize the broad make-up of the Committee. To help inform the community, S. Lamarche asked if each Committee member can write a brief biography of themselves for the project site, answering the three following questions:</p> <ol style="list-style-type: none"> <li>1. How long have you been a resident in Bourne?</li> <li>2. What aspect of the Town do you represent? (ie Parent, Selectmen, Finance Committee, etc)</li> <li>3. Why is the Peebles Project important?</li> </ol> <p>Committee members to email J. Seeley with their biographies to compile. J. Seeley to email the Committee members not in attendance and request the information.</p>
23.12	C. Hyldburg	<p>C. Hyldburg indicated a resident has volunteered to organize a PAC and be the treasurer. The resident has been in contact with OCPF and is scheduled to organize with the State by 9/9/16. SBC members that are residents can join the PAC as residents, not SBC members.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. F. Howe indicated PACs have been established for prior projects.</li> </ol>
23.13	S. Lamarche	<p>S. Lamarche indicated he met with the Bourne PTA and they have expressed strong interest in supporting the project. The PTA will be attending Community Forum No. 9 at the Peebles School.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. Meier indicated Bourne PTA support is important.</li> <li>2. C. Hyldburg indicated the support needs to be Town-Wide, not just from the PTA. This is a Town-Wide project.</li> </ol>
23.14	C. Hyldburg	<p>C. Hyldburg indicated he is working on a comprehensive video that can be posted on the project website and social media. The video will indicate the existing conditions and need, the design, schedule, cost and why the project is important to all of Bourne.</p>
23.15	S. Lamarche	<p>S. Lamarche indicated he was interviewed for <i>Upfront with Linda Zuern</i> on Bourne Community Television. The interview will be broadcast on the following times:</p> <ol style="list-style-type: none"> <li>1. BTV 13: Sat at 11am and Sun at 5pm</li> <li>2. BTV 14: Fri at 8am and 7:30pm, Sun at 12:30pm, Tues at 4pm and Thurs at 1pm and 5:30pm</li> </ol> <p>The interview is also on the Bourne Community Television Youtube page and Facebook page.</p>

Item #	Action	Discussion
23.16	J. Seeley	<p>J. Seeley distributed and reviewed the updated Roadshow Schedule, dated 8/23/16 and attached. The Committee champions updated their meetings information. J. Seeley to update the schedule and issue to the Committee.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. N. Scarpato indicated social media is also important to get the message out. A project Facebook page needs to be created. The message has to be personal, making sure that the community understands the benefits of the project.</li> <li>2. E. Carpenito indicated the message also needs to indicate the implications of a failed vote.</li> <li>3. W. Meier indicated the 2009 Cecil Report indicated the priority of the town's projects and that the Police Department building was passed over by the DPW building.</li> <li>4. P. Meier indicated the project will only be more expensive the longer the Town waits to undertake it.</li> <li>5. J. Potter indicated the Town needs to understand that they would lose a \$15 million grant if the vote fails.</li> <li>6. F. Howe indicated the presentations need to indicate the Peebles School has been studied since the early 1990's, at that time the building was aged and had significant structural issues.</li> </ol>
23.17	J. Seeley	<p>J. Seeley distributed and reviewed a draft Bourne Community Television interview outline, to be held at 2:00pm on 9/15/16, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. The Committee decided no moderator, to be a presentation format not an interview format</li> <li>2. S. Lamarche will present Part 1, K. Kovacs Part 2, C. Hyldburg and N. Scarpato Part 3, J. Seeley Part 4 and S. Lamarche Part 5.</li> <li>3. J. Seeley to update the outline and send to the speakers for review.</li> </ol>
23.18	S. Lamarche	<p>S. Lamarche to contact Bourne Community Television to possibly schedule a point-counter point discussion on the Project with J. Potter and P. Meier or another Selectmen.</p>
23.19	B. Garcia	<p>B. Garcia reviewed FAI responses to the Committee's design questions from the last two Committee meetings, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. Meier asked what the height of the building will be as it pertains to the 35 foot special permit height criteria in the bi-laws?  <i>J. Potter indicated municipal buildings may be exempt from zoning bi-laws. B. Garcia will review.</i></li> </ol>

Item #	Action	Discussion
		2. J. Potter asked if the HVAC equipment can fit under the Academic Wing sloped roof? <i>B. Garcia will review.</i>
23.20	E. Donoghue K. Kovacs J. Seeley	S. Lamarche indicated Capital Outlay has requested information prior to the 9/14/16 presentation. E. Donoghue will be providing the information. The requested information is as follows: <ol style="list-style-type: none"><li>1. Past 5 years maintenance projects</li><li>2. Projected Cashflow for the project</li><li>3. Capital projects required at Peebles if the vote fails</li></ol> J. Seeley to provide the Cashflow and K. Kovacs to assist E. Donoghue in providing the Capital projects required at Peebles if the vote fails.
23.21	Record	Old or New Business: None
23.22	Record	Next <b>SBC Meeting: September 8, 2016 at 7:00 pm</b> at the Bourne Veteran's Memorial Community Center.
23.23	Record	A Motion was made by P. Meier and seconded by N. Scarpato to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, FSA BRR No. 2, Updated FAQ, Draft BourneTV Interview Outline, Updated Roadshow Schedule, Updated Meetings Schedule, Project Handout

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes



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2017 SEP 15 AM 8:54

## PROJECT MINUTES

TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	9/8/2016
Re:	School Building Committee Meeting	Meeting No:	24
Location:	Bourne Veteran's Memorial Community Center	Time:	7:00pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
24.1	Record	Call to Order, 7:00 PM, meeting opened.
24.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 9/1/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
24.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 8/31/16, attached.
24.4	Record	Warrant No. 11 was reviewed. A motion was made by P. Meier and seconded by R. Lavoie to approve Warrant No. 11. No discussion, motion passed unanimous.
24.5	J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
24.6	J. Norton	J. Norton is taking the lead in developing a video tour of the existing Peebles that can be posted on the Town's project website page as well as any Facebook page that may be created.
24.7	P. Meier J. Potter	Update on Committee Membership <ol style="list-style-type: none"> <li>1. J. Potter to follow-up with the Town Moderator to fill the one Member-at-Large vacancy.</li> <li>2. P. Meier indicated he contacted the Town Administrator and the Facilities Director vacancy would not be filled until after Special Town Meeting.</li> </ol>
24.8	J. Seeley	J. Seeley to follow-up with MSBA on approval of the Town Meeting Warrant and the Ballot vote language.
24.9	Record	P. Meier confirmed no other State agency in addition to MSBA is required to approve the Ballot vote language.
24.10	Committee	Committee members are encouraged to view the <a href="http://www.newpeebles.weebly.com">www.newpeebles.weebly.com</a> website and send any feedback to S. Lamarche, who has volunteered to be the liaison with the resident.
24.11	J. Seeley	J. Seeley distributed and reviewed the progress Committee biographies. J. Seeley to compile the remaining Committee members' biographies and issue to the Committee and post on the Town website.
24.12	J. Potter	J. Potter to schedule a point-counter point discussion on the Project on Bourne Community Television with P. Meier or another Selectmen.
24.13	J. Seeley	J. Seeley distributed and reviewed the updated Roadshow Schedule, dated 9/8/16 and attached. The Committee champions updated their meetings information. J. Seeley to update the schedule and issue to the Committee.
24.14	Record	J. Seeley provided an update on the Middle School Open House attended by E. Carpenito, K. Anderson, K. Kovacs and J. Seeley.
24.15	Record	S. Lamarche provided an update on the Rotary Club meeting attended by C. Hyldburg and S. Lamarche.

Item #	Action	Discussion
24.16	K. Kovacs	K. Kovacs distributed and reviewed the updated flyer. K. Kovacs to email to the Committee for distribution. J. Seeley to post on the Town website.
24.17	J. Seeley	J. Seeley distributed and reviewed the updated FAQ sheet. J. Seeley to email to the Committee for distribution and post on the Town website.
24.18	J. Seeley	J. Seeley distributed and reviewed the draft Bourne Community Television interview outline, to be held at 2:00pm on 9/15/16, attached.  Committee Discussion:  1. S. Lamarche indicated he has a conflict on 9/15/16 and J. Norton will present in his place.  2. J. Seeley to update the outline and send to the speakers for review.
24.19	E. Donoghue K. Kovacs J. Seeley	E. Donoghue, K. Kovacs and J. Seeley to provide Capital Outlay the following requested information prior to the 9/14/16 presentation, past 5 years maintenance projects, projected cashflow for the project and capital projects required at Peebles if the vote fails.
24.20	J. Seeley	The Committee discussed the importance of both the new Police Department building and the new Peebles Elementary School to the Town and residents of Bourne. After Committee discussion, a motion was made by R. Lavoie and seconded by N. Scarpato to request the Board of Selectmen take an affirmative vote in support of both projects at the earliest possible date. A motion was made by S. Lamarche and seconded by P. Meier to table the motion until the next Committee meeting. No discussion, voted unanimously. J. Seeley to include in the agenda for the next Committee meeting.
24.21	K. Kovacs	K. Kovacs to provide 7 poster boards for Community Forum No. 9 to held on 9/20/16 at the Peebles School.
24.22	K. Kovacs	K. Kovacs provided a design update, including an exterior rendering and DESE submission documents for Special Education spaces. K. Kovacs to email the rendering to the Committee for distribution.
24.23	K. Kovacs J. Seeley	K. Kovacs reviewed the Schematic Design two independent Construction Cost Estimates performed by PM&C and AM Fogarty, attached, and the cost reconciliation meeting held at SMMA's office. J. Seeley distributed and reviewed the Total Project Budget form reflecting the PM&C cost estimate. The Total Project Budget increased from \$39.99 million to \$40.25 million. K. Kovacs reviewed potential scope additions and deductions.  Committee Discussion:  1. J. Potter asked did the roofing on the steeped slope rooves change to PVC? K. Kovacs indicated no, the PSR submission had PVC roofing on the steeped slope rooves.  2. R. Lavoie asked what is the purpose of increasing the emergency generator size?

Item #	Action	Discussion
		<p><i>K. Kovacs indicated it would provide additional stand-by loads, in case the school was to be used as a warming shelter. The current size accommodates life safety loads primarily.</i></p> <p>3. W. Meier indicated he would not like to see the academic wing steep slope roof deleted.</p> <p>4. W. Meier asked if in the future the project is trending to be under budget, can the granite curbing, site sign and decorative metal screen be added back into the project? <i>K. Kovacs indicated yes.</i></p> <p>5. S. Lamarche indicated he believes the Committee should not increase the project cost over the \$39.99 million.</p> <p>6. D. Buckley indicated the classroom sinks, storage units, and interconnecting doors are essential for the school.</p> <p>7. J. Potter indicated CPC funds could be explored for possibly funding the tennis courts.</p> <p>A motion was made by S. Lamarche and seconded by R. Lavoie to accept the granite curbing, site sign and decorative metal screen deductions and submit the Total Project Cost of no more than \$39.99 million to the MSBA. No discussion, voted unanimously.</p> <p>K. Kovacs and J. Seeley to update the estimates and budget and submit to the MSBA.</p>
24.24	Record	Old or New Business: None
24.25	Record	<b>Community Forum No. 9: September 20, 2016 at 6:00 pm</b> at the Peebles Elementary School.
24.26	Record	<b>Next SBC Meeting: September 22, 2016 at 7:00 pm</b> at the Bourne Veteran's Memorial Community Center.
24.27	Record	A Motion was made by W. Meier and seconded by R. Lavoie to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, Updated Roadshow Schedule, Updated FAQ, Updated Flyer, Updated BourneTV Interview Outline, Draft Committee Biographies, Total Project Budget Sheet, Powerpoint presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

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2016 SEP 16 PM 3:27

TOWN CLERK BOURNE

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: SEPTEMBER 20, 2016**

**TIME: 6:00 PM – 8:00 PM**

**PLACE: PEEBLES ELEMENTARY SCHOOL CAFETERIA**

**COMMUNITY FORUM NO. 9**

**AGENDA**

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1. Open the Community Forum
2. Project Review
3. Close the Community Forum

Chairman James Potter  
School Building Committee

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: SEPTEMBER 22, 2016**

**TIME: 7:00 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Community Outreach Meetings Update
5. Website, Newspaper letters, flyer handouts Update
6. Town Meeting Handbook submission – insert pages from the Committee
7. MSBA Visit
8. Asbestos Abatement Question
9. Tabled Motion
10. Vote to Submit Schematic Design to MSBA
11. Old or New Business
12. Public Comments
13. Next Meeting: Confirm additional meetings - September 29, 2016, October 6, 2016, October 13, 2016
14. Adjourn

Chairman James Potter

**RECEIVED**  
**2016 SEP 19 AM 9:09**  
**TOWN CLERK BOURNE**

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	9/22/2016
Re:	School Building Committee Meeting	Meeting No:	25
Location:	Bourne Veteran's Memorial Community Center	Time:	7:00pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
25.1	Record	Call to Order, 7:00 PM, meeting opened.
25.2	Record	A motion was made by F. Howe and seconded by S. Lamarche to approve the 9/8/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
25.3	J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
25.4	P. Meier J. Potter	J. Potter and P. Meier to follow-up on the two open Committee memberships. ( )
25.5	Record	MSBA approved the Town Meeting Warrant and the Ballot vote language, attached.
		COMMUNITY OUTREACH
25.6	J. Seeley	J. Seeley distributed and reviewed the updated Roadshow Schedule, dated 9/22/16 and attached. The Committee champions updated their meetings information. J. Seeley to update the schedule and issue to the Committee.
25.7	Record	The video tour of the existing Peebles will be complete Friday and can then be distributed.
25.8	Record	Committee members are encouraged to view the <a href="http://www.newpeebles.weebly.com">www.newpeebles.weebly.com</a> website and send any feedback to S. Lamarche, who has volunteered to be the liaison with the resident.
25.9	Record	The Committee members' biographies, attached, have been issued to the Committee and posted on the Town website.
25.10	Record	The point-counter point discussion on the Project with J. Potter and Selectmen Mealy has been recorded on Bourne Community Television.
25.11	J. Seeley	J. Seeley provided an update on the Community Forum No. 9.  Committee Discussion: <ol style="list-style-type: none"> <li>1. S. Lamarche indicated the Bourne PTA attended a part of the Forum and the presenters attended a part of the Bourne PTA meetings after to answer questions.</li> <li>2. K. Anderson indicated the existing conditions part of the presentation by J. Norton was excellent and should be part of future presentations.</li> </ol>
25.12	J. Norton	J. Norton indicated the existing Peebles Building tour and slideshow are set for the Community tours on 9/24/16 at 1:00pm.
25.13	Record	The updated tri-fold Informational Flyer, dated 9/14/16, has been distributed to the Committee and posted on the Town website.
25.14	Record	The updated FAQ sheet, dated 9/16/16, has been distributed to the Committee and posted on the Town website.
25.15	Record	The FAQ Video, entitled: In-Focus Peebles School Project on Bourne Community Television will be complete Friday and can then be distributed.
25.16	K. Kovacs	K. Kovacs to provide 4 sets of Project Poster Boards for distribution.



Item #	Action	Discussion
25.17	Record	E. Donoghue, K. Kovacs and J. Seeley provided Capital Outlay the following requested information prior to the 9/14/16 presentation, past 5 years maintenance projects, projected cashflow for the project and capital projects required at Peebles if the vote fails.
25.18	Committee	<p>J. Potter indicated that outreach in the newspapers needs to be increased.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. S. Lamarche indicated the Enterprise and the Cape Cod Times have been invited to write factual articles on the project.</li> <li>2. N. Scarpato asked if Committee members can write letters to the editor as citizens, not Committee members?</li> </ol> <p><i>S. Lamarche indicated yes, and that he has written letters to the editor to both the Cape Cod Times and the Enterprise.</i></p>
25.19	S. Lamarche F. Howe C. Hyldburg K. Anderson D. Buckley	S. Lamarche, F. Howe, C. Hyldburg, K. Anderson, D. Buckley to distribute the tri-fold Informational Flyer at Post Offices on Saturday mornings, the weekends of either October 1, 8 and 15.
25.20	N. Scarpato C. Hyldburg D. Buckley	C. Hyldburg, N. Scarpato, D. Buckley to distribute the tri-fold Informational Flyers at soccer games on Saturday October 1.
25.21	Committee members	Committee members to volunteer to distribute tri-fold Informational Flyers at the home football game on October 14.
25.22	J. Potter S. Lamarche F. Howe C. Hyldburg	J. Potter, S. Lamarche, F. Howe, C. Hyldburg to develop the Insert for the Town Meeting Handout, with a target completion date of September 30.
25.23	J. Seeley	J. Seeley to review with MSBA if a representative can attend the October 5 School Committee meeting to answer any questions that may arise relative to the MSBA process and MSBA Board approval at the November 9 MSBA Board meeting.
25.24	J. Seeley	<p>J. Seeley indicated a question arose in the community on whether the asbestos abatement cost was included in the project cost and that the response is yes. The hazardous material consultant, retained by FAI, inspected and performed tests to determine the extent of asbestos and developed the cost estimates for the abatement, their report is included in the PDP report submission posted on the Town's website.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Seeley to extract the Hazardous Material section of the PDP report and post separately on the Town's website.</li> <li>2. S. Lamarche indicated another question that has arisen is: does the project cost include the demolition of the existing Peebles School?</li> </ol>

Item #	Action	Discussion
		<p><i>J. Seeley indicated yes, the project cost includes the demolition cost of the existing Peebles School.</i></p> <p>3. C. Hyldburg indicated that it is important to note that the Peebles Project does not turn an aged building with significant issues back to the Town to deal with.</p>
25.25	Record	<p>The Tabled Motion from the 9/8/16 Committee meeting was discussed.</p> <p>A motion was made by S. Lamarche and seconded by N. Scarpato to bring back the Tabled Motion. No discussion, voted unanimously.</p> <p>The Tabled Motion, originally made by R. Lavoie and seconded by N. Scarpato to request the Board of Selectmen take an affirmative vote in support of both projects at the earliest possible date, was discussed by the Committee, was unanimously voted down.</p>
25.26	Record	<p>J. Seeley distributed and reviewed the Total Project Budget, attached, which has been updated to include deleting the granite curbing, site sign and decorative metal screen. The budget also included a reduction in landscaping costs, bringing the Total Project Budget to \$39.91 million.</p> <p>A motion was made by F. Howe and seconded by C. Hyldburg to approve the Schematic Design Submittal and authorize submission to the MSBA. No discussion, voted unanimously.</p>
25.27	Record	Old or New Business: None
25.28	Record	Next <b>SBC Meeting: October 5, 2016 at 6:30 pm</b> at the Bourne High School Media Center.
25.29	Record	A Motion was made by S. Lamarche and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Town Meeting Warrant and the Ballot vote language, Updated Roadshow Schedule, Committee Biographies, Total Project Budget Sheet

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

RECEIVED

2016 SEP 30 PM 2:32

TOWN CLERK BOURNE

**SCHOOL BUILDING COMMITTEE**

**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: OCTOBER 5, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE HIGH SCHOOL LIBRARY/MEDIA CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Presentation to School Committee
4. Next Meeting: October 13, 2016
5. Adjourn

Chairman James Potter

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study      Project No.: 15041  
 Prepared by: Joel Seeley      Meeting Date: 10/05/2016  
 Re: School Building Committee Meeting      Meeting No: 26  
 Location: Bourne High School Library/Media Center      Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
26.1	Record	Call to Order, 7:00 PM, meeting opened.
26.2	Record	A motion was made by F. Howe and seconded by W. Meier to approve the 9/22/2016 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
26.3	Record	K. Kovacs presented a slide show focusing on project costs, reimbursement, and transportation impact
26.4	Record	<p>The SBC and SC engaged in a Special Town Meeting discussion in preparation for the upcoming October 17th meeting.</p> <ul style="list-style-type: none"> <li>The STM presentation must address the following: <ul style="list-style-type: none"> <li>Why not just renovate Peebles?</li> <li>Provide a "snapshot" of how the SBC arrived at this decision</li> <li>Describe the implications / costs of doing nothing.</li> <li>There should be four main points: 1) Introduction, 2) Why are we here? 3) Educational solution with benefits expressed 4) Fiscally responsible solution</li> </ul> </li> </ul>
26.5	Record	S. Lamarche provided clarification on the following: PreK – the district is required to provide services to children with needs starting at the age of 3. <u>Kindergarten</u> – Bourne is one of the last Districts to provide full-day kindergarten on the Cape. <u>High School</u> : Enrollment has gone down, but the high school is utilizing all spaces for learning, i.e. Wet Lab, Black Box, 18-22 program, TV studio, and Innovation Studio.
26.6	Record	Next SBC Meeting: <b>October 11, 2016 at 7:00 PM</b> . A clarification was noted to the agenda handout reflecting an October 13, 2016 meeting date. It was confirmed that the next meeting will be October 11, 2016.
26.7	Record	A Motion was made by W. Meier and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

## Attachments: Agenda, SC/SBC Presentation

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

2016 OCT 6 AM 8 36

TOWN CLERK'S OFFICE  
BOURNE, MASS

**SCHOOL BUILDING COMMITTEE**

**PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: OCTOBER 11, 2016**

**TIME: 7:00 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Preparation for Town Meeting
5. Old or New Business
6. Public Comments
7. Next Meeting: TBD
8. Adjourn

Chairman James Potter

RECEIVED

SMMA

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	10/11/2016
Re:	School Building Committee Meeting	Meeting No:	27
Location:	Bourne Veteran's Memorial Community Center	Time:	7:00pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Director of Facilities, Town of Bourne	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
27.1	Record	Call to Order, 7:00 PM, meeting opened.
27.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 10/5/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
27.3	Record	Warrant No. 12 was reviewed. A motion was made by P. Meier and seconded by F. Howe to approve Warrant No. 12. No discussion, motion passed unanimous.
27.4	J. Seeley	J. Seeley has contacted MSBA relative to the High School capacity being considered a reimbursable expense and is awaiting direction.
27.5	P. Meier J. Potter	J. Potter and P. Meier to follow-up on the two open Committee memberships.
		SPECIAL TOWN MEETING PRESENTATION
27.6	J. Potter J. Norton C. Hyldburg K. Kovacs	K. Kovacs distributed a draft Special Town Meeting powerpoint presentation for review and discussion.  Committee Discussion:  1. J. Potter, J. Norton and C. Hyldburg to be the presenters.  2. Presentation to be organized by Introduction, Effect on Education and Fiscally Responsible Solution.  3. Committee members to staff the Project Informational Table in the lobby prior to the Town Meeting.  4. The Committee reviewed the draft powerpoint and suggested which slides to include. K. Kovacs to update the draft and forward to the presenters for final editing.  5. The Presenters to meet on 10/14/16 for a dry-run and final slide editing.
27.7	J. Seeley	J. Seeley distributed and reviewed the MSBA Project Scope and Budget Meeting Agenda, scheduled for 10/17/16 at 9:30am at the MSBA offices.  Committee Discussion:  1. J. Potter, S. Lamarche, P. Meier, J. Norton, K. Anderson, E. Donoghue and C. Hyldburg to attend.  J. Seeley to contact MSBA and inform them of the attendees.
27.8	Record	K. Kovacs provided three sets of the Schematic Design Submission documents to the District.
27.9	S. Lamarche	Old or New Business:  1. D. Buckley indicated that the BEA Executive Board has voted to write a letter of endorsement for the project. S. Lamarche to include the letter in the upcoming email blast.  2. N. Scarpato indicated that the Bourne PTA has written a letter of endorsement for the project. S. Lamarche to include the letter in the upcoming email blast.



Project: Peebles Elementary School Feasibility Study

Meeting Date: 10/11/2016

Meeting No.: 27

Page No.: 3

Item #	Action	Discussion
27.10	Record	Next <b>SBC Meeting: October 17, 2016 at 7:00 pm</b> at the Bourne High School Auditorium.
27.11	Record	A Motion was made by P. Meier and seconded by R. Lavoie to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Roadshow Schedule, draft Special Town Meeting powerpoint presentation, MSBA Project Scope and Budget Meeting Agenda

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

JGS/sa/P:\2015\15041\04-MEETINGS\4.3 Mtg\_Notes\3-School Building Committee\2016\27\_11October2016\Schoolbuildingcommitteemeeting\_11October2016\_FINAL.Docx

2016 OCT 13 PM 12 06

SCHOOL BUILDING COMMITTEE

TOWN CLERK'S OFFICE

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

BOURNE, MASS

DATE: OCTOBER 17, 2016

TIME: 7:00 PM

PLACE: BOURNE HIGH SCHOOL AUDITORIUM

AGENDA

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1. Call to Order
2. Town Meeting
3. Adjourn

Chairman James Potter

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: OCTOBER 27, 2016**

**TIME: 7:00 PM**

**PLACE: BOURNE HIGH SCHOOL LIBRARY**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Special Town Meeting Results
5. Preparation for Ballot Vote
6. Old or New Business
7. Public Comments
8. Next Meeting: TBD
9. Adjourn

Chairman James Potter

**RECEIVED**  
**2016 OCT 21 PM 3:47**  
**TOWN CLERK BOURNE**

2017 SEP 15 AM 8:54

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: Bourne Veteran's Memorial Community Center  
 Distribution: School Building Committee Members, Attendees (MF)

Project No.: 15041  
 Meeting Date: 10/27/2016  
 Meeting No: 28  
 Time: 7:00pm

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
By phone	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Local Official Responsible for Building Maintenance	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
28.1	Record	Call to Order, 7:00 PM, meeting opened.
28.2	Record	A motion was made by P. Meier and seconded by F. Howe to approve the 11/11/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
28.3	J. Seeley	J. Seeley indicated MSBA has asked SMMA to provide the reason the High School capacity study was undertaken in order for the MSBA to evaluate if they would consider the study a reimbursable expense.
28.4	P. Meier J. Potter	J. Potter and P. Meier to follow-up on the two open Committee memberships.
28.5	Record	J. Seeley provided an overview of the MSBA Project Scope and Budget meeting held on 10/17/16.  Committee Discussion:  <ol style="list-style-type: none"> <li>1. J. Potter indicated it was a good meeting, MSBA staff will be recommending approval to the MSBA Board.</li> <li>2. S. Lamarche indicated the submission was very thorough and complete.</li> <li>3. P. Meier indicated the MSBA was very thorough in their review of the submission.</li> </ol>
28.6	Record	J. Potter provided an overview of the Special Town Meeting results.  Committee Discussion:  <ol style="list-style-type: none"> <li>1. W. Meier indicated the results showed the Town equally supports both the Peebles project and Police project.</li> <li>2. J. Potter indicated there was a broad demographic cross section of the Town in attendance.</li> <li>3. S. Lamarche indicated there has been a perception that the attendees were comprised mostly of parents of school children, this is inaccurate, the attendees were broadly represented by all members of the Town.</li> </ol>
		COMMUNITY OUTREACH
28.7	J. Seeley	J. Seeley distributed and reviewed the updated Roadshow Schedule, dated 10/26/16 and attached. The Committee champions updated their meetings information and added additional outreach opportunities. J. Seeley to update the schedule and issue to the Committee.
28.8	K. Kovacs J. Seeley	The updated tri-fold Informational Flyer, dated 10/24/16, was reviewed. K. Kovacs to update and distribute to the Committee. J. Seeley to post on the Town website.
28.9	Record	J. Seeley distributed and reviewed the response document to the MSBA Schematic Design Submission comments, attached.
28.10	Record	K. Kovacs distributed and reviewed a draft of the high school capacity review, attached. The analysis indicates there are only five under-utilized classrooms in the school. These

Item #	Action	Discussion
		classrooms could not support relocating any grade or grades from another school to the high school.
28.11	Record	Old or New Business: None
28.12	Record	Next <b>SBC Meeting: November 14, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
28.13	Record	A Motion was made by S. Lamarche and seconded by P. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Roadshow Schedule, Updated Tri-Fold Flyer, Response to MSBA Schematic Design Submission Comments, Draft High School Capacity Review

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: NOVEMBER 14, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**AGENDA**

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review MSBA Board Meeting
5. Preparation for Ballot Vote
6. Old or New Business
7. Public Comments
8. Next Meeting: December 1, 2016
9. Adjourn

Chairman James Potter

**RECEIVED**  
**2016 NOV - 8 PM 12:19**  
**TOWN CLERK BOURNE**

## PROJECT MINUTES

Project: Peebles Elementary School Feasibility Study Project No.: 15041  
 Prepared by: Joel Seeley Meeting Date: 11/14/2016  
 Re: School Building Committee Meeting Meeting No: 29  
 Location: Bourne Veteran's Memorial Community Center Time: 6:30pm  
 Distribution: School Building Committee Members, Attendees (MF)

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Local Official Responsible for Building Maintenance	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
	Joel Seeley	SMMA, OPM	



Item #	Action	Discussion
29.1	Record	Call to Order, 6:30 PM, meeting opened.
29.2	Record	A motion was made by F. Howe and seconded by W. Meier to approve the 10/27/2016 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
29.3	Record	A motion was made by P. Meier and seconded by F. Howe to approve Warrant No. 13. No discussion, motion passed unanimous by those attending
29.4	Record	P. Meier updated the committee on the BTV taping this morning by C. Hyldburg. The video focused on the upcoming December 6th vote.
29.5	Record	S. Lamarche provided an update on the lead results from the state study performed at Peebles.
29.6	Record	S. Lamarche and J. Potter reviewed the fees and commitments incurred to date with the Peebles projects and discussed the approximately \$180,000 cost savings. K. Kovacs stated the High School Capacity Task #2 will be the final invoice from the Flansburgh and it was agreed by the Committee that Task #3 work is no longer applicable.
		COMMUNITY OUTREACH
29.7	Committee	The Committee discussed upcoming activities in preparation for the vote. The following events will further inform the public on the project, Committee Members to attend: <ul style="list-style-type: none"> <li>• Council on Aging on November 17th</li> <li>• Existing Peebles tours on November 19th and December 3rd</li> <li>• Peebles Project will have a table at Santa's Workshop</li> </ul>
29.8	Record	J. Potter summarized the open and transparent nature of the Peebles process with emphasis on the following: <ul style="list-style-type: none"> <li>• Televised meetings</li> <li>• Pamphlets/videos/handouts</li> <li>• Response to questions from the public</li> <li>• Keeping the public updated throughout the process</li> </ul>
29.9	Record	Old or New Business: None
29.10	Record	Next <b>SBC Meeting: December 1, 2016 at 6:30 pm</b> at the Bourne High School Library.
29.11	Record	A Motion was made by W. Meier and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Roadshow Schedule, MSBA Project Approval Letter, Peebles Tour Posters

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**SCHOOL BUILDING COMMITTEE  
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

**DATE: DECEMBER 1, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE HIGH SCHOOL LIBRARY MEDIA CENTER**

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Community Outreach
5. Old or New Business
6. Public Comments
7. Next Meeting: TBD
8. Adjourn

Chairman James Potter

**RECEIVED**  
**2016 NOV 22 PM 4:29**  
**TOWN CLERK BOURNE**

RECEIVED

SMMA

2017 SEP 15 AM 9:30

## PROJECT MINUTES

## TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	12/1/2016
Re:	School Building Committee Meeting	Meeting No:	30
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

## Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
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✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

RECEIVED

DECEMBER 21 2016

Item #	Action	Discussion
30.1	Record	Call to Order, 6:30-PM meeting opened.
30.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 11/14/2016 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
30.3	J. Seeley	J. Seeley distributed and reviewed the MSBA Project Scope and Budget Agreement documents, attached, issued to the Town for signature. J. Seeley will follow-up to obtain the required signatures and return to MSBA for full execution.
30.4	Record	J. Seeley distributed and reviewed the DESE Approval Letter, attached.
		COMMUNITY OUTREACH
30.5	Committee	Committee members discussed recent community outreach activities by each and upcoming activities in preparation for the vote. The following events will further inform the public on the project, Committee members to attend: <ul style="list-style-type: none"> <li>Existing Peebles tours on December 3rd</li> <li>Santa's Workshop on December 3rd</li> </ul>
30.6	Record	Old or New Business: <ol style="list-style-type: none"> <li>N. Scarpato asked if the tennis courts would be off-line during the construction period?  <i>J. Seeley indicated yes the courts would be offline during the construction period.</i>  <i>J. Potter indicated that they may possibly be reconstructed prior to construction commencement at the site or possibly constructed elsewhere thru CPA funding, this will need further research and discussion.</i> </li> </ol>
30.7	Record	Next <b>SBC Meeting: December 8, 2016 at 6:30 pm</b> at the Bourne Veteran's Memorial Community Center.
30.8	Record	A Motion was made by P. Meier and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Roadshow Schedule, MSBA PS&amp;B Agreement, DESE Approval Letter

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

**RECEIVED**

2016 DEC 15 PM 2:16

TOWN CLERK BOURNE

SCHOOL BUILDING COMMITTEE

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: DECEMBER 8, 2016

TIME: 6:30 PM

PLACE: VETERANS MEMORIAL COMMUNITY CENTER

**AGENDA**

---

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Next Steps
5. Old or New Business
6. Public Comments
7. Next Meeting: TBD
8. Adjourn

Chairman James Potter

# **BOURNE SCHOOL COMMITTEE**

## **BUDGET SUBCOMMITTEE MEETING AGENDA**

**DATE: JANUARY 12, 2016**

**TIME: 5:00 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

1. Accept December minutes
2. Welcome Board of Selectmen Representatives
3. Review draft FY16 Quarterly Report (SWOT analysis)
4. Special Town Meeting Plan
5. Update on FY17 Budget planning
7. Review School Lunch Program costs and Revenues
8. 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

2016 JAN 6 PM 2 24  
TOWN CLERK'S OFFICE  
BOURNE, MASS

2016 JAN 4 AM 10 26

# **BOURNE SCHOOL COMMITTEE**

TOWN CLERK'S OFFICE

BOURNE, MASS

## **BUDGET SUBCOMMITTEE MEETING AGENDA**

**DATE: JANUARY 12, 2016**

**TIME: 6:30 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

1. Accept December minutes
2. Welcome Board of Selectmen Representatives
3. Review draft FY16 Quarterly Report (SWOT analysis)
4. Special Town Meeting Plan
5. Update on FY17 Budget planning
7. Review School Lunch Program costs and Revenues
8. Discuss future agenda items

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### **Members:**

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair.

# **BOURNE SCHOOL COMMITTEE**

## **BUDGET SUBCOMMITTEE MEETING AGENDA PLACE: BOURNE ADMINISTRATION BUILDING**

**DATE: February 24, 2016**

**TIME: 6:00 PM**

## **AGENDA**

1. Approve minutes
2. Update on FY16 Budget status
3. Update on FY17 Budget planning
4. Review School Lunch Program costs and Revenues
5. Discuss future agenda items

2016 FEB 12 PM 4 12  
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:**

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair



# **BOURNE SCHOOL COMMITTEE**

## **BUDGET SUBCOMMITTEE MEETING AGENDA**

**DATE: MARCH 24, 2016**

**TIME: 5:00 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

1. Accept February minutes
2. Update on FY16 Budget Status
3. Action on FY17 Budget recommendation
4. Review School Lunch Program costs and Revenues
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:**

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair

**RECEIVED**  
**2016 MAR 21 PM 1:23**  
**TOWN CLERK BOURNE**

RECEIVED

**BOURNE SCHOOL COMMITTEE**

2016 APR 13 PM 1:24

**BUDGET SUBCOMMITTEE MEETING AGENDA**

TOWN CLERK BOURNE

**DATE: THURSDAY, APRIL 21, 2016**

**TIME: 4:45 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

1. Accept February and March Minutes
2. Update on FY16 Budget Status
3. Updates on FY17 Budget Process for Town Departments
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:**

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair

**RECEIVED**  
**BOURNE SCHOOL COMMITTEE**  
2016 SEP 26 PM 12:58

**BUDGET SUBCOMMITTEE MEETING AGENDA**  
TOWN CLERK BOURNE

**DATE: September 28, 2016**

**TIME: 6:00 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

1. Reorganization
2. FY16 Budget Closing
3. FY18 Budget
4. Line item transfers
5. Student transportation options
6. PES School Project

"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

# **BOURNE SCHOOL COMMITTEE**

## **BUDGET SUBCOMMITTEE MEETING AGENDA**

**DATE: OCTOBER 18, 2016**

**TIME: 4:30 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING**

## **AGENDA**

RECEIVED

2016 OCT 14 PM 1:00

TOWN OF BOURNE

- Accept Minutes
- FY 16 Line Item transfers
- Discuss SWOT preparation for SC Nov meeting.
4. Review FY17 Budget projections and process
5. Review: Special Town meeting
6. Discuss future agenda items
7. Next meeting time, date & location.

"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  
Judith Froman  
Mitch McClain

**BOURNE SCHOOL COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
DATE: FEBRUARY 23, 2016**

**TIME: 6:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

**AGENDA**

1. Approval of Minutes
2. Action from MASC Policy Revision Program Recommendations
3. Review Policies for Distribution or Action at March SchComm
4. 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

2016 FEB 12 PM 4 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
DATE: MARCH 29, 2016**

**TIME: 6:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

**AGENDA**

1. Approval of Minutes
2. Action from MASC Policy Revision Program Recommendations
  - a. Review feedback on Series "A" Policies
  - b. Consider Series "B" Recommendations
  - c. Establish next steps
3. Review Policies for Distribution or Action at September SchComm
4. 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

RECEIVED  
2016 MAR 21 PM 3:39  
TOWN CLERK BOURNE

**BOURNE SCHOOL COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
DATE: APRIL 26, 2016**

**RECEIVED**  
2016 APR-15 AM 10:20  
TOWN CLERK BOURNE

**TIME: 6:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

**AGENDA**

1. Approval of Minutes
2. Action from MASC Policy Revision Program Recommendations
  - a. Review feedback on Series "A" Policies
  - b. Consider Series "B" Recommendations
  - c. Establish next steps
3. Introduce Meal Charge Procedures
4. Introduce Solicitation through Crowd Funding
5. Review Policies for Distribution or Action at September SchComm
6. 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

*Corrected  
to April 27th*

**RECEIVED**

**BOURNE SCHOOL COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
DATE: APRIL 27, 2016**

**2016 APR 15 AM 10:41  
TOWN CLERK BOURNE**

**TIME: 6:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

**AGENDA**

1. Approval of Minutes
2. Action from MASC Policy Revision Program Recommendations
  - a. Review feedback on Series "A" Policies
  - b. Consider Series "B" Recommendations
  - c. Establish next steps
3. Introduce Meal Charge Procedures
4. Introduce Solicitation through Crowd Funding
5. Review Policies for Distribution or Action at September SchComm
6. Identify future agenda items

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**Members:**

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair



**BOURNE SCHOOL COMMITTEE  
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: FEBRUARY 4, 2016  
TIME: 5:00 PM**

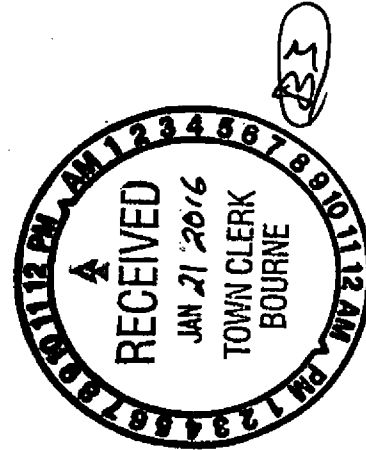
**PLACE: SCHOOL ADMINISTRATION BUILDING**

**AGENDA**

1. BHS – new courses review
2. Feedback from Eureka Math workshop
3. Software Update
4. Title I update
5. Writing at the Elementary level overview

**Members:**

Anne-Marie Siroonian  
Judith Froman



**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
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- Decisions are built on consensus

**BOURNE SCHOOL COMMITTEE  
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MARCH 17, 2016  
TIME: 5:00 PM**

**PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER**

**AGENDA**

1. Learning Coach for Tiered Instruction
2. Eureka Math Update
3. MRT Writing Update
4. Intent to apply OST MA 21<sup>st</sup> Century Community Learning Center 647-B1

**Members:**

Anne-Marie Siroonian  
Judith Froman

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**RECEIVED**

**2016 MAR 15 AM 10:38**

**TOWN CLERK BOURNE**

**RECEIVED**

**BOURNE SCHOOL COMMITTEE  
CURRICULUM SUBCOMMITTEE MEETING**

**2016 APR 25 PM 2:35**

**TOWN CLERK BOURNE**

**DATE: APRIL 28, 2016**

**TIME: 5:00 PM**

**PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER**

**AGENDA**

1. Platooning
2. T.O.L / Elementary Scheduling
3. MRT Writing Update
4. PD Update
5. Grants

**Members:**

Anne-Marie Siroonian  
Judith Froman

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2016 MAY 23 PM 3 13

TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE**

**CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MAY 26, 2016**

**TIME: 5:00 PM**

**PLACE: ADMINISTRATION BUILDING**

**AGENDA**

1. Platooning
2. Consortium for State Assessment
3. MRT Writing
4. Career Program Update
5. Eureka Math update grades 6-8

**Members:**

Anne-Marie Siroonian  
Judith Froman

**Our Norms/Common Agreements**

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**RECEIVED**

2016 SEP 13 AM 10:01

TOWN CLERK BOURNE

**BOURNE SCHOOL COMMITTEE**

**CURRICULUM SUBCOMMITTEE MEETING**

**DATE: SEPTEMBER 15, 2016**

**TIME: 5:00 PM**

**PLACE: ADMINISTRATION BUILDING**

**AGENDA**

1. Re-Org
2. Opening Day Feedback
3. Common Assessments - BHS

**Members:**

Anne-Marie Siroonian  
Erika Fitzpatrick  
Ronda Tobey

POSTPONED

**Our Norms/Common Agreements**

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## Johnson, Barry

**From:** Coelho, Melissa <mcoelho@bourneps.org>  
**Sent:** Tuesday, September 13, 2016 2:31 PM  
**To:** scarpato4@comcast.net; Administrators; Anne-Marie Siroonian; Audrey Kelleher; Johnson, Barry; BEA Executive Board; BPS Staff; Chapman, Wendy; Christopher Hyldburg; Erika Fitzpatrick; Fernandes, Mary; jmcgrail; joyce botti; Judith Froman; Lomeland, Hans; Mary Petiet; Mastrangelo, Mary Jane; Blanton, Michael; Michael Rausch; Mike Stevens; Mitch McClain; Plante, Lisa; Meier, Peter; Ronda Jones; Guerino, Thomas  
**Subject:** Re: Curriculum Subcommittee Meeting Agenda 09.15.2016

Please be advised that this meeting is being postponed. A new agenda will be sent out.

Thank you,  
Mel :)

Preview attachment Curriculum Subcommittee Agenda 09-15-2016.pdf



Curriculum Subcommittee Agenda 09-15-2016.pdf  
118 KB

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](mailto:mcoelho@bourneps.org)  
[www.bourneps.org](http://www.bourneps.org)

RECEIVED  
2016 SEP 13 PM 2:46  
TOWN CLERK BOURNE

On Mon, Sep 12, 2016 at 4:28 PM, Coelho, Melissa <[mcoelho@bourneps.org](mailto:mcoelho@bourneps.org)> wrote:  
Have a wonderful afternoon :)

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](mailto:mcoelho@bourneps.org)  
[www.bourneps.org](http://www.bourneps.org)

**BOURNE SCHOOL COMMITTEE**

**CURRICULUM SUBCOMMITTEE MEETING**

2016 SEP 15 AM 10 02

**DATE: SEPTEMBER 22, 2016**

**TOWN CLERK'S OFFICE**

**TIME: 5:00 PM**

**BOURNE, MASS**

**PLACE: ADMINISTRATION BUILDING**

**AGENDA**

1. Re-Org
2. Opening Day Feedback
3. Common Assessments - BHS

**Members:**

Anne-Marie Siroonian

Erika Fitzpatrick

Ronda Tobey

**Our Norms/Common Agreements**

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**BOURNE SCHOOL COMMITTEE  
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: OCTOBER 27, 2016  
TIME: 5:00 PM**

**PLACE: ADMINISTRATION BUILDING**

**AGENDA**

1. Approval of September Minutes
2. Title One Update
3. MTSS Working Group Mission
4. MCAS/PARCC Data Review

**Members:**

Anne-Marie Siroonian  
Erika Fitzpatrick  
Ronda Tobey

**RECEIVED**  
**2016 OCT 25 PM 1:02**  
**TOWN CLERK BOURNE**

**Our Norms/Common Agreements**

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- Decisions are built on consensus



**Town of Bourne Education Committee Meeting**

**Monday, March 28, 2016**

**5:00 pm in the Bourne School Administration Building,  
36 Sandwich Road, Bourne, MA 02532**

**Agenda:**

- 1. Review of finances for current school year for education fund and scholarship fund.**
- 2. Review of applications for the Spring 2016 grant cycle and selection of grant recipients.**

Submitted 2/29/16

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

**RECEIVED**  
**2016 MAR 21 PM 12:11**  
**TOWN CLERK BOURNE**

**Town of Bourne Education Committee Meeting**

**Monday, March 28, 2016**

**5:00 pm in the Bourne School Administration Building,  
36 Sandwich Road, Bourne, MA 02532**

**Agenda:**

- 1. Review of finances for current school year for education fund and scholarship fund.**
- 2. Review of applications for the Spring 2016 grant cycle and selection of grant recipients.**

Submitted 2/29/16  
Patricia Parker  
Chairman-Town of Bourne Education/Scholarship Committee

2016 FEB 29 PM 12 58  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE  
FACILITIES SUBCOMMITTEE MEETING  
DATE: JANUARY 21, 2016**

**TIME: 1:00 PM  
PLACE: SCHOOL ADMINISTRATION BUILDING**

**AGENDA**

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

2016 JAN 19 PM 12:30  
TOWN CLERK'S OFFICE  
BOURNE, MASS  
12:30 PM  
BHS

"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  
Heather DiPaolo

## Johnson, Barry

---

**From:** Coelho, Melissa <MCoelho@bourneps.org>  
**Sent:** Tuesday, January 19, 2016 12:30 PM  
**To:** Administrators; Anne Marie Siroonian (asgs2991@comcast.net); Johnson, Barry; BEA Executive Board; BPS Staff; c.prophett@comcast.net; Christopher Hyldborg (chrish@alpha-1.com); Heather DiPaolo; jmcgrail; joyce botti; Judith Froman; Laura Scena (laurascena@yahoo.com); Lomeland, Hans; Mary Jane Mastrangelo (MJM@MRAINC.ORG); Matt Stuck; Blanton, Michael; Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain; petiet@capenews.net; Plante, Lisa; Meier, Peter; smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy  
**Subject:** Facilities Subcommittee Meeting 01.21.2016  
**Attachments:** Facilities Subcommittee Agenda 01-21-2016.pdf

Have a wonderful afternoon ☺

**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](mailto:mcoelho@bourneps.org) \* [www.bourneps.org](http://www.bourneps.org)

**BOURNE SCHOOL COMMITTEE  
FACILITIES SUBCOMMITTEE MEETING  
DATE: MARCH 3, 2016**

**TIME: 1:00 PM  
PLACE: SCHOOL ADMINISTRATION BUILDING**

**AGENDA**

1. MSBA Update
2. Peebles Update ,
3. Bournedale Update
4. BMS Update
5. BHS Update
6. School Road One Way Update

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**Members**

Christopher Hyldbürg  
Heather DiPaolo

2016 FEB 25 AM 10 46  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE  
FACILITIES SUBCOMMITTEE MEETING  
DATE: MARCH 22, 2016**

**TIME: 10:30AM  
PLACE: BOURNE HIGH SCHOOL LIBRARY**

**AGENDA**

**1. School Road One Way Entrance Discussion**

"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  
Heather DiPaolo

**RECEIVED  
2016 MAR 16 AM 9:25  
TOWN CLERK BOURNE**

**BOURNE SCHOOL COMMITTEE  
FACILITIES SUBCOMMITTEE MEETING  
DATE: OCTOBER 6, 2016**

**RECEIVED**

2016 SEP 30 AM 10:47

TOWN CLERK BOURNE

**TIME: 4:00 PM  
PLACE: SCHOOL ADMINISTRATION BUILDING**

**AGENDA**

1. Approval minutes
2. MSBA Update
3. Peebles Update
4. Bournedale Update
5. BMS Update
6. BHS Update
7. Update on one way School Road
8. FY18 Capital Outlay 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  
Judith Froman  
Natasha Scarpato

**BOURNE SCHOOL COMMITTEE  
FACILITIES SUBCOMMITTEE MEETING  
DATE: DECEMBER 1, 2016**

**RECEIVED**

2016 NOV 28 PM 3:41

**TIME: 4:00 PM  
PLACE: SCHOOL ADMINISTRATION BUILDING**

**TOWN CLERK BOURNE**

**AGENDA**

1. Approval minutes
2. Peebles Update
3. Boumedale Update
4. BMS Update
5. BHS Update
6. Lead & Copper Water Testing 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  
Judith Froman  
Natasha Scarpato



# BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday, January 6, 2016  
TIME: 4:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

*BHS Agenda* **AGENDA** 2016 JAN 4 PM 2 47

- ✓ *The School Committee may vote on all items listed on this agenda* TOWN CLERK'S OFFICE
- ✓ 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.

## 4:30 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
- The purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel, and to conduct collective bargaining sessions [BEA Educational Support Personnel] or contract negotiations with BEA [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [Step III Grievance with BEA Admin Assistants] 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

## PUBLIC PARTICIPATION

- 1) 10 min Announcements (Superintendent & Subcommittees)
- 2) 10 min Student report- Audrey Kelleher
- 3) 10 min Board of Selectmen Chair, Stephen F. Mealy address
- 4) 5 min Update FY16 Budget/Special Town Meeting February 8, 2016
- 5) 5 min Letter- School Committee member Laura Scena
- 6) 20 min PARCC 2016- Superintendent Lamarche
- 7) 10 min **Action:** School Road change to one way motion- Facilities Sub
- 8) 10 min MSBA/School Building Committee, update, vote new member

## SCHOOL COMMITTEE BUSINESS

- 9) 2 min Accept SC minutes December 2, 2015
- 10) 5 min **Action:** Cape Cod Collaborative contract
- 11) 10 min Update FY17 Budget Timeline, process, Budget priorities
- 12) 15 min January Retreat topics
- 13) 5 min Review and propose future agenda items
- 14) 5 min Confirm next meeting date and location Jan 30, 2016- 8 AM; Feb 3, 2016; Feb 16, 2016

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

- ☐ Facilities Sub Capital Outlay Requests - February
- ☐ Welcome 2015-2016 School Council Members - March
- ☐ Eureka Mathematics Curriculum - February
- ☐ School Committee Self Evaluation - February
- ☐ FY16 SWOT Analysis - February
- ☐ Town of Bourne Visual Budget- February
- ☐ Public FY17 Budget Hearing - March
- ☐ FY17 SC Budget Vote - April

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, January 6, 2016  
**TIME:** 4:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
**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 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
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### 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 THE BPS VISION, MISSION & OBJECTIVES:

#### Public recording statement

### PUBLIC PARTICIPATION

- 1) 10 min Announcements (Superintendent & Subcommittees)
- 2) 10 min Student report- Audrey Kelleher
- 3) 10 min Board of Selectmen Chair, Stephen F. Mealy address
- 4) 5 min Update FY16 Budget/Special Town Meeting February 8, 2016
- 5) 5 min Letter- School Committee member Laura Scena
- 6) 20 min PARCC 2016- Superintendent Lamarche
- 7) 10 min **Action:** School Road change to one way motion- Facilities Sub
- 8) 10 min MSBA/School Building Committee, update, vote new member

2016 JAN 4 PM 1 52  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### SCHOOL COMMITTEE BUSINESS

- 9) 2 min Accept SC minutes December 2, 2015
- 10) 5 min **Action:** Cape Cod Collaborative contract
- 11) 10 min Update FY17 Budget Timeline, process, Budget priorities
- 12) 15 min January Retreat topics
- 13) 5 min Review and propose future agenda items
- 14) 5 min Confirm next meeting date and location Jan 30, 2016- 8 AM; Feb 3, 2016; Feb 16, 2016

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

- ☐ Facilities Sub Capital Outlay Requests - February
- ☐ Welcome 2015-2016 School Council Members - March
- ☐ Eureka Mathematics Curriculum - February
- ☐ School Committee Self Evaluation - February
- ☐ FY16 SWOT Analysis - February
- ☐ Town of Bourne Visual Budget- February
- ☐ Public FY17 Budget Hearing - March
- ☐ FY17 SC Budget Vote - April

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Saturday January 30, 2016  
**TIME:** 8:00 AM - 1:00 PM Winter Workshop  
**PLACE:** Mezza Luna Meeting Room

## AGENDA

### CALL TO ORDER

- ✓ *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.

### 8:00 AM 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:

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- The purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel, and to conduct collective bargaining sessions [BEA Educational Support Personnel] or contract negotiations with BEA [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [Step III Grievance with BEA Admin Assistants] if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

### Immediately following Executive Session - 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.*

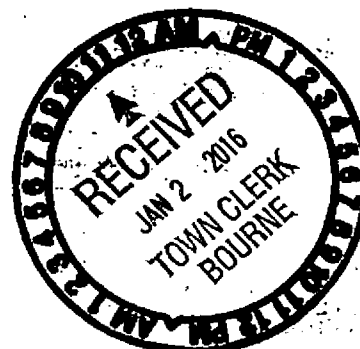
**OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2015 BPS VISION, MISSION & OBJECTIVES:** Public recording statement

### SCHOOL COMMITTEE BUSINESS

- 1) 10 min Opening Remarks
- 2) 60 min District Financial Condition, Visual Budget, FY16 & FY 17 Budget planning
- 3) 20 min School Committee Self Evaluation
- 4) 30 min School Committee Sub Committee updates, re-organize positions, review meeting schedules.
- 5) 30 min District Improvement Plan Update
- 6) 10 min Joint Labor committee update
- 7) 5 min BHS student advisory discussion: BSD Budget
- 8) 5 min Confirm next meeting date, time & location: 6:30 PM, February 3, 2016, BVMCC
- 9) 1 min Adjourn

### Future Agenda Items

- Review FY17 Budget February/March
- FY17 SC Budget Hearing - March
- Update FY16 Budget- Ongoing
- FY16 SWOT Analysis - February
- FY16 Line Item Transfers - February
- MCAS 2.0 - Ongoing
- Meet School Council Members - March
- Policy Sub/MASC Recommendation Policy Changes - Ongoing
- Facilities Sub Capital Outlay Requests - February
- Eureka Math - February



# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, February 3, 2016  
**TIME:** 5:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
**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 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
- 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 [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [Step III Grievance with BEA Admin Assistants] 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

### PUBLIC PARTICIPATION

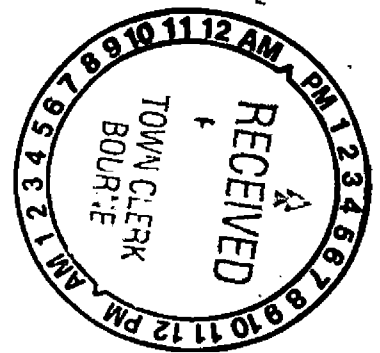
- 1) 10 min Announcements, Correspondence
- 2) 5 min Student report- Dawson Prophet
- 3) 10 min Board of Selectmen Chair, Stephen F. Mealy
- 4) 10 min Update FY16 Budget/Special Town Meeting February 8, 2016
- 5) 5 min Out of State Field trip request- BMS Band
- 6) 5 min PARCC/MCAS 2.0 2016
- 7) 20 min Eureka Mathematics
- 8) 10 min MSBA/School Building Committee, update, vote new member
- 9) 10 min School Committee visit w/BHS Student Advisory FY17

### SCHOOL COMMITTEE BUSINESS

- 10) 2 min Accept SC minutes January 6, 2015
- 11) 10 min FY 16 SWOT Analysis
- 12) 10 min Facilities Subcommittee Capital Outlay Requests Schedule
- 13) 5 min FY 16 Line Item Transfers
- 14) 10 min Update FY17 Budget Timeline, process
- 15) 5 min Review and propose future agenda items
- 16) 5 min Confirm next meeting date and location March 2, 2016 at 6:30pm

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

- ☐ Invite UCT Bourne representatives- March
- ☐ Policy Sub/MASC Policy revisions - Ongoing
- ☐ Welcome 2015-2016 School Council Members - March
- ☐ Public FY17 Budget Hearing - March
- ☐ FY17 SC Budget Vote - April



# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** TUESDAY, FEBRUARY 23, 2016  
**TIME:** 7:00 P.M. Joint Meeting with the Board of Selectmen  
**PLACE:** BOURNE VETERAN'S 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) For the purpose of appointing a temporary member to fill the vacant School Committee member position

2016 FEB 12 PM 4 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, March 2, 2016  
**TIME:** 5:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
7:30 PM PUBLIC HEARING ON FY17 BUDGET PROPOSAL  
**PLACE:** BOURNE HIGH SCHOOL AUDITORIUM

## AGENDA - Amended

- ✓ *The School Committee may vote on all items listed on this agenda*
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### 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:

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### 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

### PUBLIC PARTICIPATION

- 1) 10 min Announcements, Correspondence (Superintendent & Subcommittees)
- 2) 5 min Introduce Erika Fitzpatrick, new School Committee member.
- 3) 15 min Welcome 2015-2016 School Council Members
- 4) 10 min Program of Studies (BHS/BMS)
- 5) 60 min Superintendent FY17 Budget presentation [7:30 pm Public Hearing]
- 6) 15 min MSBA/School Building Committee discussion, RE: Grade divisions in BSD

2016 FEB 29 PM 3 59  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### SCHOOL COMMITTEE BUSINESS

- 7) 2 min Accept SC minutes Feb 3, 2016, Jan 30, 2016 (tabled from Feb 3<sup>rd</sup> meeting)
- 8) 20 min Policy Presentation Series "A":
  - a. Action to 'Retire' policies: AB (People and their District); ACA (Nondiscrimination on the Basis of Sex); ACBA (Bullying); ACE (Nondiscrimination on the Basis of Handicap); AD (Educational Philosophy); ADA (Goals and Objectives); AE (Commitment to Accomplishment), 'retire' ADDA-R (procedure for CORI)
  - b. Action to 'Validate': AA (School District Legal Status);
  - c. 'Distribute' the updated policies: AC (Nondiscrimination); ADC (Smoking on School Premises Prohibited); ADDA (Background Checks) and ADF/AG (Wellness)
- 9) 5 min BHS Budget Outreach- schedule time and SC representatives
- 10) 5 min Facilities Subcommittee Capital Outlay Requests, Changes- Ed Donoghue, Dir of Bus Services
- 11) 5 min Review and propose future agenda items
- 12) 5 min Confirm next meeting date and location, April 6, 2016

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

- ☐ Invite UCT Bourne representatives- April
- ☐ FY17 SC Budget Vote – April
- ☐ Action on School Choice Numbers – May
- ☐ Review of District Objectives and Indicators - April
- ☐ Superintendent Evaluation- Dissemination of Rubric- May

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, March 2, 2016  
**TIME:** 5:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
7:30 PM PUBLIC HEARING ON FY17 BUDGET PROPOSAL  
**PLACE:** BOURNE HIGH SCHOOL AUDITORIUM

## AGENDA

- ✓ *The School Committee may vote on all items listed on this agenda*
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### 5:30 PM REGULAR MEETING FOR THE PURPOSE OF ENTERING EXECUTIVE SESSION

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### 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

### PUBLIC PARTICIPATION

- 1) 10 min Announcements, Correspondence (Superintendent & Subcommittees)
- 2) 5 min Introduce Erika Fitzpatrick, new School Committee member.
- 3) 15 min Welcome 2015-2016 School Council Members
- 4) 10 min Program of Studies (BHS/BMS)
- 5) 60 min Superintendent FY17 Budget presentation [7:30 pm Public Hearing]
- 6) 15 min MSBA/School Building Committee discussion, RE: Grade divisions in BSD

06 FEB 23 PM 12 23  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### SCHOOL COMMITTEE BUSINESS

- 7) 2 min Accept SC minutes Feb 3, 2016, Jan 30, 2016 (tabled from Feb 3<sup>rd</sup> meeting)
- 8) 20 min Policy Presentation Series "A":
  - a. Action to 'Retire' policies: AB (People and their District); ACA (Nondiscrimination on the Basis of Sex); ACBA (Bullying); ACE (Nondiscrimination on the Basis of Handicap); AD (Educational Philosophy); ADA (Goals and Objectives); AE (Commitment to Accomplishment), 'retire' ADDA-R (procedure for CORI)
  - b. Action to 'Validate': AA (School District Legal Status);
  - c. 'Distribute' the updated policies: AC (Nondiscrimination); ADC (Smoking on School Premises Prohibited); ADDA (Background Checks) and ADF/AG (Wellness)
- 9) 5 min BHS Budget Outreach- schedule time and SC representatives
- 10) 5 min Facilities Subcommittee Capital Outlay Requests, Changes- Ed Donoghue, Dir of Bus Services
- 11) 5 min Review and propose future agenda items
- 12) 5 min Confirm next meeting date and location, April 6, 2016

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

- ☐ Invite UCT Bourne representatives- April
- ☐ FY17 SC Budget Vote – April
- ☐ Action on School Choice Numbers – May
- ☐ Review of District Objectives and Indicators - April
- ☐ Superintendent Evaluation- Dissemination of Rubric- May

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** THURSDAY, MARCH 24, 2016

**TIME:** 6:30 PM MEETING

**PLACE:** BOURNE VETERANS MEMORIAL COMMUNITY CENTER

## AGENDA

**In Attendance: Bourne School Committee & School Building Committee**

1. Bourne School Feasibility Study: Preferred Design Recommendations

RECEIVED  
2016 MAR 15 PM 4:11  
TOWN CLERK BOURNE



# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, April 6, 2016  
**TIME:** 5:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
**PLACE:** BOURNE VETERANS 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 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
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### 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

### PUBLIC PARTICIPATION

- 1) 10 min Announcements, Correspondences (Superintendent & Subcommittees)
- 2) 5 min Student Report
- 3) 5 min Review of District Objectives and Indicators
- 4) 20 min Action on FY 17 Bourne School District Budget
- 5) 35 min Presentation Bourne School Building Committee-  
Joel Seeley SMMA Project Manager and Kent Kovacs - Flansburgh Architects
- 6) 20 min Discuss grade configurations as they relate to the Bourne School Building Committee's options
- 7) 10 min Distribute Administrative Draft School Year 2016-17 Calendar
- 8) 10 min Update from Time on Learning ad hoc subcommittee
- 9) 10 min Update on NEASC Oct 2016 Visit

### SCHOOL COMMITTEE BUSINESS

- 10) 2 min Accept SC minutes March 3<sup>rd</sup> 2016
- 11) 10 min Action: School Lunch Prices
- 12) 10 min Action: School Choice
- 13) 10 min Action: Policies AC (Nondiscrimination); ACD (Tobacco Use Prohibited); ADDA (Background Checks) and 'retire' ADDA-R (procedure for CORI); Distribute: Policy ADF (Wellness)
- 14) 10 min School Committee attendance commitments, end of year calendar (Graduation, Meetings, Concerts, Retirements)
- 15) 5 min Review and propose future agenda items
- 16) 5 min Confirm next meeting date and location May 2016 Bourne Veteran's Memorial Community Center

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

- ☐ Jackson Field Revitalization Project - April
- ☐ Invite UCT Bourne representatives - May
- ☐ Superintendent Evaluation- Dissemination of Rubric - May
- ☐ Quarterly Budget Report - May
- ☐ Action- SY16-17 School Calendar - May

RECEIVED  
2016 MAR 31 PM 1:45  
TOMM CLERK BOURNE

# BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, MAY 2, 2016

TIME: 7:00PM

PLACE: BOURNE HIGH SCHOOL AUDITORIUM

RECEIVED

## AGENDA

2016 APR 28 AM 11:07

TOWN CLERK BOURNE

### *SCHOOL COMMITTEE BUSINESS*

- 1) Town Meeting
- 2) Contract Award for the BHS Track Resurfacing Project

"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 Public Schools

## BOURNE SCHOOL COMMITTEE

### REGULAR MEETING MINUTES

**DATE:** WEDNESDAY, MAY 11, 2016

**TIME:** 6:30 PM REGULAR MEETING

**PLACE:** BOURNE VETERAN'S MEMORIAL COMMUNITY BUILDING, BUZZARDS BAY MA

#### ATTENDANCE

**SCHOOL COMMITTEE MEMBERS PRESENT:** Chairperson, Christopher Hyldburg; Secretary, Anne-Marie Siroonian; Mitch McClain; Judy Froman; Matthew Stück; Heather DiPaolo

**SCHOOL COMMITTEE MEMBERS ABSENT:** Erika Fitzpatrick arrived at 7:25

**OTHER ATTENDEES PRESENT:** Steven Lamarche, *Superintendent*; Susan Sleasman, *Assistant Superintendent for Learning and Teaching*; Ed Donoghue, *Director of Business Services*;

#### CALL TO ORDER

Chairperson Christopher Hyldburg called the meeting to order at 5:30 pm for the purpose of entering executive session in order 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.

#### PUBLIC COMMENTS

None

#### OPEN SESSION

Chairperson Christopher Hyldburg called open session at 6:30 p.m. and led the Pledge of Allegiance. Matthew Stück read the Bourne Public Schools Vision. Heather Di Paolo read the Bourne Public Schools Mission.

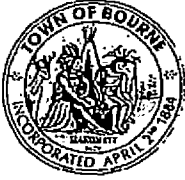
#### PUBLIC PARTICIPATION

##### 1. Announcements (Superintendent/Subcommittees)

Supt. Lamarche:

-Many school districts are requesting to visit the Innovation Studio and he thanked the School Committee for their support of the Innovation Studio.

-Engineering Day was held right before April vacation and it was an incredible day. A tremendous amount of support from the Nat'i Marine Life Center was given in this program. Many teachers around the district volunteered their time to help in this effort.



# Bourne Public Schools

Asst. Supt. Sleasman

-Educators and Scientists (Whistep) heard a talk about the future of aquaculture in the US in the Innovation Studio today.

-Jeff Farrington, BHS Science teacher made a presentation about the "Wet Lab" that is being used at the BHS.

-K. Cleary in Bournedale has received a Fuel Up 360 grant and \$500 Kohl's grant to buy heart pedometers for students.

-Ms. Cleary was nominated for Honey Dew teacher of the year. The winner will receive \$5,000 for the school and \$500 gift card. Letter read aloud by Ms. Sleasman.

-Ann-Marie Strode at BHS received a Lowes Charitable and Educational Foundation Grant for \$4200 to spruce up the outdoor area at Bourne HS.

-Ms. Sleasman attended a readiness conference in Leominster. Starting as young as sixth grade the emphasis is on making sure that what we are doing in school is relevant to 21<sup>st</sup> century. High tech manufacturing jobs are going to be vacated soon by people retiring from these jobs. A *School to Career* committee has been established to address some of these concerns. State is definitely invested by the extent of the resources that had been made available to the attendees.

Mr. Donoghue

- Update given on testing water and water fountains in the schools. Testing levels have been well below the actionable levels of lead and contaminants. There will be more testing and in response to an EPA survey recently received. State funding has been approved for implementation for this program in our schools.

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## 2. STUDENT REPORT-AUDREY KELLEHER(Absent)

Ms. Cetner gave HS report.

- The Opiate Addiction presentation at BHS was a powerful presentation for the students. A follow up activity brought members of community who help to fight this issue including police and treatment personnel. The panel answered questions submitted anonymously by the students. *Under the Meth Moon* has been chosen as the One Book/One Community as a follow up.

- S. Coast Conference recognized top students.

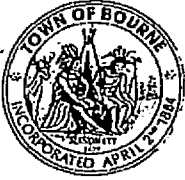
- All Cape Jazz Festival - 2 students attended this year.

- Spring Concert tomorrow night.

- Bourne Memorial Garden ceremony taking place on May 27.

- Teacher Appreciation Week was last week.

- Friday is prom night at Pine Hills.



# Bourne Public Schools

- Graduation plans are ongoing.
- Art Auction and Art Show hosted last week. The money is used for a scholarship and a local charity.
- The French trip was a great success.

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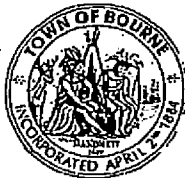
3. TOWN MEETING REPORT- Heather DiPaolo reported that it was a quick meeting and a large number of people were present. Anne-Marie Siroonian reported that the track project was approved and work will be completed after graduation. Supt. Lamarche reported that the meeting was quick and he attributes it to the work that has been done in working on the town's finances as helping it to be a non-polarizing process. Much work done behind the scenes attributed to the smooth meeting.

4. ACTION: Bourne School Building Committee recommendations re: Grade-Spans (PreK-2, 3-5, 6-8, 9-12)

Chairman Hyldburg asked does this constitute a School Committee issue or a town issue? Supt. Lamarche wanted to make clear that the recommendation being made does not indicate that something in the town's configuration is broken or wrong, but rather what can be made better based upon the Feasibility Study's findings. Meetings have taken place since June 2015 to develop these plans and seven community forums have been held.

Recommendation read and explained by Supt. Lamarche, which will realign the grade levels in our schools, as, mentioned above, as to its advantages and disadvantages academically, socially and administratively.

Discussion: Judith Froman would like to have more information about the need for more Unified Arts teachers. Supt. Lamarche responded that it could possibly increase and give these experiences to more students. Heather DiPaolo asked about bussing and the number of tiers that would be needed. Mr. Donoghue answered that we have a three-tier system. HS students are charged so that we don't have many nearly empty busses for HS students. Matthew Stuck asked about the cost difference between plan 1A and 5A. Supt. Lamarche responded that 1A is not being considered as an option as the state is only allotting for a 250-student school, which will not serve our needs. Reimbursement allotment is a key consideration for the choice of 5A as well. Mr. Stuck mentioned that the reimbursement for a new school building is unprecedented and will not take place anywhere else in the building costs of the community. Anne-Marie Siroonian spoke about the grade alignment in terms to the *Response to Intervention* (RTI) becoming more focused with this grade alignment. This configuration is much more efficient. Chairman Hyldburg spoke about mitigation and that this is a town decision to build a new school. Reimbursement rates came up and his impression is that if we can spend less time and money on providing a safe environment in an aging building and a minimum of transitions to be fair to all community members. This option presents an opportunity to build a school system based upon educational issues and not building issues. The School Committee will need to work on the mitigation issues as to bussing and school start times. He has concerns for the staff impact as well.



## Bourne Public Schools

Mr. Stuck spoke about the issues that are of real concern to the community members. Smaller children need to spend less time on busses and so that bus schedules must be adjusted to reflect this. Software now helps with this issue. Traffic will exist regardless of the configuration. We all chose to live in this town and that choice accepts/acknowledges the issue of traffic. The challenge is that the dilapidated building is not up to date and cannot meet the student's future needs. Biggest challenge for Mr. Stuck is the idea full day kindergarten, which is beneficial to all students and the plan to replace the building reflects space to have full day kindergarten and that collegiality among grade level teachers can be enhanced. Building a new building is absolutely necessary for the future of the town in terms of expanding the tax base for the future and relationships formed for the students and teachers. Judith Froman believes that this is an opportunity for our students to learn about transitions and how to handle them.

**Motion:** to support the Bourne School Building Committee in its recommendation to MSBA in requesting consideration for redistricting of grade spans only in the event Town of Bourne so votes to support construction of a new school was moved by Heather and seconded Judy. **Vote:** 7-0-0 (motion carries)

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### 5. ACTION: School Year 2016-17 Calendar

**Motion:** to approve the 2016-2017 school year calendar as presented was moved by Matt and seconded by Anne-Marie. **Vote:** 7-0-0 (motion carries)

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### 1. ACTION: 2016-17 BHS REQUEST TO ADMIT A FOREIGN EXCHANGE STUDENTS (PRINCIPAL CETNER)

Two prospective foreign exchange students are proposed for admission to grade 11 to BHS for next school year.

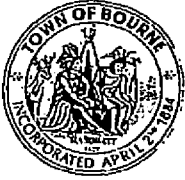
**Motion** Anne-Marie Siroonian, Matt Stuck second. Discussion: Erika Fitzpatrick inquired about his father's business. Chairman Hyldburg added that AFS does the vetting for these students and past experience has been positive. Asst. Supt. Sleasman added that her experience in Thailand is that it is a country of small businesses. Both students have a host family available already. Host families go through a strict screening process.

**Motion:** to accept two foreign exchange students for the 2016-2017 school year as presented was moved by Anne-Marie and seconded by Matt. **Vote:** 6-0-1 (motion carries)

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### 7. ACTION: Out of State Field Trip - PES Grade 1 to Roger Williams Zoon (Asst. Supt. Sleasman)

**Motion:** to approve the Out of State field Trip for Grade 1 PES students to attend Roger Williams Zoo in Rhode Island during the 2016-2017 school year was moved by Heather and seconded Chris. **Vote:** 7-0-0 (motion carries)



# Bourne Public Schools

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## 1. DISSEMINATION OF SUPT. EVAL. RUBRIC; SELF-EVAL. DOC. AND DISCUSSION OF PROCESS (CHAIR HYLDBURG)

-Chairman Hyldburg addressed the evaluation in terms of having two months to collect data supporting this evaluation. Individual meetings between Supt. and School Committee members should take place over the next few weeks. Packet contains examples for school committee members to use to fill out their evaluations, which will take place in June and/or July.

5. School Committee Member appreciation – Chairman Hyldburg about the departing School Committee members, Heather DiPaolo and Matthew Stuck and invited other School Committee members to contribute as well. Parting gifts were given. Both departing members stated their gratitude to the other committee members for their commitment over their time on the School Committee.

## 6. Discussion/Action: Resolution Against Lifting the Cap in Commonwealth Charter Schools

- Judith Froman presented a resolution written by the BEA who asked that the School Committee take a stand on the Charter School cap as being presented by the Commonwealth. Matthew Stuck spoke about the history of Charter Schools and that the system now is no longer a level playing field due to the use of public funding. Raising the cap is not the way to go unless everything about Charter School accountability and funding completely changes. Judith Froman spoke about the issue of using public dollars without having oversight. Chairman Hyldburg was concerned about the figure presented in the resolution and not being able to verify it. Removal of the dollar amount was proposed. Motion to amend the resolution was made by friendly amendment.

Motion: to support the Resolution Against Lifting the Cap on Commonwealth Charter Schools with amending paragraph four by removing the words "more through \$408" and adding an "s" to "million" and removal of "Bourne" to the word "and" in paragraph 4 was moved Matt and seconded by Mitch. Vote: 7-0-0 (motion carries)

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## SCHOOL COMMITTEE BUSINESS

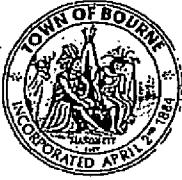
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## 7. ACCEPT SC MINUTES APRIL 6, 2016 AND MAY 2, 2016 Accepted by consensus.

8. POLICY: ACTION: AC, ADC, ADDA, - Distribute: ADF: RETIRE: BBB, BCB, BDE-R, BDFA-R, BEA, BEB, BEDB, BEDC, BGA, BID

Motion: to adopt Policy AC-Nondiscrimination as presented. Matt/Anne-Marie

Vote: 7-0-0 (motion carries)



# Bourne Public Schools

**Motion: to adopt Policy ADC-Tobacco Use Prohibited on School Grounds with the edited spelling of the word "prohibited." Mitch/Matt**  
**Vote: 7-0-0 (motion carries)**

**Motion: to adopt Policy ADDA-Background Checks as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BBB-SC Elections as presented. Anne-Marie/Matt. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BCB – Conflict of Interest as presented. Anne-Marie/Judy. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BDE-R Guidelines for Subcommittees as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BDFA-R-Procedures for School Councils as presented. Anne-Marie/Judy. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BEA-Regular School Committee Meetings as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BEB-Special School Committee Meeting as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BEDC-Quorum as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy BGA-Policy Development System as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**

**Motion: to retire Policy School Committee Member Compensation and Expenses as presented. Anne-Marie/Mitch. Vote: 7-0-0 (motion carries)**





## Bourne Public Schools

9. ACTION: TO EXERCISE FY17 OPTION ON FIRST STUDENT BUS CONTRACT (ED DONOGHUE, DR. OF BUSINESS)- Mr. Donoghue spoke about the issues that have been being worked on with First Student this year in terms of staff and training issues. This vote is to extend the contract for one more year.

Motion: to extend the school bus transportation contract with First Student commencing on July 1, 2016 through June 30, 2017 as presented was moved by Matt and seconded by Mitch. Vote: 7-0-0 (motion carries)

- 
14. ACTION: Chartwell's food service contract extension (Ed Donoghue, Dir. of Business) Mr. Donoghue presented the contract and discussed some of the positive aspects of the relationship with Chartwell's.

Motion: to extend the food service agreement contract with Chartwells commencing on July 1, 2016 through June 30, 2017 as presented was moved by Heather and seconded by Mitch. Vote: 7-0-0 (motion carries)

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1. Cape Cod Collaborative update (Vice Chair Heather Di Paolo)

- Heather DiPaolo reported Cape Cod Collaborative is actively seeking land near the Upper Cape Tech School, which affects Bourne as they are renting from us now at Otis. They will use the existing road for the Tech School, but may be using a different road in the future. Fee is going up for placement of our students there. Also Articles of Agreement between the 19 towns of the collaborative are finished and published. ASLP program is for our advanced learners at Mass Maritime for the summer. We were awarded fifteen spots this year and we are using 14 of the 15 spots. Discussion was held about the reasons that the Collaborative is seeking a new building is due to the building condition and cost of repairs. Bourne has been maintaining safety and the cost is continuing to go up. Ms. DiPaolo will pass on this role to a new committee member.

10. Review and propose future agenda items – Welcome new members, Date setting for Summer Retreat, Swot Analysis.

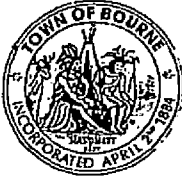
11. Confirm next meeting date and location June 1, 2016 Bourne Veterans Memorial Community Center.

Motion (DiPaolo/Siroonian): to adjourn public session (9:31 p.m.) Vote: 7-0-0

Respectfully Submitted,

*Joyce A. Botti*

Recording Secretary



# Bourne Public Schools

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

Agenda Item	Document
0	Agenda
1	
2	
3	
4	Bourne School Building Committee letter and attachments to MSBA
5	2016-2017 School Year Calendar
6	Foreign Exchange Student information/applications
7	Out of State Field Trip Request – Roger Williams Zoo (Peebles First Grade)
8	End of Cycle Summative Evaluation Report: Superintendent
9	
10	Resolution Against Lifting the Cap on Commonwealth Charter Schools
11	Minutes April 6, 2016, May 2, 2016
12	Policies AC, ADC, ADDA, ADF, ADC, BBB, BCB, BDE-R, BDFA-R, BEA, BEB, BEDB, BEDC, BGA, BID
13	BPS contract for Transportation Services with First Student
14	Amendment Number Four to Food Service Agreement with Chartwells

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, May 11, 2016  
**TIME:** 6:30PM REGULAR MEETING, EXECUTIVE SESSION TO FOLLOW  
**PLACE:** BOURNE VETERANS 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 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.

***At the conclusion of the REGULAR MEETING FOR THE PURPOSE OF ENTERING EXECUTIVE SESSION***

### ***CALL TO ENTER INTO EXECUTIVE SESSION***

- 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 [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [Step I Grievance with BEA Admin Assistants][BSEA] 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 will be asked to introduce themselves, state their residence and are invited to address and present their materials to the School Committee for up to three (3) minutes.*

### ***OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF THE BPS VISION, MISSION & OBJECTIVES:***

Public recording statement

### ***PUBLIC PARTICIPATION***

- 1) 10 min Announcements, Correspondence (Superintendent & Subcommittees)
- 2) 5 min Student Report
- 3) 5 min Town Meeting report
- 4) 20 min Action: Bourne School Building Committee recommendation re: Grade-Spans (Pk-2, 3-5, 6-8, 9-12)
- 5) 5 min Action: School Year 2016-17 Calendar
- 6) 10 min Action: 2016-2017 BHS request to admit a Foreign Exchange student (Principal Cetner)
- 7) 5 min Action: Out of State Field Trip – PES Grade 1 to Roger Williams Zoo (Assistant Sup. Sleasman)
- 8) 10 min Dissemination of Supt. Eval. Rubric; Self-Eval. Doc. and Discussion of Process. (Chair: Hyldborg)
- 9) 10 min School Committee Member appreciation
- 10) 10 min Discussion/Action: Resolution Against Lifting the Cap in Commonwealth Charter Schools

### ***SCHOOL COMMITTEE BUSINESS***

- 11) 2 min Accept SC minutes April 6, 2016 and May 2, 2016
- 12) 20 min Policy: Action: AC, ADC, ADDA – Distribute: ADF  
Retire: BBB, BCB, BDE-R, BDFA-R, BEA, BEB, BEDB, BEDC, BGA, BID
- 13) 10 min Action: To exercise FY17 option on First Student bus contract (Ed Donoghue, Dir of Business)
- 14) 10 min Action: Chartwell's food service contract extension (Ed Donoghue, Dir of Business)
- 15) 10 min Cape Cod Collaborative update (Vice Chair Heather DiPaolo)
- 16) 5 min Review and propose future agenda items
- 17) 5 min Confirm next meeting date and location June 1, 2016 Bourne Veterans Memorial Community Center

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

- Board Appointments: Cape Cod Collaborative, Nye Scholarship Trust (June)
- Line Item Transfers – June
- Reorganize Committee Positions – June (July Meeting)
- Update on Nye Enrichment Programs - September
- Superintendent Evaluation- June and June (July Meeting)



# BOURNE SCHOOL COMMITTEE WORKSHOP

**DATE:** Thursday May 26, 2016  
**TIME:** 7:15 PM REGULAR MEETING  
**PLACE:** BOURNE VETERAN'S COMMUNITY CENTER

## 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.

- 1) 30 min Bourne School Committee Protocols & Yearly schedule
- 2) 15 min Overview of SC subcommittees
- 3) 15 min Introduction of Open Meeting, Conflict of Interest Rules
- 4) 5 min Introductions of MASC's "Charting the Course" seminar.
- 5) 5 min Review and propose future agenda items
- 6) 5 min Confirm next meeting date and location June 1, 2016

2016 MAY 23 PM 3 13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Wednesday, June 1, 2016  
**TIME:** 5:30 PM EXECUTIVE SESSION 6:30PM REGULAR MEETING  
**PLACE:** BOURNE VETERAN'S COMMUNITY CENTER

## AGENDA

2016 MAY 25 PM 5:58  
TOWN CLERK'S OFFICE  
BOURNE, MASS

*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
- 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 [Educational Support Personnel/Admin Assistants] 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 THE BPS VISION, MISSION & OBJECTIVES:**

Public recording statement

### **PUBLIC PARTICIPATION**

- 1) 5 min Introduce new School Committee Members
- 2) 20 min Announcements, Correspondence (Superintendent & Subcommittees)
- 3) 5 min Student Report
- 4) 20 min Superintendent Self-Evaluation (Superintendent)
- 5) 20 min Massachusetts Consortium of Innovation Education Assessment (Superintendent)
- 6) 15 min Bourne School Building Committee report (CH/MM/NS)

### **SCHOOL COMMITTEE BUSINESS**

- 7) 2 min Accept SC minutes May 11, 2016
- 8) 10 min Quarterly Budget Report – SWOT (Dir or Business Services)
- 9) 5 min Policy: Action: ADF - Wellness
- 10) 10 min Change Order proposal - Jackson Field Track resurfacing - (Dir or Business Services)
- 11) 15 min Discuss July School Committee summer retreat/workshop/schedule - potential agenda items
- 12) 5 min Review and propose future agenda items
- 13) 5 min Confirm next meeting date and location June (July Meeting) 29?, 2016 Bourne Veteran's Community Center

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

- Board Appointments: Cape Cod Collaborative, Nye Scholarship Trust June (July Meeting)
- Line Item Transfers – June (July Meeting)
- Reorganize Committee Positions – June (July Meeting)
- Update on Nye Enrichment Programs - September
- Superintendent Evaluation- June (July Meeting)

# BOURNE SCHOOL COMMITTEE MEETING

2016 JUN 17 Wednesday, June 22, 2016

TIME: 5:30 PM EXECUTIVE SESSION 6:30 PM REGULAR MEETING

PLACE: BOURNE VETERANS 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 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
- 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 personnel. To discuss strategy with respect to collective bargaining with BEA [Educational Support Personnel/Admin Assistants] 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 THE BPS VISION, MISSION & OBJECTIVES:

Public recording statement

### PUBLIC PARTICIPATION

- 1) 15 min Announcements, Correspondence (Superintendent & Subcommittees)
- 2) 15 min Board Appointments, School Committee & Sub Committees
- 3) 5 min BHS College Acceptance report- (BHS Principal)
- 4) 30 min BHS Student Assessments- (BHS Principal)
- 5) 10 min Massachusetts Consortium of Innovation Education Assessment (MCIEA) - update (Superintendent)
- 6) 5 min MCIEA Resolution
- 7) 10 min Bourne School Building Committee report – update (School Building Committee)

### SCHOOL COMMITTEE BUSINESS

- 8) 2 min Accept SC minutes June 1, 2016
- 9) 20 min Superintendent Self-Evaluation - (Superintendent)
- 10) 10 min Massachusetts Tiered System of Supports (MTSS) – (Assistant Superintendent)
- 11) 5 min Policy: ADF Wellness
- 12) 10 min FY16 Line Item Transfers (Director of Business Services)
- 13) 15 min Discuss July School Committee summer retreat/workshop/schedule - potential agenda items
- 14) 5 min Confirm next meeting date and location July 20, 2016 TBD

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

- ☐ Action on District Service Contracts – August
- ☐ Review Job Description Updates – August
- ☐ Superintendent Evaluation- August
- ☐ MCAS 2.0 update- July

- ☐ Update on Nye Enrichment Programs – August
- ☐ ESSA update\*– July
- ☐ Action on Student Handbooks –August

RECEIVED  
2016 JUN 17 PM 3:08  
TOWN CLERK BOURNE

# BOURNE SCHOOL COMMITTEE

## Summer Workshop

RECEIVED

DATE: Wednesday, July 20, 2016

TIME: 12:30 PM REGULAR MEETING 1:00 PM EXECUTIVE SESSION

PLACE: The Ruder Cup Room @ East Bay Grille, 54 Clubhouse Dr., Plymouth, MA 02360\*

2016 JUL 15 AM 9:49

TOWN CLERK BOURNE

*\*Driving Directions from 36 Sandwich Road link [CLICK HERE](#)*

## AGENDA

- ✓ *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.

### ***1:00 PM 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
- The purpose of the Executive Session: To hear and deliberate BEA Step 3 ESP grievance presentation and to discuss strategy with respect to BEA: Admin. Assistants/ESP collective bargaining and BEA request to bargain BHS 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.

### ***OPEN SESSION, PLEDGE OF ALLEGIANCE***

### ***PUBLIC PARTICIPATION***

- 1) 15 min Announcements, Correspondence, MSBA report (Superintendent & Subcommittees)
- 2) 45 min School Committee Organization, Board Appointments & Sub Committees
- 3) 15 min Massachusetts Consortium of Innovation Education Assessment- update (Superintendent)
- 4) 30 min BHS Student Assessments
- 5) 30 min Review/update Mission, Objectives and Goal: Bourne School District- SC, Admin
- 6) 20 min Review District Improvement Plan and organizational chart- (Superintendent)
- 7) 30 min Time on Learning update: Calendar, Start times

### ***SCHOOL COMMITTEE BUSINESS***

- 8) 2 min Accept SC minutes June 1, 2016 (and June 22, if available)
- 9) 20 min Superintendent Self-Evaluation (Superintendent)
- 10) 30 min Superintendent Evaluations- Narrative read
- 11) 5 min Policy ADF: Wellness
- 12) 15 min Long Term School Committee Meeting
- 13) 5 min Review and propose future agenda items
- 14) 5 min Confirm next meeting date and location August 2016 Bourne High School Library

### **Proposed Future Agenda Items and Dates (subject to change by School Committee)**

- ☐ Invite UCT Bourne representatives- Fall
- ☐ BPS Handbook(s) update - August
- ☐ FY16 Closeout Vote - October
- ☐ BHS NYE Enrichment Grant SY15-16 Presentation - October
- ☐ MCAS 2.0 update - Fall
- ☐ ESSA update - Fall
- ☐ Superintendent Evaluation- August

# BOURNE SCHOOL COMMITTEE MEETING

DATE: August 17, 2018

TIME: 5:30pm Executive Session, 6:30pm Public Meeting

PLACE: Bourne Veterans Memorial Community Building

## AGENDA

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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 PURPOSES OF ENTERING INTO 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
- 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 [Educational Support Personnel/Admin Assistants] 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.

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES

#### Public recording statement

### PUBLIC PARTICIPATION

- 1) 10 MIN Announcements, Correspondences (Superintendent & Subcommittees)
- 2) 5 MIN Student Report
- 3) 20 MIN Review of the 2016 BPS Vision, Mission & Objectives (VOTE)
- 4) 10 MIN Superintendent Evaluation (Chris)
- 5) 10 MIN D.I.P. ( District Improvement Plan) Update
- 6) 15MIN Action on BPS Handbooks
- 7) 5MIN Action on out of state field trip
- 8) 5MIN Update on MSBA – School Building Committee
- 9) 5 MIN MASC Joint Conference attendance
- 10) 5MIN Facilities Update: New Track
- 11) 5 MIN Introduction of New Staff for the 2016 School Year

### SCHOOL COMMITTEE BUSINESS

- 1) 2MIN Approval of July 20<sup>th</sup> minutes (consensus)
- 2) 5MIN Action on Policy ADF: Wellness
- 3) 5MIN Review and Propose Future Agenda items
- 4) 5MIN Confirm next meeting date: September 7, 2016 at 5:30pm – High School?

RECEIVED  
2016 AUG 12 PM 4:29  
TOWN CLERK BOURNE



# BOURNE SCHOOL COMMITTEE MEETING

DATE: September 1, 2016

TIME: 5:30pm Executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

RECEIVED

## AGENDA

2016 SEP -1 PM 3:26

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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 PURPOSES OF ENTERING INTO 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
- 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 [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining [Impact Bargaining BHS] or litigation [BEA Unfair Labor Charge] if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES**

Public Recording Announcement

### **PUBLIC PARTICIPATION**

- 1) 10MIN Announcements, correspondences (Superintendent & Subcommittees)
- 2) 5MIN Student Report
- 3) 10MIN S.W.A.C. Annual Report
- 4) 15MIN AP Results (Principal Cetner)
- 5) 15MIN NEASC Update (Principal Cetner)
- 6) 10MIN Facilities Update (Chris)
- 7) 20MIN M.S.B.A. Update (Chris)
- 8) 10MIN M.C.I.E.A. Update (Superintendent)

#### ***School Committee Business***

- 1) 2MIN Approval of August 17, 2016 minutes (consensus)
- 2) 5MIN Action on Policy ADF: Wellness (Policy Sub)
- 3) 10MIN Special Town Meeting Warrant Article (Superintendent/School Committee)
- 4) 10MIN Action on ESP Contract Ratification (Chair)

#### ***Proposed Future Agenda Items and month (subject to change by the School Committee)***

SIPs (Nov), Budget Closeouts (Oct), Policies (Oct), NYE (Oct)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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: September 7, 2016

TIME: 5:30pm executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

RECEIVED

## AGENDA

2016 SEP -2 AM 8:53

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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 PURPOSES OF ENTERING INTO 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
- 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 [Educational Support Personnel/Admin Assistants] personnel. To discuss strategy with respect to collective bargaining [Impact Bargaining BHS] or litigation [BEA Unfair Labor Charge] if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES**

Public Recording Announcement

### **PUBLIC PARTICIPATION**

- 1) 10MIN Announcements, correspondences (Superintendent & Subcommittees)
- 2) 5MIN Student Report
- 3) 10MIN S.W.A.C. Annual Report
- 4) 15MIN AP Results (Principal Cetner)
- 5) 15MIN NEASC Update (Principal Cetner)
- 6) 10MIN Facilities Update (Chris)
- 7) 20MIN M.S.B.A. Update (Chris)
- 8) 10MIN M.C.I.E.A. Update (Superintendent)

#### **School Committee Business**

- 1) 2MIN Approval of August 17, 2016 minutes (consensus)
- 2) 5MIN Action on Policy ADF: Wellness (Policy Sub)
- 3) 10MIN Special Town Meeting Warrant Article (Superintendent/School Committee)
- 4) 10MIN Action on ESP Contract Ratification (Chair)

**Proposed Future Agenda Items and month (subject to change by the School Committee)**

SIPs(Nov), Budget Closeouts (Oct), Policies (Oct), NYE (Oct)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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: October 5, 2016

TIME: 6:00pm executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

## AGENDA

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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.

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### 6:00 pm REGULAR MEETING FOR THE PURPOSES OF ENTERING INTO 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
- 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 [Educational Support Personnel/Admin Assistants] 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.

---

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES

Public Recording Announcement

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### PUBLIC PARTICIPATION

- |    |       |  |
|----|-------|--|
| 1) | 30MIN | Joint Meeting with the Bourne School Building Committee (Chair Jim Potter) |
| 2) | 10MIN | Announcements, Correspondence (Superintendent & Subcommittees)             |
| 3) | 5MIN  | Student Report (Audra Kelleher)  |
| 4) | 10MIN | Facilities Update - Track (Ed Donoghue)                                    |
| 5) | 5MIN  | High School Athletics Update/Participation (Scott Ashworth)                |
| 6) | 10MIN | M.C.I.E.A. Update (Superintendent)   |
| 7) | 10MIN | NEASC Update (Principal Cetner)  |
| 8) | 15MIN | N.Y.E. Grant Presentation (Pattie Parker)                                  |
| 9) | 10MIN | Visit from England Update ( Susan Sleasman)                                |

RECEIVED  
2016 SEP 30 AM 11:43  
TOWN CLERK BOURNE

### School Committee Business

- |    |      |   |
|----|------|---|
| 1) | 2MIN | Approval of August 17, 2016 minutes (consensus)   |
| 2) | 2MIN | Approval of September 7, 2016 minutes (consensus) |
| 3) | 5MIN | Action Budget Closeouts (Ed Donoghue)             |

*Proposed Future Agenda Items n dates (subject to change by the SC)*

S.I.P.(NOV), Policies (NOV) Superintendent Goals (NOV) S.W.A.T. (NOV)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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: October 5, 2016

TIME: 6:00pm executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

RECEIVED

## AGENDA

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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.

2016 SEP 30 PM 2:32

### 6:00 pm REGULAR MEETING FOR THE PURPOSES OF ENTERING INTO 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
- 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 [Educational Support Personnel/Admin Assistants] 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.

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES

#### Public Recording Announcement

### PUBLIC PARTICIPATION

- 1) 30MIN Joint Meeting with the Bourne School Building Committee (Chair Jim Potter)
- 2) 10MIN Announcements, Correspondence (Superintendent & Subcommittees)
- 3) 5MIN Student Report (Audra Kelleher)
- 4) 10MIN Facilities Update - Track (Ed Donoghue)
- 5) 5MIN High School Athletics Update/Participation (Scott Ashworth)
- 6) 10MIN M.C.I.E.A. Update (Superintendent)
- 7) 10MIN NEASC Update (Principal Cetner)
- 8) 15MIN N.Y.E. Grant Presentation (Pattie Parker)
- 9) 10MIN Visit from England Update ( Susan Sleasman)

### School Committee Business

- 1) 2MIN Approval of August 17, 2016 minutes (consensus)
- 2) 2MIN Approval of September 7, 2016 minutes (consensus) ,
- 3) 5MIN Action Budget Closeouts (Ed Donoghue)

*Proposed Future Agenda Items n dates (subject to change by the SC)*

S.I.P.(NOV), Policies (NOV) Superintendent Goals (NOV) S.W.A.T. (NOV)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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:** Monday, October 17, 2016  
**TIME:** 7:00 P.M.  
**PLACE:** Bourne High School Auditorium

## 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

1) Special Town Meeting

RECEIVED

2016 OCT 13 PM 3:39

TOWN CLERK BOURNE

# BOURNE SCHOOL COMMITTEE MEETING

DATE: Tuesday, October 25, 2016

TIME: 6:15 P.M. Joint Meeting with the Board of Selectmen and Finance Committee

PLACE: Bourne Veterans' 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) End of Year Financial Review

*Corrected Agenda is  
for the date of mtg -  
10/25/16  
135*

RECEIVED

2016 OCT 21 AM 10:54

TOWN CLERK BOURNE

# BOURNE SCHOOL COMMITTEE MEETING

**DATE:** Tuesday, October 25, 2016  
**TIME:** 6:15 P.M. Joint Meeting with the Board of Selectmen and Finance Committee  
**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) End of Year Financial Review

RECEIVED  
2016 OCT 21 AM 10:54  
TOWN CLERK BOURNE

## Johnson, Barry

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**From:** Coelho, Melissa <mcoelho@bourneps.org>  
**Sent:** Friday, October 21, 2016 10:40 AM  
**To:** Administrators; Anne-Marie Siroonian; Audrey Kelleher; Johnson, Barry; BEA Executive Board; BPS Staff; Chapman, Wendy; Christopher Hyldburg; Erika Fitzpatrick; Fernandes, Mary; jmcgrail; joyce botti; Judith Froman; Lomeland, Hans; Mary Petiet; Mastrangelo, Mary Jane; Blanton, Michael; Michael Rausch; Mike Stevens; Mitch McClain; Natasha Scarpato; Plante, Lisa; Meier, Peter; Ronda Jones; Guerino, Thomas  
**Subject:** Re: School Committee Meeting Agenda 10.25.2016  
**Attachments:** School Committee Meeting Agenda 10.25.2016.pdf

My apologies, here is the correct meeting agenda.

Melissa F. Coelho  
Executive Assistant to the Superintendent  
Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532  
Phone - 508-759-0660 x 26 Fax 508-759-1107  
[mcoelho@bourneps.org](mailto:mcoelho@bourneps.org)  
[www.bourneps.org](http://www.bourneps.org)

On Fri, Oct 21, 2016 at 10:35 AM, Coelho, Melissa <mcoelho@bourneps.org> wrote:  
Have a wonderful weekend :)

Melissa F. Coelho  
Executive Assistant to the Superintendent  
Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532  
Phone - 508-759-0660 x 26 Fax 508-759-1107  
[mcoelho@bourneps.org](mailto:mcoelho@bourneps.org)  
[www.bourneps.org](http://www.bourneps.org)



# BOURNE SCHOOL COMMITTEE MEETING

DATE: November 9, 2016

TIME: 5:30pm executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

RECEIVED

2016 NOV -7 PM 4:43

## AGENDA

- *The School Committee may vote on ALL items listed on the agenda*
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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.

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### 6:00 pm REGULAR MEETING FOR THE PURPOSES OF ENTERING INTO 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
- 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 [Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [DLR, x2 FOIA Requests, OCR complaint] if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

---

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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.

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### OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF THE BPS VISION, MISSION & OBJECTIVES

#### Public Recording Announcement

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### PUBLIC PARTICIPATION

- |     |       |  |
|-----|-------|--|
| 1)  | 10MIN | Announcements, Correspondence (Superintendent & Subcommittees)                 |
| 2)  | 5MIN  | Student Report   |
| 3)  | 20MIN | School Council Round Table Discussion (Members of Councils)                    |
| 4)  | 15MIN | School Improvement Plans (Principals)  |
| 5)  | 5 MIN | NEASC Visit Feedback   |
| 6)  | 10MIN | School Building Committee Update/ Town Meeting Vote/Next Steps (Chris/Natasha) |
| 7)  | 15MIN | MASS/MASC Workshop Information/Reflection/Sharing (SC Members)                 |
| 8)  | 10MIN | Facilities Update on Track/Lead Testing/HERA (ED)                              |
| 9)  | 5MIN  | S.W.O.T. Analysis (ED)   |
| 10) | 10MIN | Superintendent Goals (Superintendent)  |

### School Committee Business

- |    |      |  |
|----|------|--|
| 1) | 2MIN | Approval of October 2016 minutes (consensus) |
| 2) | 2MIN | Mid Year Workshop purpose and date setting   |
| 3) | 5MIN | Review and propose Future agenda Items       |

#### *Proposed Future Agenda Items n dates (subject to change by the SC)*

Eureka Math (DEC), MRT Reading (DEC), Budget Priorities (DEC) Mid Year Workshop Agenda (DEC)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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

RECEIVED

DATE: December 7, 2016

TIME: 5:30pm Executive Session, 6:30pm Public Meeting

PLACE: Bourne High School Library/Media Center

2016 DEC 5 PM 12:55

## AGENDA

- ~~The School Committee may vote on ALL~~ items listed on the agenda
- The preceding listing of matters are those reasonably anticipated by the Chairperson 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 PURPOSES OF ENTERING INTO 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
- 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 [Admin Assistants] personnel. To discuss strategy with respect to collective bargaining or litigation [BEA Department of Labor charge, BEA personnel matter, Office of Civil Rights complaint, student matter] if in open session may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

**6:30pm PUBLIC COMMENT:** Opportunity for Public Comments (School Committee) Speakers will be 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 THE BPS VISION, MISSION & OBJECTIVES

Public Recording Announcement

#### PUBLIC PARTICIPATION

- 1) 10MIN Announcements, Correspondence (Central Office Administrators & Subcommittees)
- 2) 5MIN Student Report (BHS Student Representative)
- 3) 5MIN Superintendent Academic Excellence Award (Superintendent)
- 4) 10MIN Eureka Math and MRT-Reading Update (Assistant Superintendent)
- 5) 5MIN Professional Development Committee Update (Assistant Superintendent)
- 6) 10MIN School Building Committee Update/ Town Vote Results (School Building Committee)
- 7) 10MIN Facilities Update on Track/Lead Testing/AHERA (Director of Business Services)

#### School Committee Business

- 1) 2MIN Approval of November 2016 minutes (consensus)
- 2) 15MIN Budget Priorities
- 3) 15MIN Update School Committee subcommittee meeting schedules
- 4) 2MIN Agenda for Mid-Year Workshop on January 20, 2017 Noon – 5pm (TBA – Place)
- 5) 5MIN Review and propose Future agenda Items

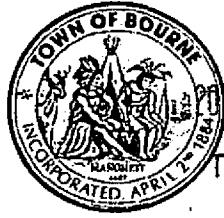
*Proposed Future Agenda Items n dates (subject to change by the SC)*

SC Self-evaluation (JAN), FY18 Hearing (MARCH), BHS/BMS Program of Studies (FEB), Capital planning (JAN)

The proceeding listing of matters is those reasonably anticipated by the Chairperson 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

# **Bournedale Elementary School**

41 Ernest Valeri Road  
Bourne, MA 02532  
508.743.3800  
508.743.3801 (fax)  
[www.bourneps.org](http://www.bourneps.org)



2016 JUN 6 PM 2 32

TOWN CLERK'S OFFICE  
BOURNE, MASS

Elizabeth Carpenito  
*Principal*  
[ecarpenito@bourneps.org](mailto:ecarpenito@bourneps.org)

Noreen Baranowski  
*Administrative Assistant*  
[nbaranowski@bourneps.org](mailto:nbaranowski@bourneps.org)  
Christine Gegg  
*Administrative Assistant*  
[cgegg@bourneps.org](mailto:cgegg@bourneps.org)

**Agenda – June 14, 2016**

**Bournedale Elementary School Conference Room**

Meeting Called by BES School Council Members: Liz Carpenito, Carol Maley-Makrys, Abby Downing, Maura Dankert & Deni Garabedian  
11:30 A.M.

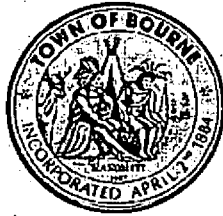
- Feedback for Next Year's School Improvement Plan
- Meeting dates/times for next year
- Member's for next year
- Other

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*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)



RECEIVED

2016 OCT 11 PM 4:49  
TOWN CLERK BOURNE

Elizabeth Carpenito  
Principal  
[ecarpenito@bourneps.org](mailto:ecarpenito@bourneps.org)

Noreen Baranowski  
Administrative Assistant  
[nbaranowski@bourneps.org](mailto:nbaranowski@bourneps.org)  
Christine Gegg  
Administrative Assistant  
[cgegg@bourneps.org](mailto:cgegg@bourneps.org)

## BOURNEDALE ELEMENTARY SCHOOL COUNCIL MEETING

### Bournedale Elementary School Conference Room

October 18, 2016

12:10 PM

Meeting Called by BES School Council Members: Liz Carpenito, Elizabeth Douglas, Bernadine Gates, Lauren Lynn, Abby Downing, Maura Dankert & Deni Garabedian.

- Finalize meeting dates and times
- Feedback for SY 17 School Improvement Plan
- Other
- Next Meeting at:

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*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.*

**\*\*\*\*MEETING\*\*\*\***

## **Bourne Early Childhood Council**

**Tuesday, January 19, 2016  
5:30 PM**

**HEAD START  
90 Adams Street, Bourne**

2016 JAN 10 PM 3 38  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Please post this notice.**

**Please feel free to invite any interested person to attend.**

**\*\*\*\*MEETING\*\*\*\***

## **Bourne Early Childhood Council**

**Tuesday, May 17, 2016  
5:30 PM**

**CHILDREN'S WORKSHOP  
536 MacArthur Blvd., Bourne**

**RECEIVED**  
2016 MAY 10 AM 10:43  
TOWN CLERK BOURNE

**Please post this notice.**

**Please feel free to invite any interested person to attend.**

2016 SEP 6 PM 12 38

TOWN CLERK'S OFFICE

BOURNE, MASS

\*\*\*\*MEETING\*\*\*\*

## **Bourne Early Childhood Council**

**Tuesday, September 20, 2016  
5:30 PM**

Bournedale Elementary  
41 Ernest Valeri Road, Bourne

**Please post this notice.**

Please feel free to invite any interested person to attend. Contact Maura  
Dankert for more information 508-743-3800 x 4902

**RECEIVED**

2016 NOV -7 PM 4:43

TOWN CLERK BOURNE

Meeting\*Meeting\*Meeting\*Meeting\*Meeting\*Meeting\*Meeting\*Meeting\*Meeting\*Meeting

**Bourne Early Childhood Council**

**Tuesday November 15, 2016  
5:30 PM**

**THE RAINBOW PRESCHOOL  
10 WILLISTON RD  
SAGAMORE BEACH, MA**

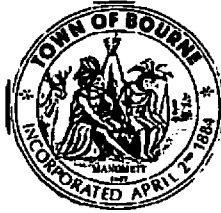
**Post this notice..**

**Please feel free to invite any interested person to attend.**



# **James F. Peebles Elementary School**

**70 Trowbridge Road  
Bourne, MA 02532  
508.759.0680  
508.759.0619 (fax)  
[www.bourneps.org](http://www.bourneps.org)**



2016 JAN 14 PM 10 30  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Jane Norton**

*Principal*

[jnorton@bourneps.org](mailto:jnorton@bourneps.org)

**Lisa Niland**

*Administrative Assistant*

[lniland@bourneps.org](mailto:lniland@bourneps.org)

**Michelle Laflamme**

*Administrative Assistant*

[miaflamme@bourneps.org](mailto:miaflamme@bourneps.org)

## **PEEBLES ELEMENTARY SCHOOL COUNCIL**

**Jan. 20th at 3:30pm  
Conference Room**

### **Meeting Agenda**

1. Program of Studies
2. New Bourne Elementary School
  - a) Update
  - b) Community Forum Jan. 21st at Bournedale Elementary School
3. March School Committee Invitation - March 2nd, 2016
4. Other
5. Next Meeting Date: March 16th, 2016

### **School Council Members:**

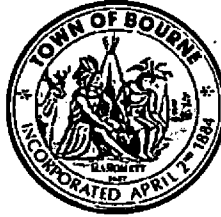
**Janey Norton - Principal, Natasha Scarpato - Parent, Sue Cook - Member-at-Large, Donna Buckley - Teacher, Kim Colella - Teacher, Courtney Costa - Teacher**

*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.*

# Peebles Elementary School

---

70 Trowbridge Road  
Bourne, MA 02532  
508.759.0680  
508.759.0619 (fax)  
[www.bourneps.org](http://www.bourneps.org)



Jane Norton

*Principal*

[jnorton@bourneps.org](mailto:jnorton@bourneps.org)

Lisa Niland

*Administrative Assistant*

[lniland@bourneps.org](mailto:lniland@bourneps.org)

Peebles Elementary School Council Meeting  
Wednesday, March 16<sup>th</sup>  
3:30pm PES Conference Room

## Agenda Items:

1. Program of Studies – Health and Wellness Course Update
2. Building Project Update
3. Budget Update
4. Other

## Future Agenda Items:

School Improvement Plan Update

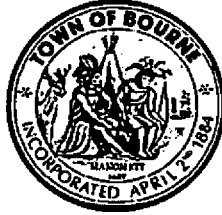
RECEIVED  
2016 MAR 15 AM 9:46  
TOWN CLERK BOURNE

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*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](http://www.bourneps.org)



RECEIVED

2016 MAR 14 PM 3:24

TOWN CLERK BOURNE

Jane Norton  
Principal  
[jnorton@bourneps.org](mailto:jnorton@bourneps.org)

Lisa Niland  
Administrative Assistant  
[liland@bourneps.org](mailto:liland@bourneps.org)

Peebles Elementary School Council Meeting  
Wednesday, March 16<sup>th</sup>  
3:30pm PES Conference Room

## Agenda Items:

1. Program of Studies – Health and Wellness Course Update
2. Building Project Update
3. Budget Update
4. Other

## Future Agenda Items:

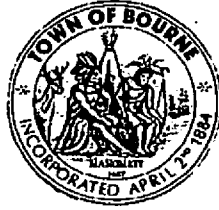
School Improvement Plan Update

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# **James F. Peebles Elementary School**

70 Trowbridge Road  
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508.759.0680  
508.759.0619 (fax)  
[www.bourneps.org](http://www.bourneps.org)



Jane Norton

*Principal*

[jnorton@bourneps.org](mailto:jnorton@bourneps.org)

Lisa Niland

*Administrative Assistant*

[lniland@bourneps.org](mailto:lniland@bourneps.org)

Michelle Laflamme

*Administrative Assistant*

[mlaflamme@bourneps.org](mailto:mlaflamme@bourneps.org)

## **Peebles Elementary School Council Meeting**

Wednesday, October 19th

Conference Room: 3:30pm

### **Agenda**

1. Parent/Caregiver and Community-At-Large Members
2. Review meeting Schedules
3. SY 17 School Improvement Plan
4. Other
5. Next Meeting Date: November 16th, 2016

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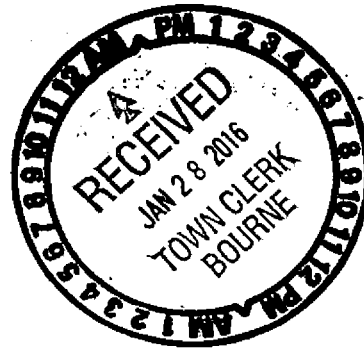
TOWN CLERK BOURNE

Bourne SEPAC agenda for February 1, 2016

Bourne Middle School Media Center

6:00 – 7:30 PM

1. Introductions
2. Minutes from December 7, 2015 meeting
3. State Assessment Presentation regarding PARCC and MCAS by Melissa Ryan
4. Public Comment
5. Adjournment



Bourne SEPAC Meeting Minutes  
February 1, 2016  
Bourne Middle School

In Attendance: Mary Liz Noguerras, Christina Stuart, Maureen Pelonzi, Melissa Ryan

Meeting was called to order

Introductions of panel

Minutes of meeting read from December 7, 2015 and approved

- Motion to accept the minutes of December 7, 2015 as read by Mary Norgueras
- Seconded by Christina Stuart
- Motion approved

Presentation of State Assessment regarding PARCC and MCAS by Bourne Middle School Principal Melissa Ryan

- MCAS was designed to meet the requirements of Education Reform Law of 1993
- PARCC was developed by a consortium of states to measure students' performance on Common Core Standards (developed in 2012) – Bourne piloted the 2014-2015 school year and were not held accountable for testing scores
- Next generation of State Assessment testing – MCAS 2.0 being developed to address specific needs of MA, while maintaining compliance with regulations (ETA rollout date 2019)

What do the test measure?

- MCAS - Student performance according to the existing MA Curriculum Frameworks
- PARCC – Student performance according to the existing MA Curriculum Frameworks, which include the infusion of Common Core Standards in the area of mathematics and English Language Arts
- MCAS 2.0 – Student performance according to the existing MA Curriculum Frameworks, which include the infusion of Common Core Standards in the area of mathematics and English Language Arts and Biology

Format of the Tests

- MCAS
  - Untimed, Paper and Pencil, Multiple Choice, Short Answer, Open Response, Essay
- PARCC
  - Timed, Paper Based or Computer Based, Multiple Select, Drag and Drop, Constructed Response
- MCAS 2.0
  - Commitment to a computer based state assessment with a goal of implementation by Spring 2019

What Accommodations are provided with students with disabilities?

- MCAS
  - Accommodations only available to students with a disability (documented on an IEP or 504 plan)
- PARCC
  - Many accommodations are made available to all students and are considered “accessibility features” or “test administration considerations”
- MCAS 2.0
  - An advisory committee has been formed to develop accommodations and accessibility features

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What are some of the differences in accommodations?

- Timed vs. Untimed
- Paper Based vs. Computer Based
- Graphic Organizer, Checklists, Reference Sheets
- Frequent Breaks
- Small Group / Alternate Setting
- Scribe

Plan for assessment going forward?

- Districts that administer PARCC in 2015 will do so again in 2016
- Districts that administered MCAS will be able to do so again in 2016 or op to administer PARCC
- MCAS 2.0 will be administered by all schools in Massachusetts in 2019
- MCAS 2.0 will be a state wide computer based assessment by 2019
- An advisory committee will review and determine the plan for the requirements of a high school competency determination and the transition to the new assessment – will remained unchanged through Class of 2019
- MCAS Alt remain unchanged at this time for Special Education

Where to get more information:

- Next Generation MCAS / MCAS 2.0 – [www.doe.ma.edu/mcas/nextgen/default.html](http://www.doe.ma.edu/mcas/nextgen/default.html)
- MCAS – [www.doe.mass.edu/mcas/](http://www.doe.mass.edu/mcas/)
- PARCC – [www.doe.mass.edu/parcc](http://www.doe.mass.edu/parcc)

Next meeting: May 9 2016 – Presentation of Parent's Rights and Safeguard by Christina Stuart and Dates and Topics for 2016-2017 SEPAC Meetings

Meeting Adjourned

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Bourne SEPAC Agenda

May 9, 2016

Bourne Middle School Center]

6:00 pm – 7:30 pm

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TOWN CLERK BOURNE

1. Introductions
2. Minutes from February 1, 2016
3. Presentation of Parent's Rights and Safeguards by Christina Stuart
4. Discussion for dates and topics for 2016-2017 SEPAC Meetings
5. Public Comment
6. Adjournment



Bourne SEPAC Meeting Minutes

May 9, 2016

Bourne Middle School

In Attendance: Christina Stuart, Maureen Pelonzi, Linda Pezzello and Gina Pezzello

Meeting was called to order

Introductions of panel

Minutes of February 1, 2016 meeting read.

- Motion to accept the minutes of February 1, 2016 as revised, Christina Stuart
- Seconded by Linda Pezzello
- Motion approved

Presentation of Parents' Rights and Safeguards by Christina Stuart

- Discussion of Rights and Responsibilities in Special Education
  - Goal to provide information so that parents understand their rights regarding special education, collaboration between family and school
- Reviewed Special Education Laws
- Who can refer and when?
  - Parents and other adults involved with the student can refer
  - A referral can be made at any time
- 12 Different types of Disabilities defined in state and federal regulations
- Parent and student have the right to participate in all special education planning and decision making
- It is the obligation of the school district to make strong efforts, in multiple ways to ensure parental and student participation
- Students at age 14, or younger if appropriate, are entitled to participate in Team Meetings
- Students at age 18 are adults under the MA law and assume all the rights formerly held by their parents for participation and decision making
- Appropriate Evaluation
  - Initial Evaluation
  - 3 year evaluation
  - Individualized assessments
  - Non- discriminatory assessments
  - Includes a variety of tools and strategies, including information provided by the parent
- Some specific evaluation rights:
  - Right to discuss both the proposed evaluations and evaluators prior to evaluation
  - Right to evaluation in the student's native language or mode of communication
  - Right to an evaluation of need for Braille instruction if appropriate
  - Right of parent to consent or refuse evaluation
  - Right to independent educational evaluation when parents disagree with the results of the evaluation done by the school district
  - Right to appeal a finding of "No Eligibility"
- Types of Educational Placement
  - In the public school building: the general education classroom, a resource room, or a substantially separate classroom
  - Outside of the public school building: a separate day school or separate residential school
  - For young children (3-5): a home based or centered-based early childhood program

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- Students have the right to receive special education services even when they are unable to attend school
  - In a hospital
  - At home
  - Or in an institutional setting run by a state agency
- PAC (SEPAC –Special Education Parent Advisory Council)
  - Advising the district on matters pertaining to the education and safety of students with disabilities
  - Meeting regularly with school officials to participate in the planning, development, and evaluation of the school district's special education program
  - Conducting, with the district, the annual workshop on Rights of Students and Parents under the Special Education Law.

#### Schedule for 2016-2017 SEPAC Meetings

- October 24, 2016: Parents' Rights and Responsibilities in Special Education, Christina Stuart
- December 5, 2016: Getting Organized with your Paperwork, Maureen Pelonzi
- February 6, 2017: Mindfulness & Relaxation Techniques, Pascale Cook-Fernandes (TBD)
- March 27, 2017: Transition Night (forums in all buildings), School Principals
- May 1, 2017: Planning 2017-2018 SEPAC Calendar, Elections and Review of By-Law

Meeting Adjourned

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Bourne SEPAC Meeting Minutes  
October 5, 2015  
Bourne Middle School

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2016 MAY -4 AM 11:45

In Attendance: Christina Stuart, Mary Liz Noguera, Maureen Pelonzi, Linda Pezzello, Gina Pizzello, Ann Marie Folino, Donna Lynn Greene

TOWN CLERK BOURNE

Meeting was called to order

Introductions

Minutes of May 18, 2015 meeting read and approved

- Motion to accept the minutes of May 18, 2015 by Christina Stuart
- Seconded by Mary Noguera
- Motion approved

Discussion of Resource Fair

Presentation – Social Skills and Social Thinking by Anne-Marie Folino:

- What are good social skills –ability to adapt effectively based on the situation and knowledge about the person or people in that situation; regardless of whether or not you are interacting
- What is social thinking – interact with people; we think about them
- What is “Hidden Curriculum” – unstated rules and expectations – assumed knowledge
  - It impacts social interactions, school performance, sometimes safety
  - It is everywhere – school, home, in the community, social media, in the workplace, dating/relationships, in the legal system
- Goal of treatment – use each person’s strengths, teaching abstract ideas and concepts. The goal is to create awareness and then generalization and use of expected social skills
- ILAUGH Model
  - I – Initiation of Language
  - L -Listening with Eyes and Brain
  - A- Abstract and Inferential
  - U – Understanding Perspective
  - G – Gestural Processing /Getting the Big Picture
  - H – Humor and Human Relatedness
- The 4 steps of Communication
  - Think about the person with whom you will communicate or share personal space. Consider thoughts, emotions, motives, intentions, belief systems, prior knowledge, experiences, and personality to better establish successful communications.
  - Establish physical presence. Approach the communicative partner and then use body language to further establish nonverbal communicative intent.
  - Use your eyes: to consider more fully how people’s body language and facial expressions add to their words, evaluate people around to determine their intentions; explore the environment for additional cues. Also use your eyes to show people what you are thinking as well as what they are saying.
  - Use your language to show others that you are interested in them. Examples: discuss topics of interest to them, making related comments, ask about others.
- Resource
  - Socialthinking.com – Michelle Garcia Winner

Meeting Adjourned

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Bourne SEPAC Agenda

October 24, 2016

Bourne Middle School Center]

6:00 pm – 7:30 pm

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TOWN CLERK BOURNE

1. Introductions
2. Minutes from May 9, 2016
3. Presentation of Parent's Rights and Safeguards by Christina Stuart
4. Discussion for dates and topics for 2016-2017 SEPAC Meetings
5. Public Comment
6. Adjournment

*Cancelled*

*BS*

*10/21/16*

Bourne SEPAC Agenda

December 5, 2016

*Media*

Bourne Middle School Center

6:00 pm – 7:30 pm

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TOWN CLERK BOURNE

1. Introductions
2. Minutes from May 9, 2016
3. Presentation of Parent's Rights and Safeguards by Christina Stuart
4. Presentation of Organizational Tips for Special Education Paperwork: Turn the Chaos into Calm by Maureen Pelonzi
5. Public Comment
6. Adjournment

**Bourne SEPAC Meeting Minutes**

**December 5, 2016**

**Bourne Middle School**

**In Attendance: Christina Stuart, Maureen Pelonzi, Linda Pezzello, Maureen King and Loretta Snover**

**Meeting was called to order**

**Introductions of panel**

**Minutes of May 9, 2016 meeting read.**

- **Motion to accept the minutes of May 9, 2016 by Christina Stuart**
- **Seconded by Maureen King**
- **Motion approved**

**Presentation of Parents' Rights and Safeguards by Christina Stuart**

- **Discussion of Rights and Responsibilities in Special Education**
  - **Goal to provide information so that parents understand their rights regarding special education, collaboration between family and school**
- **Reviewed Special Education Laws**
- **Who can refer and when?**
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  - **Right to appeal a finding of "No Eligibility"**
- **Types of Educational Placement**
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  - **For young children (3-5): a home based or center-based early childhood program**

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**Presentation on Organizational Tips for Special Education Paperwork: Turn the Chaos into Calm by Maureen Pelonzi**

**Create a System that Works for You**

- Start Simple
- Gather supplies – keep them handy with your paperwork
- File folders, paperclips, stapler, pens, highlighters, etc.
- Storage solutions for supplies – pencil boxes, food storage containers or shoe box
- Decide on Filing System
- Example: Binders, Envelope Storage, File/File Boxes
- Color Code, use broad categories
- Separate paperwork into: To Do, To File and To Read
- Block off time to file – don't let it pile
- Enlist help – when needed

**Don't get overwhelmed**

- Listen to music
- Start a timer
- Schedule time for organizing

**Create a Master List of Providers for your student**

- Examples: School Agency, Therapies, Hospitals, Doctors, Resources

Next meeting: March 27, 2017 – Transition Night presented by School Principals

Meeting Adjourned

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